

Family Handbook

2019-2020



THE CHILDREN'S
CENTER

2315 Coliseum Drive
Winston-Salem, NC 27106
Telephone: (336) 727-2440
Fax: (336) 727-2873
<http://wsfcs.k12.nc.us>
www.thecfec.org



Table of Contents

About Our School	3
Questions/Concerns	4
After School Care Options	5
Allergies	5
Arrival and Departure	5
Attendance	6
Calendar	6
Child Abuse and Neglect	6
Child Nutrition Services	7
Classroom Management Guidelines	10
Communication Between Home and School	11
Confidentiality	11
Curriculum and Assessment	12
Division of Child Development and Early Education (DCDEE)	13
Early Release Days for Students	13
Educational Meetings	13
Emergency Information	13
Emergency Drills	13
Family Access Policy	14
Family Support Network of Greater Forsyth	14
Fees/Tuition for Typical Preschool Children	14
Field Trips	14
Health Policies	14
Infant & Toddler Program	18
Nursing Mothers	18
Non-Custodial Parents	18
Outdoor Play Policy	18
Pacifiers	19
Photographs/Videos of Students	19
Potty Training	19
PTA	19
Sanitation and Cleaning	19
School Supplies	19
Screen Time	19
Transportation Services	20
Volunteers and Interns	21
Weather Closures, Delays of School, and Early Dismissals	22
<i>CFEC Enrollment Policies</i>	23
<i>CFEC Fee Schedule</i>	25



About our School

The Children's Center is dedicated to educating, nurturing, and supporting typically developing children and those with special needs from birth through fifth grade. We believe that by providing an inclusive environment we are able to reach all children's highest potential intellectually, emotionally, socially and physically. Together with the Special Children's School we are The Centers for Exceptional Children.

Principal, The Children's Center: Shannon Boles

Email: lsboles@wsfcs.k12.nc.us

School Phone: 336-727-2440

School Fax: 336-727-2873

Questions? Concerns?

For help with:

Enrollment, Change of Address, Student Records

Contact: Lou Ann Spell

Tuition Payments and Questions

Contact: Ed Simpson

Transportation

Contact: Lynn Wright

Volunteering

Contact: Lou Ann Spell (WSFCS) or Sarah Shutt (CFEC)

Infant & Toddler Program

Contact: Shawn Martin

Nursing/Health Questions

Contact: Shelley Curry

Cafeteria Manager

Contact: Catherine Sigmon

Non-Profit Fundraising

Contact: Shana Heilbron

Family Support Network

Contact: Chris Gentry

Child Care Licensure/Developmental Day

Contact: Cheryl Taylor or Shawn Martin

Extended Day Program

Contact: Cheryl Taylor or Jessica Rose

Spanish Translation

Contact: Stephanie Perez or Jessica Rose

Program Information

2019-2020 After School Care Options

CFEC Extended Day Program (located at The Children's Center)

- *For children birth-kindergarten, with and without special needs*
- 2315 Coliseum Dr. Winston Salem, NC 27106
- After School Hours: school dismissal – 5:30 pm
- After School Program Information: Cheryl Taylor or Jessica Rose

Imprints Cares (located downtown W-S at Augsburg Community Center)

- *For school age (K-12 yrs.) children with or without special needs*
- Will be picked up by van and delivered to Imprints Cares Downtown
- 502 N. Broad St. Winston Salem, NC 27101
- After School Hours: dismissal – 6:00 pm
- After School Program Manager: Betty West or Janelle Gibbs @ 336-722-6296 x 223

Allergies

Parents/guardians should speak to the school nurse and the classroom teacher about any allergies before beginning school. Parents will need to complete an HS-10 form for any emergency medications needed by your child. An HS-11 form must be completed to document the types of allergies and medications taken for them.

If your child has food allergies and will be eating meals prepared by the cafeteria that will require substitutions, parents must complete the *Medical Statement for Students with Special Nutritional Needs for School Meals* and get it signed by their child's physician. This form must be completed each year for all children who have food allergies needing modified food choices.

The school is not allergy-free but precautions are taken in each classroom to provide a healthy environment that meets students' needs. These precautions could include posting of known allergies on classroom doors, limiting the types of food that can be brought into the classroom by staff and students, etc. Parents should be sure to communicate any changes in allergy medications or new allergies to the school nurse immediately.

Arrival and Departure

Parents transporting their child to school should arrive by 7:55 a.m. Car riders should be picked up from their classrooms by 2:25 p.m. Always call or send a note to inform your child's teacher if someone else will be picking up your child from school. Persons other than parents will be asked to show picture identification when picking up children. Children must be transported to and from school in approved car seats or booster seats as appropriate.

It is normal to have difficulty separating (especially when a child is new at the school) and some children cry or get upset. Please be very brief during drop-off times; the longer you prolong the departure the harder it gets for you and your child. We do ask that you do not sneak away; this can be scary for a child. A smile, cheerful good-bye kiss, and a reassuring word that you will be back are enough of a goodbye for a child; children are nearly always quick to get involved in play or activities as soon as their parents are gone.

It is important to be very brief at pick-up times also. This is a time of testing when two different authority figures are present (the parent and staff), and all the children will test to see if the rules still apply. If you would like to stay for an extended period, please arrange this with the classroom teacher beforehand.

Late Arrival/Early Departure

If your child arrives to school after 7:55 a.m. they are considered tardy and must be signed in at the office. All parents and visitors must sign in at the office and wear a visitors tag to enter the school building after 7:55 or before 2:25 each day. Breakfast will not be served to car riders who arrive after 8:30 a.m.

Attendance

Children benefit from consistent attendance at school, and parents are asked to make every effort to have children at school and on time each day. Please call your child's teacher if your child will be absent from school. Absences will be excused for such reasons as illness, religious holidays or a death in the family (with written note the day the child returns to school).

If your child is school-age and attendance or tardy problems occur, the school social worker may be called to investigate why the child is not attending school. If the Department of Social Services (DSS) funds your child's enrollment at our school, excessive absenteeism may result in the loss of your voucher.

In order for children to receive maximum benefit from their educational and therapeutic experiences, regular attendance is necessary. Please note the following:

- Per the WSFCS Board Policy, the principal must approve in advance any trip/vacation that takes a student out of school.

Calendar

The Children's Center follows the WS/FCS calendar for student school days and holidays. A schedule for the CFEC Summer Program is sent home in the spring.

Child Abuse and Neglect

The Children's Center is committed to the safety and welfare of all children and strictly follows abuse and neglect reporting requirements. If a child shows signs of injury or emotional damage which could be the result of abuse or neglect, school employees are required by law (GS 7B-101) to report suspected incidents to the Forsyth County Department of Social Services. Additionally, the law requires the reporting of dependency. For the purposes of the reporting law, a child is dependent when the parent, guardian or custodian is not able to provide for the child's care or supervision, and lacks an appropriate alternative child-care arrangement.

Consultation with the principal, school social worker and counselor is recommended, but does not supersede the law to report (Policy 5140). DSS will determine if a report warrants an investigation. A one-time report of neglect or dependency may not be sufficient for an investigation to take place. Child Protective Services at DSS will work with the family and other agencies to help overcome the problem and protect the child.

Child Nutrition Services

Parents have the choice of using the WS/FCS Child Nutrition Services for breakfast and lunch or sending prepared foods for their children on their own. Regardless of the choice, nutritional guidelines are required for all meals eaten at school.

School-Prepared Meals

Breakfast and lunch are prepared at the school by the WS/FCS Child Nutrition staff. The costs are in the chart below. Parents can apply for the Federal Lunch Program that could qualify them for free or reduced costs for school-prepared meals. *A new form must be completed each school year for a child to qualify for free or reduced prices.* Parents will be charged for the costs of meals until the application form has been returned and approved by the Child Nutrition Department. Once the school receives an application, it is sent to Child Nutrition for screening eligibility. Parents are notified of their approval status within 2-3 school days by the WS/FCS Child Nutrition Department.

School Lunch Prices for 2019-20 are as follows:

Breakfast	\$1.90 (regular)	(free for children on free/reduced lunch)
Lunch	\$2.80 (regular)	\$.40 (reduced lunch)

The full Daily Meal Cost for a child to eat breakfast and lunch is \$4.70 per day. The Reduced Meal Cost for a child to eat breakfast and lunch is \$.40 per day. Monthly menus of the food choices are sent home and are also available on-line at the WS/FCS website.

Instructions for Online Payments for Cafeteria Purchases for Parents using mySchoolBucks.com.

The WS/FCS Child Nutrition Department provides a convenient, easy, and secure online prepayment service to allow parents to deposit money into students' school meal accounts at any time. This service provides parents with the ability to view account balances and the past 90 days purchase history. It also allows for automatic low balance email notifications. Parents can establish school meal balance amounts so that if your child's account balance falls below the established amount, you will receive an email alerting you to the low balance. You can also establish recurring payments to replenish the account based on a minimum balance per account.

To access these services, parents should go to www.mySchoolBucks.com. Parents create an account and add money to school meal accounts on this site. A returning user will complete the "Access Your Account" and click on the "log in" button.

All new parent users will click on the "REGISTER FOR A FREE ACCOUNT" button and proceed to step 2. Step 2 - select state – select North Carolina from the drop down box and click the "continue" button. Step 3 – select school district – select Winston-Salem Forsyth County Schools and click the "continue" button. Step 4 – enter parent's personal contact information and click the "continue" button. Step 5 – create parent user credentials – enter the login ID, password, security question and security answer you wish to use. You must check the box stating you are 18 years or older and agree to the Terms of Service and click on the "register" box. Step 6 – complete registration. You will see Registration completed. You will receive an email to confirm your registration. Click the "finish" box.

Options and links from the www.mySchoolBucks.com home page are Parent Resources, Payment Center and More Info. Click on "My Household" to make a payment, add a student, view cafeteria purchases, change schools, remove a student and see their current balance. Payments may be made with any major credit or debit card. You will need your child's student

ID # to add him/her in mySchoolBucks. To obtain your child's student number, please bring a picture ID to school and the Data Manager will be able to provide you with the number.

There is a \$1.95 convenience fee assessed for each deposit transaction. Parents placing money into multiple meal accounts will be assessed the \$1.95 fee only once per deposit transaction. WS/FCS district does not profit from use of this site.

Parents may also choose to send payment to schools by cash or check. Checks should be made payable to the "Children's Center Cafeteria."

Student Meal Charges and Voucher Meals Policy

The WS/FCS Child Nutrition Department identifies and handles accounts with excessive charges according to the following guidelines:

- Once a student account reaches a negative balance of \$5.00, the Principal will be alerted by the cafeteria manager by email.
- Parents will be notified by the Principal informing them that they have 5 days to pay charges and/or fill out a F/R meal application.
- After the 5 day period, the student will receive a "Voucher Meal" (fruit, vegetable, roll, milk) from that time forward until the F/R application is approved or the debt is paid.

Special Nutritional Needs

The school cafeteria can provide alternative meals/foods as needed for medical or dietary reasons if parents complete the *Medical Statement for Students with Special Nutritional Needs for School Meals* and get it signed by their child's physician. This needs to be completed each year for all children who have dietary restrictions, food allergies, food intolerances, or consistency requirements for food/liquids.

Meals Prepared at Home

Parents may choose to send a prepared breakfast, lunch or snack to school with your child each day. All meals and snacks are required to meet preparation and nutrition guidelines to adhere to our licensing standards. All meals sent from home must be dated and labeled with the child's name and packed to stay hot or cold as needed. The nutritional standards are:

Breakfast

- Milk (1/2 cup)
- Vegetable (1/4 cup), Fruit (1/4 cup), or 100% Fruit Juice (1/4 cup)
- Cereal (1/4 cup), Bread (1/2 slice), or Grain (such as 1/4 cup oatmeal or pasta)

Lunch

- Milk (1/2 cup)
- Meat (1 oz.) or protein (1/4 cup beans, 1 oz. cheese, 1/2 egg, 4 oz. yogurt)
- 2 servings of a Vegetable (1/4 cup), Fruit (1/4 cup), or 100% Fruit Juice (1/4 cup)
- Cereal (1/4 cup), Bread (1/2 slice), or Grain (such as 1/4 cup oatmeal or pasta)

Snacks (2 of the items listed below) - *Extended Day Only*

- Milk (1/2 cup)
- Meat (1/2 oz.) or Protein (1/8 cup beans, 1/2 oz. cheese, 1/2 egg, 2 oz. yogurt)
- Vegetables, Fruits, or 100% Fruit Juice
- Cereal, Bread, or Grain (such as oatmeal or pasta)

Nutritional Guidelines/Supplemental Food Opt Out Policy

Each year, parents/guardians are permitted to “opt out” of meeting the DCDEE nutritional requirements by completing a *Nutritional Guidelines/Supplemental Food Opt Out Form*. By signing the form, you are indicating that your child will be eating only the food you provide for them for meals and snack, even if they do not meet the nutritional guidelines. This form does not exclude children from receiving food related to special events or activities at school or in the classroom as appropriate.

Food Allergies

While diligent, we cannot guarantee our environment as “Allergy Free.” When food allergies are documented on the *Medical Statement for Students with Special Nutritional Needs for School Meals*, the *Student Health History* or the *Emergency Medical Information* forms by the child’s physician, precautions will be put into place as needed. Parents should discuss their child’s specific food allergies with the school nurse upon enrollment.

If you have questions about:

- Child Nutrition Program, meal payments, or the Free/Reduced Lunch Applications, contact the cafeteria manager at 336-727-2440 or 344childnutrition@wsfcs.k12.nc.us or the Child Nutrition Department at 336-771-4526.
- Nutritional needs or food allergies, contact the school nurse at 336-727-2440.

Classroom Management Guidelines

The staff of the Children's Center is trained and certified by NCDPI in NCI; "Non Violent Crisis Intervention Training," recognized county and state wide as best practice in safely and effectively developing positive behaviors that enhance learning. Behavior management is unique to each child. The following is shared as strategies that are implemented when a student's behavior is problematic and presents a danger either to the child or to others.

The Children's Center uses a positive approach to behavior management which stresses prevention rather than correction. Some of the techniques used are: distraction, redirection, verbalization of feelings, natural consequences, choices, and time away from the desired activity. The most successful interventions occur when parents and staff are consistent.

The Children's Center School Behavior Management Plan

1. **Positive Redirection** – This involves **distracting** the child and then **redirecting** the child's attention into a parallel acceptable behavior as many times as needed. As a part of the redirection the child is given two appropriate choices, both of which lead to the same desired behavior. These 2 choices lead into Step 2.
2. **Personal Space** – The child is offered 2 appropriate choices. In both instances the duration is determined by how long it takes the child to want to return to the group. For example, "Do you want to be alone until you can calm down? (Reflection Area) Or "Would you like to sit by (insert staff member's name)?" (Sit & Watch)
 - a) **"Reflection Area"** – a space where the child can go and have a safe, soft area to be alone (with visual supervision) until they can self soothe and calm themselves down.
 - b) **"Sit & Watch"** – the child is removed from group but is facing the activity. A staff member is in close proximity to assist and supervise.

*During steps 1 & 2, verbalization and communication are being used as a valuable skill to teach children to express their feelings. Staff remind child to "use their words". Teachers are to model good communication and label feelings so the child feels heard and understood. For example, "I can tell you are unhappy, can you show me what's wrong?"

3. **Contact parent/guardian if behaviors are persistent and ongoing with no improvement or there is an increase in intensity and duration-** The parent/guardian will be contacted by the child's teacher to schedule a conference to discuss behaviors and collaborate on strategies to reduce behaviors.

If a child's behaviors are excessive or aggressive, the following needs to take place:

4. **Collect Data and then Complete a Functional Behavior Assessment and Behavior Intervention Plan-** The teacher will collect data on specific, identified behaviors for @ least three weeks, possibly longer and record the results of interventions. The child's "team" will complete the FBA and BIP if necessary at a parent conference or during the student's IEP meeting.
5. **Make Referral** – The child's teacher will make a referral to specialized personnel for the student/family. Children with a special need will be referred to the IEP Team for further assistance. Typically developing children may be referred to WSFCS Preschool Intake.

Communication Between Home and School

All children are required to bring a book bag to school every day to be used for transporting information and personal items to and from school.

PLEASE CHECK YOUR CHILD'S BOOKBAG EVERY DAY!

Pertinent information such as lunch menus, school and classroom events, newsletters, and field trip information will go home weekly in a Wednesday Folder. Please read all information and return the folder with any items that need to be sent back to the school. School information will also be communicated to your phone and/or email on the school's automated alert system.

School Information is available to you on our WS/FCS website (www.wsfcs.k12.nc.us → click on 'select a school' and choose Children's Center under "non-traditional schools"), as well as on the Centers for Exceptional Children website, thecfec.org.

It is very important that the school have updated contact information at all times. Please promptly alert the office and your child's teacher to any changes in your phone numbers, email address, and home address. You may also review this information by logging on to the PowerSchool "Parent Portal" from the WS/FCS website. Parents can request an ID and password for Parent Portal by coming to the school and speaking to the Data Manager.

Teachers are always happy to conference with you about your child's progress. Please contact your child's teacher in advance to schedule a meeting so they will be able to give you the time and attention needed to discuss your child.

Confidentiality

Confidentiality of your child's medical, educational, and personal information is very important to us. A number of measures are in place at The Children's Center to protect this information.

- School staff is trained in HIPAA (medical) and FERPA (educational) confidentiality policies.
- Educational and medical files are kept in locked cabinets and access is restricted to personnel in specific positions, per regulations.
- Children's individual information is only shared on a need-to-know basis with persons who have been trained in confidentiality policies.

If you have any questions about confidentiality policies at the school, please contact the principal.

Curriculum and Assessment

The Children's Center incorporates the Creative Curriculum as well as NC Foundations for Early Learning and Development in our Pre-K classrooms. The Functional Curriculum and the Extended Content Standards are used in the Functional/Primary School Age classrooms. The typical Kindergarten classroom follows the NC Common Core Standards.

- The Creative Curriculum is used as a blueprint for planning and implementing a developmentally appropriate program. The Creative Curriculum is the organizational structure of the classroom. Centers are used in preschool classrooms to engage children in interactive play, creative exploration, movement and learning using technology.
- The NC Foundations for Early Learning and Development is designed to enhance activities with concentration on 5 developmental domains: Emotional & Social (ESD), Health & Physical (HPD), Approaches to Play & Learning (APL), and Language Development & Communication (LDC), Cognitive Development (CD).
- The Functional Curriculum was designed specifically for use with school age children with significant cognitive disabilities who need to learn skills through a functional, sequenced approach.
- The Extended Common Core Standards are the alternate achievement standards for school-age students with significant cognitive disabilities.
- The Common Core Standards are the educational standards for school-age students to ensure they have the skills and knowledge they need to be successful by providing clear goals for student learning.

Assessment is the process of gathering information about children in order to make decisions. For children ages 3 and over, evaluations for initial eligibility are performed by the WS/FCS Preschool Intake Department. Children under age 3 years are evaluated by the CDSA before being referred to our school. Eligibility assessments for special needs children are performed prior to enrollment at the school. Additional special services such as Occupational Therapy, Physical Therapy and Speech Therapy may be added based on referral. Developmental screening for typical children is performed within 1 month of enrollment.

On-going assessment for all children is performed at The Children's Center for the following reasons:

- Screenings to determine referrals for special services
- Informal assessments and observations to implement the curriculum and to adapt teaching practices and the environment
- Developmental checklists to help teacher's design goals
- Progress monitoring to assess student growth and teacher effectiveness.

Families will receive evaluation results at parent-teacher conferences and through written communication. Parents are encouraged to share progress and observations from home during these conferences and by phone or email. Progress reports on developmental goals will be shared in written progress reports, as well as through daily/weekly class notes.

Division of Child Development and Early Education (DCDEE)

The DCDEE is the licensing agency for The Children's Center. The purpose of DCDEE regulation of child care centers 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. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit their homepage at <http://www.ncchildcare.net>.

Early Release Days for Students

The district has four Early Release days for students this year to provide the school staff with time for essential professional development. On Early Release Days, the students at all WSFCS will be dismissed 2 hours early.

On the Early Release Days:

- **Breakfast and lunch will be served.**
- **Students at The Children's Center will be dismissed at 12:25.**
- **Bus riders will arrive at home 2 hours earlier than the usual drop-off time.**
- **Car riders must be picked up from school by 12:25.**
- **There will be no extended day program on these days. All children will need to be picked up at school or ride the bus home.**

Early Release Dates for 2019-20

Wednesday, October 16, 2019
Wednesday, December 11, 2019
Wednesday, February 19, 2020
Wednesday, March 18, 2020

Educational Meetings

Conferences and IEP meetings are educational meetings that will provide parents with important information and updates about their child's progress and allow them the opportunity to participate in developing their child's school goals. Parents are encouraged to attend all meetings related to their child's educational progress so they can support the developmental needs of their child at home and at school.

Emergency Information

A pink *Emergency Information* form is in the initial enrollment packet and is updated annually. It is important for parents to keep this list current in case of an emergency. We must stress critical importance of updating changes in emergency contact information on a timely manner. Please call the Data Manager to inform the school of changes.

Emergency Drills

During the school year, drills are routinely conducted to help prepare staff and students for emergencies such as fires, tornados, intruders, etc. Some of these drills require evacuation from the building and others require that the building be locked, excluding anyone from entering and exiting. In the event of a real emergency, parents will be notified through the phone alert system in compliance with the WS/FCS emergency alert process and directions for any parent actions will be given if needed. Parents should be sure their contact numbers are updated at the school at all times so that they will receive these alerts in the event of an actual emergency.

Family Access Policy

We welcome parents/guardians to observe their child's classroom. The observation windows in the hallways provide visual access to each classroom without interrupting the routine of the day. Parents may also schedule a time to sit in the classroom to observe as long as they do not interrupt the staff or distract children from classroom instruction.

Family Support Network of Greater Forsyth

The Family Support Network of Greater Forsyth is an outreach program of The Centers for Exceptional Children. This program helps parents of children with special needs (birth through age 21) to find the resources and information. Services include a parent-to-parent support program, parent education and leadership training, sibling groups, lending library, education advocacy, disability awareness and family events. Call (336) 703-4289 for more information. Additional information and a list of events can be found on the FSN website at www.thecfec.org/family-support-network/.

Fees/Tuition for Typical Preschool Children

For parents that have a "typical" preschool child enrolled at the school in the inclusion program, the tuition is \$615.00 per month for September through May. A nonrefundable deposit of \$100 is due, in advance, with enrollment packet. This \$100 deposit will be applied to the first month's tuition. Payments are to be made payable to The Centers for Exceptional Children (CFEC) and are due on or by the 5th day of each month. Tuition is to be paid even if the child is absent and failure to pay the tuition will result in suspension of child care services. Late payments may result in the termination of services.

For payment questions, contact the CFEC Finance Manager at 336-727-2440.

Field Trips

Preschool and school-age children will participate in educational field trips planned by the classroom teacher. Parents will be notified in writing of the location, mode of transportation, and any cost involved in each field trip. **Each child must have a completed and signed permission form returned to the school by the deadline to participate in field trips. Verbal permission for students to participate in field trips cannot be accepted.**

*Due to restrictions by the DCDEE, children under the age of 3 years old cannot participate in field trips.

Health Policies

At the beginning of each school year, a Student Health History and Emergency Medical Information Form (HS-11) must be completed for each student. If you need to update your HS-11 form during the school year, please contact the front office for a copy.

Diabetes Care Plan

By law, any child with diabetes will have an Individual Diabetes Care Plan to address monitoring and medicating needs (G.S. 115C-47). Such plans are developed by the child's diabetes health care provider, usually a doctor or a nurse. The plan outlines the steps to be taken at school to monitor or administer blood sugar measurements, nutrition, and medication, including insulin. To receive a copy of the plan, please contact the school nurse.

Illness and Injury

When your child has a fever or otherwise exhibits symptoms of being sick (vomiting, bad cold, diarrhea), the school nurse will assess your child's condition. You will be contacted to pick your child up if the nurse determines that your child needs to be sent home from school. **Your child must be free of symptoms (fever, diarrhea, vomiting, etc.) without the aid of medication for 24 hours prior to returning to school.** If your child is sent home with a referral form, a licensed health care professional must complete the form before your child can return. We want to keep all of our children healthy and avoid the spread of any illness, therefore this policy will be strictly enforced. For further details, see the *Illness Policy and Guidelines* on the following page of this handbook.

If your child is injured at school, the school nurse will assess the situation. An Accident Report will be completed and a copy will be sent home to the parents as notification of the injury. The classroom teacher will also attempt to contact the parent by phone.

If your child is seriously injured while at school, you will be contacted immediately and 911 will be called for medical assistance. PLEASE BE CERTAIN THAT A CURRENT WORKING PHONE NUMBER IS ON FILE AT THE SCHOOL AT ALL TIMES FOR EMERGENCY COMMUNICATION.

Special Note Concerning Soiled Clothing: The school operates under guidelines established by the Public Health Department. No soiled clothing can be washed at school. All soiled clothing will be sent home in a sealed plastic bag at the end of the day.

Tobacco-Free School

The Winston-Salem / Forsyth County Board of Education adopted Policy 1331 which establishes Tobacco-free schools. This policy prohibits the use of all tobacco products at a school campus or work site by everyone, anywhere, at all times -- including events after regular school or work hours. Tobacco products includes cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snuff, tobacco products, and products reasonably resembling tobacco or tobacco products (such as electronic cigarettes and "vape" products). A copy of the policy may be found on our website at <http://wsfcs.k12.nc.us>.

The Children's Center Illness Policy and Guidelines

When your child has a fever, exhibits symptoms of being sick (vomiting, bad cold, diarrhea), or is not feeling well enough to participate in school activities, the school nurse will assess your child's condition. You will be contacted to pick your child up if the nurse determines that your child needs to be sent home from school. Your child must be free of symptoms (fever, diarrhea, vomiting, etc.) without the aid of medication for 24 hours prior to returning to school. If your child is sent home with a referral form, a licensed health care professional must complete the form before your child can return. Because we want to keep all of our children healthy and avoid the spread of any illness, this policy will be strictly enforced.

If the Child Has:

He/She Should Remain Home Until:

Fever (100 degrees oral)	The fever has been gone (without medication) for at least 24 hours.
Diarrhea (more than 1 loose/runny BM)	Has not has any loose stools for 24 hours.
Vomiting (more than 1 episode)	Has not vomited & has been eating his/her regular diet for 24 hours.
Nasal Discharge (yellow, green, foul-smelling)	The discharge is clear or absent.
Chicken Pox	All lesions have crusted over, no longer drain and fever is absent.
Pink Eye (Conjunctivitis)	Treated by doctor for 24 hours.
Ring Worm	Treated for at least 24 hours. Affected area must be covered while at school with a Band-Aid or clothing. Send written note stating medication has been applied.
Ring Worm of the Scalp	Treated for at least 24 hours with oral antibiotic. Send doctor's statement.
Strep Throat	Antibiotic treatment for 24 hours and fever is absent.
Head lice	Treated and rechecked upon return to school. No lice or nits should be present in hair or on scalp.
Scabies	Treated by doctor for 24 hours.
Shigella	Note from doctor stating that child has had 2 negative stool cultures.
Rubella (Red Measles)	Five days after the appearance of rash.
Rubella (German Measles)	Seven days after appearance of rash
Roseola	Fever and rash are gone
Common Cold & Flu-like Symptoms	Has not had fever for 24 hours with decreased signs of cold, such as runny nose and sneezing.

Immunizations

The Children's Center abides by the statutes of the North Carolina Immunization Law. This law requires all children to be immunized, unless a doctor's waiver has been granted. A list of required immunizations for your child can be obtained from the school nurse or your child's physician. Per NC Law, proof of immunization must be provided within 30 calendar days of a child's enrollment or the beginning of the school year or the child will be suspended from school.

Medications

The School Board recommends that all medications be taken at home if possible. If your child needs to take any medications (prescription or over the counter) at school, you must complete a Medication Administration (HS-10) Form. To complete the HS-10 for prescription medications, both the parent and the child's physician must sign the form. The parent is responsible for getting the doctor's signature on the form. Medication must be delivered to the school nurse in its original container with the child's name on it.

The HS-10 Form is required for all over the counter medications and products, the same as it is with prescription medications. Over the counter medications include products such as sunscreen, diaper cream, topical ointments, and pain relievers which must be provided by the parents when needed. HS-10 forms must be revised when medications or dosages change. These forms can be picked up at school from the school nurse or you can call the nurse to send them home with your child.

To protect the safety of your child and other children, NEVER send any prescription or over the counter medications to school with your child on the bus or in a book bag.

Special Procedures and Special Medical Conditions

If your child has a health condition such as asthma, diabetes, seizure disorder, anaphylaxis, or requires a special procedure such as catheterization or tube feeding, please contact the school nurse. Additional parental permission forms are required each year for special procedures in the school setting, including emergency medications. If an emergency situation arises and a care plan is not on file, the school will call 911 for medical assistance and the parent will be notified immediately. Parents need to provide all equipment necessary to perform special procedures.

Contact the school nurse for additional information on medication administration or medical procedures. Staff members are trained to administer medications and conduct special procedures on students in their classroom when the school nurse is absent or unavailable.

Please note that our emergency procedures while students are riding the bus are different from what is done while at school. When students are riding the bus and experiences a medical issue, the bus will pull over to a safe location and the driver or monitor will call 911.

Infant & Toddler Program

Children that attend the CFEC Infant & Toddler program at The Children's Center are aged birth-36 months. They come to us through referrals from the Children's Developmental Services Agency (CDSA), a regional early intervention center for infants and toddlers with developmental disabilities or delays. Children referred to us have various needs and abilities and are eligible for therapies such as speech, occupational, and physical therapy. We also admit a limited number of typically developing children (age birth-36 months) to our Infant & Toddler program.

For more information, contact Shawn Martin at (336) 727-2440.

Infant Safe Sleep Policy

The Children's Center has a Safe Sleep Policy for infants less than 12 months of age. If your child is under 12 months of age, you will be asked to complete and sign the Safe Sleep Policy. This must be completed prior to your child starting in our program.

Prevention of Shaken Baby Syndrome & Abusive Head Trauma Policy

As a licensed child care facility serving children under the age of 5 years, we are required to have a policy in place to prevent shaken baby syndrome and abusive head trauma. Parents will be given a copy of the policy upon enrollment and will be asked to sign off on the policy.

Nursing Mothers

The Children's Center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening, and holding off giving a bottle, if possible, when mom is due to arrive. Infant formula and solid foods will not be provided unless requested by the mother. Babies will be held closely when feeding. Mothers, including employees, are provided a private breastfeeding room to nurse their babies or express milk. This area has an electric outlet, comfortable chair, and access to running water. Breastfeeding mothers may store their expressed breast milk in a center refrigerator. Mothers should provide their own containers, clearly labeled with name and date. We will follow guidelines from the American Academy of Pediatrics and Centers for Disease Control in ensuring that breast milk is properly treated to avoid waste. Staff are trained in the proper storage and handling of human milk.

Non-Custodial Parents

In the case of a family situation that involves a non-custodial parent, the legal guardian must provide the school with court documentation indicating guardianship. Guardians will need to sign in at the front office when picking up children during the day. Children will not be released to anyone who is not listed on the Pink Emergency sheet. (Photo ID may be requested.)

Outdoor Play Policy

According to DCDEE guidelines, children are required to participate in daily outdoor play. We follow the weather guidelines for outdoor activities provided by the WS/FC Schools which states:

In WSFCS, the procedure for safe outdoor play uses the temperatures of between 32 degrees and 90 degrees as acceptable temperatures for students to go outside. When the temp is cold, the wind chill factor is added to determine the 32 degree temperature.

Teachers consider the individual needs and welfare of children on extreme weather days. Please dress your child for daily outdoor play time. This includes gloves and hats for colder weather and sun protecting clothing in warm weather. **If your child needs sunscreen or bug spray to play outside, it must be applied prior to arrival at school.** Staff members are not allowed to apply these products without signed doctor's orders.

Never send any sunscreen, bug spray, or other products to school in your child's book bag or in personal belongings. These items can be hazardous to your child or other children if used improperly.

Pacifiers

The Children's Center understands the need and benefits of infants using pacifiers during their first year of life. Therefore, students in the Infant room are allowed to have a pacifier while at school. Pacifiers are not permitted to be attached to clothing in any manner or hung around the neck. If the pacifier comes out of the mouth while the student is sleeping, staff are not permitted to put it back in the student's mouth.

Students in the Toddler rooms will be allowed to have a pacifier during nap time only. Some research suggests that extended pacifier use (past one year of age) is associated with a higher incidence of ear infections, dental issues, and possible speech and language problems.

Photographs/Videos of Students

During the school year, representatives from the WS/FC Schools, local news media, and other agencies could request to video or take pictures of various school activities and programs. We also include pictures of children at school and classroom activities on our school and CFEC websites. The Children's Center includes a permission form in the enrollment packet for parents to sign indicating if pictures may be taken of your child.

Potty Training

The Children's Center supports children during the potty training process. Parents and teachers will work together to determine if and when the child is ready.

PTA

Parents are encouraged to become involved in the PTA as well as in school activities and programs. Our PTA sponsors evening programs for parents, an annual 'Bingo Night' fundraiser, and special meals and other treats for staff appreciation. To join The Children's Center's PTA, fill out and return the form that you receive in your Wednesday packet. The yearly cost is \$5.00 per member. Our goal is 100% membership of families and staff!

Sanitation and Cleaning

All items in and around the school are cleaned, sanitized, and disinfected in accordance with the NC Rules Governing the Sanitation of Child Care Centers. (NCAC 18A. 2801-2836)

School Supplies

At the beginning of the school year, all schools in WS/FCS provide parents with a list of school supplies requested for each child. Parents are asked to provide the supplies they can to help the school with classrooms materials for our children. Parents are welcome to replenish these supplies during the year to help classrooms as well.

All children should bring a book bag (or similar carry-all) to school each day. All students need a way to securely travel to and from home with Wednesday Folders, school Information, clothes, diapers, etc. Bus riders must have a bag for attaching their Yellow Identification Tag.

Parents are responsible for providing the school with the personal care items needed for their children each day. This includes diapers, a clean change of clothes, medications, and equipment for special procedures.

Screen Time

The use of screen time is prohibited for children under 3 years of age per NC DCDEE rule 10A NCAC 09.0510(f). This includes but is not limited to computers, games, smart boards, promethean boards, etc.

Transportation Services

WS/FCS Bus Transportation

The WS/FC School System provides bus service on request for our students with special needs when they reach 3 years of age. Our school-age students may also ride the WSFCS bus service. Pick-up points must be within Forsyth County. All students will be seated and proper safety restraint devices will be used, if required. Please call the school if you have any changes in your child's transportation needs during the school year. There will be new bus routes and pick-up times provided to each parent by the WS/FCS Transportation Office at the beginning of each school year. Contact the school if you have any bus concerns or problems.

The following are some important points (per WS/FCS policy and procedure). To help provide safe, efficient transportation for everyone, parents should:

- Contact the school if your child is not riding the bus for any reason or tell the bus driver if you know ahead of time.
- Notify the school to reinstate transportation if your child misses riding the bus 3 days in a row
- Notify the teacher or school office immediately if your address or phone number changes
- Take care and responsibility for all safety seats and restraints that are sent home so that they are available for safe traveling each day. **If a safety seat or restraint is not sent to school with a child, the child cannot ride home and the parent will be expected to provide transportation.**

Responsibility of Parents of Preschool and School-age Students:

It is the duty and responsibility of parents or their designee to provide supervision at the bus stop of preschool children, kindergarteners and students with special needs who are served by

school transportation. Any student who serves as a designee must be in the fourth grade or older. In the event no one is present at the bus stop in the afternoon to pick-up the child:

1. The parent will be contacted immediately by telephone and advised to pick up the child.
2. The child will be taken to the next school on the route or nearest school that is open. Transportation will notify both schools. The Administrator at the home school will be contacted to call the parents/guardians. If no one can be reached, law enforcement or the DSS may be contacted.
3. When an adult arrives at the school to pick up a student, they will be given a letter reminding them of the policy to be at the stop. After the third failure to provide supervision at the bus stop, the school principal will have a conference with the parent.
4. After the fourth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the afternoon of the next school day, and an authorized adult will have to pick up the student at the home school;
5. After the fifth failure to provide supervision at the bus stop, the student will not be permitted to ride the bus home on the next two (2) school days, and an authorized adult will have to pick up the student at the home school. A letter from the General Counsel of the Board of Education will be sent to the student's parent warning that any further violation of this policy could result in suspension from afternoon transportation.
6. After the sixth or subsequent failure to provide supervision at the bus stop, the school may suspend the student from afternoon transportation. This suspension must be communicated to the parent orally before the suspension begins, and notice must also be sent home to the parent via certified mail. The suspension may be appealed according to Board Policy 5145, Student and Parent Grievance Procedure. If the student is classified as an exceptional child ("EC"), the principal will conference with the parent and the appropriate case/program manager before implementing a bus suspension to ensure that denial of afternoon bus services does not constitute denial of a Free Appropriate Public Education ("FAPE").

Yellow Identification Tags

All of our Preschool and School-age students will be provided with yellow ID tags that must be attached to the child's book bag. These tags include parent contact information and help bus drivers identify which students require bus stop supervision. Please remember to update the contact information if it changes during the school year.

Transportation for Children with Special Needs

A. Transportation shall be provided from a student's home to and from school for a child with a disability as defined by N.C.G.S. § 115C-106.3(1), who because of their handicap or disability cannot get to school or to a school bus stop.

B. If school bus transportation cannot reasonably be provided; the Board of Education directs staff to assist the parent in obtaining travel reimbursement from the State of NC at the standard rate.

Volunteers and Interns

Classrooms at the Children's Center are frequently visited by students, interns, tour groups and community volunteers. These programs serve as a learning model for other centers and organizations. All volunteers who are in the classroom with children undergo the WS/FCS Volunteer Screening process. If you are interested in volunteering, please complete the online registration at <https://www.wsfcsvolunteers.com/>. Volunteers must be 16 years of age or older and must show proof of a negative TB test within the last twelve months. Volunteers and Interns must also complete a health questionnaire and an emergency information form.

Weather Closures, Delays of School, and Early Dismissals

The Children's Center is a part of the WS/FC School System. When there is bad weather, the school system's decision to delay or cancel school will be broadcast on local radio and television stations and posted on the school system website (www.wsfcs.k12.nc.us). You will also be informed by phone through an automated alert system.

To find out whether our school is closed or delayed, you will need to listen or watch for the name of our school system. The official name is Winston-Salem/Forsyth County Schools. However, at times stations use the name Forsyth County Schools. As an abbreviation, they may use WS/FCS. Therefore, look for the following:

**Winston-Salem/Forsyth County Schools
WS/FCS
Forsyth County Schools**

Radio:

Local channels will have information about the changes. Local Spanish-language stations include ***Que Pasa and Movidita***

Television:

Local channels will display schedule changes in a band across the bottom of the screen. Most channels list schools and school systems alphabetically. WXII (Channel 12) does this. You will need to watch and wait for information about our school system.

TYPES OF CHANGES

1 Hour Delay - The school opens 1 hour late. The bus arrives 1 hour late.

2 Hour Delay - The school opens 2 hours late. The bus arrives 2 hours late.

Closed - No school

For Parents with Students in the CFEC Extended Day Program:

If WS/FC Schools dismiss early, the CFEC Extended Day Program will **not** operate. If WSFCS are **closed** to children, the CFEC Extended Day Program will also be **closed** to children.



CFEC ENROLLMENT POLICIES 2019-20

Eligibility

- ✚ Admission is on a rolling basis.
- ✚ A waitlist is maintained year-round for Infant & Toddler, Typical Inclusion, and Extended Day Program.
- ✚ A child's therapeutic services, including physical, occupational, and/or speech therapy, must be transferred to therapists at The Centers for Exceptional Children.
- ✚ The Centers for Exceptional Children does not discriminate on the basis of race, ethnicity, religion, national origin, sexual orientation, or disability.

Enrollment

- ✚ Enrollment forms must be completed prior to child's first day of attendance.
- ✚ Registration fee is due at time of enrollment. Deposit is due by August 15.
- ✚ There is no registration fee or deposit owed for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Tuition

- ✚ Please see fee schedule for detailed information regarding registration fee, deposit, and tuition.
- ✚ Tuition is due in nine monthly payments and is due each month from September to May by the 5th day of the month.
- ✚ Payments received later than the 5th day of the month will be assessed a late fee of \$25.00.
- ✚ Tuition is not waived when your child is absent and/or when there is a holiday or school closing due to inclement weather.
- ✚ Payment by cash, check, money order or credit card is accepted. All checks should be made payable to The Centers for Exceptional Children (CFEC).
- ✚ Online payments can be made through Procure. Please see the Finance Manager for information on how to make online payments.
- ✚ Checks returned for insufficient funds or closed accounts will be charged a \$25.00 fee. After the second returned check we will request payment by cash, credit card or money order. Receipts for cash payment will be provided. Parents will be notified of delinquent accounts.
- ✚ Discounts for families with more than one child enrolled:
 - 10% off tuition for second child and each subsequent child enrolled in one of our programs during 2019 - 20 school year.

Tuition Assistance

- ✚ We accept children with DSS vouchers and Smart Start scholarships. If you have a voucher or scholarship, the full parent fee designated by DSS or Smart Start must be paid by the 5th day of the month to The Centers for Exceptional Children.
- ✚ The Centers for Exceptional Children has a financial-need based scholarship program to assist families. If you would like your child to be considered for a scholarship, please request an application from Sarah Shutt by email at sarah@thecfec.org or by phone at 336.727.2440.

Absences

- ✚ Daily attendance is important to your child reaching their full potential for growth this school year. Please inform your child's teacher if your child is out for the day. Any child who is absent for more than one week without explanation will be considered to have withdrawn from the program and we will enroll a child from the waitlist.

Late Pick-up Policy

- ✚ A child not enrolled in the Extended Day Program must be picked up by 2:30 PM or parent/guardian will be charged a late fee of \$1.00/minute for each minute after 2:30 PM.
- ✚ A child enrolled in the Extended Day Program must be picked up by 5:30 PM or the parent/guardian will be charged a late fee of \$1.00/minute for each minute after 5:30 PM.
- ✚ If a child is not picked up by 6:00 PM we will contact the Winston-Salem Police Department and release the child to their custody unless a parent/guardian or authorized person has called to let us know they are on their way to pick up the child.

Withdrawal Notice

- ✚ We require a written two-week notice if you are planning to withdraw your child. Failure to provide a written two-week notice will result in parent / guardian being responsible for the full month's tuition. Please send withdrawal notices to Sarah Shutt by email at sarah@thecfec.org or to her attention by mail at 2315 Coliseum Drive, Winston-Salem, NC 27106.

CFEC retains the right to drop any child from enrollment for violation of our enrollment policies. Reasons may include but are not limited to:

- ✚ The child's immunization and medical records are not current. When corrected and/or updated, the parent may reapply for admission.
- ✚ Parent/guardian makes unreasonable demands on staff or is disrespectful to a member of our school community, which may include staff members, administration, children, or other parents.
- ✚ Parent/guardian physically disciplines their child at the school or is disrespectful or abusive to another child while at The Children's Center or The Special Children's School.

CFEC Program Fee Schedules 2019-2020

Program	Hours	Tuition
The Children's Center		
Infant & Toddler	7:55 AM - 2:25 PM	\$615.00 / Month 9 Monthly Payments September - May (includes August and June)
Typical Inclusion	7:55 AM - 2 :25 PM	\$615.00 / Month 9 Monthly Payments September - May (includes August and June)
Extended Day	2:25 PM - 5:30 PM	\$260.00 / Month 9 Monthly Payments September - May (includes August and June)

Registration Fees - Due at Enrollment

-  A non-refundable **registration fee of \$25.00** per child is required to enroll.
-  There is no registration fee for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Deposit - Due by August 15

-  Annual deposit of **\$50.00** is due. Deposit will be applied to the first tuition payment.
-  There is no deposit required for any child with special needs, foster child or any child receiving a DSS voucher or a scholarship based on financial need from Smart Start or The Centers for Exceptional Children.

Transportation

-  Preschool children with special needs who are enrolled at the Special Children's School may attend the Extended Day Program at The Children's Center. Parent/guardian needs to request Winston-Salem / Forsyth County Schools bus transportation to The Children's Center. Parent/guardian will need to pick up their child at The Children's Center at the end of Extended Day.