

# Baptist Education Center Preschool

## PARENT/GUARDIAN HANDBOOK



♥ Welcome to  
Preschool!!

A ministry of the New River Baptist Association. Inc.  
2734 Commerce Road Jacksonville, NC 28546  
(910) 347-0704

Find us on the web @ [www.baptisteducationpreschool.com](http://www.baptisteducationpreschool.com)

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Dear Parents/Guardians

**WELCOME to the Baptist Education Center**

Thank you for selecting the Baptist Education Center (BEC) preschool for the care and early learning of your little one.

We are excited that you have joined our family. The teachers and staff at BEC look forward to arriving at preschool each day to greet your child and begin a new day of active learning, exploration, and fun! BEC is a great place to spend the day and hang out with preschool friends.

We believe that young children learn best in classroom environments that allow for active play, exploration, investigation, thoughtfulness, contemplation, reflection, and testing. We understand that positive interaction with adults and other children provide opportunities for social and emotional growth. At BEC, classrooms are equipped with early learning centers. Centers provide opportunities for cognitive growth as well as social and emotional development. Learning Centers include Art, Blocks/Building, Home Living or Dramatic Play, Reading/Library, Music, Puzzles, Manipulatives/Math, and Language Development/Writing. In a preschool classroom, centers are basic learning labs. Teachers design centers for optimal learning. In addition to center time, group experiences at 'circle time' include music & movement, praise and worship, and daily routines that help children develop listening and discipline skills necessary as they prepare for higher level learning.

We believe that character development begins in the early years. Being a trustworthy friend, showing kindness, being helpful, having an attitude of thankfulness, developing courage, and learning to pray are all examples of good character that little ones can practice and learn. A Biblical approach to character development is the foundation from which we build, therefore, children will hear bible stories, sing songs, and create crafts that explore such character traits.

Teachers and staff meet regularly to develop and plan curriculum. Children and staff enjoy themes such as, Fall Colors, Pumpkins, and Leaves Everywhere, Down on the Farm, Christmas Joy, Jesus is Born!, Friendship & Valentines, Mr. Groundhog and his Shadow, Winter Fun, and the themes go on and on. We reserve a few weeks for total surprises like, The Princess and the Brave Knight, All about Manners, and Favorite Story Book Characters.

Well, as you can see, we have a lot of fun preparing for an enjoyable and stimulating learning environment for your little ones. An environment where we believe preschoolers thrive.

Welcome to Preschool!

Warmly, BEC staff

## **Mission Statement**

The Baptist Education Center is founded on the belief that the years of early childhood are the most crucial to the establishment of sound educational practices and spiritual values. Our staff strives to meet the needs of the young child's intellectual, emotional, creative, social, spiritual, and physical development. It is our sincere desire as Christian educators to become partners with parents and to aide in building a firm foundation for each child's learning and growth.

## **Goals**

The staff of the Baptist Education Center strives to attain to the National Association for Education of Young Children Code of Ethical Conduct as well as carry out a commitment to promotion of excellence in early childhood education.

### ***We will strive to provide an environment:***

- Where teachers are aware of and committed to the standards of the Baptist Education Center; striving to be godly role models after the example of Scripture.
- Where a Christian foundation is taught through daily example, bible stories and songs, creative bible crafts and activities, as well as weekly chapel.
- Where children engage in play, they will be provided opportunities for cognitive, emotional, social, and physical growth.
- That guides and encourages children to respect one another, while demonstrating kindness and friendship.
- That provides for a safe, nurturing environment for the wholesome development of the child.
- That sets a tone of cooperation and respect in the classroom and toward one another.
- That praises the daily accomplishments of children.
- That provides age and developmentally appropriate activities and a variety of learning experiences using time-tested early childhood themes.

## **BEC is a Full Time Year Round Preschool Adventure**

Winter, Spring, Summer, Fall, Baptist Education Center is a year round experience! Our program is designed to support parents in meeting the physical, emotional, spiritual, and developmental needs of their growing child, in a full-time or part-time learning program.

Each year Fall begins with many of our preschool graduates heading off to kindergarten, while new friendships and class routines begin to take shape at BEC.

Curriculum and exciting learning themes are planned for each season of the year with shapes, colors, numbers, alphabet, and even homework taking center stage once again. Each season is filled with fun themes and developmentally appropriate activities. In the Fall, while pumpkins, autumn leaves, and the local coffee shop's latest spicy blend make up the headlines, the holiday themes at BEC generate another season of excitement and learning fun.

The cooler, shorter days soon give way to Thanksgiving and Christmas celebrations, our favorite time of the year! During November, the brave 'Native Americans' and the 'Pilgrims' make voyage to the Baptist Center gym where a big feast ensues and song and merriment abound. Soon our thoughts turn to Christmas and we begin to plan for our special Christmas event which always centers on the birth of our Savior, Jesus. After all of that celebration Winter begins to quiet the landscape, except for the evergreen trees have fallen bare. After long days of Fall, foraging brown bear begins his long Winter nap. The earth sleeps and waits the renewal of Spring.

Meanwhile, back at BEC, preschoolers are having snowball fights, turning the hallway into an ice skating rink, trading Valentine's cards and begging Mr. Ground Hog to please see his shadow!

With the welcome of Spring, we put on our observation lenses and watch the earth come to life once again! We measure and dig, plant and water, and measure some more. Easter soon arrives and once again we are reminded of new life, resurrection, power, and hope.

Over the course of a year our children have grown in so many ways and have learned so much. Late Spring brings thoughts of graduation and the reality of having to say farewell to our sweet preschoolers who will be heading off to kindergarten as Fall wraps around again. But until then, we still have work to do!

A shift to longer, warmer days allows for more outdoor fun. Before we know it, the lazy days of Summer are upon us again, and it is popsicle and watermelon eating time! Time to swat the flies and mosquitos, dodge fire ant hills, dash around the bicycle track and pack extra drinking water. Summer has its own delights including weekends at the beach with family or a baseball game in Kinston. But at last, the cycle begins anew and it's time to say farewell and hello again. Welcome to preschool!

## Example of a Classroom Schedule



### Wash hands upon arrival

7:00–8:30 am	Welcome: Everyone gathers in the Good Morning Room
8:30-8:45	Transition to Classrooms. <i>Praise and worship!</i>
8:45- 900	Bathroom Break. Wash Hands for Morning Snack
9:00-9:15	Morning Snack! Gather round the table with good friends
9:15-9:30	Circle Time 1: <i>Welcome, Good Morning Song, Friends are here, Morning Prayer, Weather Bear “can we go out to play today?”</i>
09:30-10:00	Outside Playtime (Each classroom has their own playtime)
10:00-10:15	Bathroom Break: <i>Wash those hands &amp; clean those faces</i>
10:15-10:30	Circle Time 2: <i>Letter &amp; shape review, Introduction to the day’s theme using books, song, music, finger plays and more!</i>
10:30-11:00	Center Play: <i>Includes theme activities in art, blocks, home living or dramatic play, sand &amp; water, science...</i>
11:00-11:15	Whole class activity: Skill building or Art activity
11:15-11:30	Wash Hands - Ready for Lunch
11:30-11:45	Book/Bessie the Cow making her rounds
11:45-12:15	Lunch Time with Friends
12:15-12:30	Bathroom Break for rest time
12:30-02:30	Time for Rest
2:30-2:45	Wake up/Wash Up, Sleepy heads
2:45-3:00	Afternoon Snack
3:00-3:30	Outside Play: <i>Time to breathe that fresh air again!</i>
3:30-3:45	Bathroom Break: <i>Wash those hands and clean those faces</i>
3:45-4:15	Afternoon Centers: <i>Complete any morning work</i>
4:15-4:30	Round up for one more book
4:30-4:45	Table Top Activities; <i>Playdough, games, puzzles</i>
4:45-5:00	Clean up our room – Good night room!
5:00-5:30	Pack up/Round’em up for Church Pew pick up

**Baptist Education Center Preschool**  
**Scheduled Closings**

**2022**

January 17 - Martin Luther King Day  
February 21 - Presidents Day  
April 15-18 - Easter  
May 30 – Memorial Day  
June 10 - Close at 4 PM (*Preschool Graduation at 6 PM*)  
July 4 – Independence Day  
August 22-26 - Closed one week to students for Teacher Training  
September 5 – Labor Day  
November 11 – Veteran’s Day  
November 23-25 - Thanksgiving  
December 9 - Close at 4 PM (*BEC Christmas Nativity*)  
December 22-26 - Christmas  
December 30, 2022 - January 2, 2023 - New Year’s

**2023**

January 16 - Martin Luther King Day  
February 20 - Presidents Day  
April 7-10 - Easter  
May 29 – Memorial Day  
June 9 - Close at 4 PM (*Preschool Graduation at 6 PM*)  
July 4 - Independence Day  
August - Closed one week to students for Teacher Training (*dates will be announced*)  
September 4 – Labor Day  
November 22-24 - Thanksgiving  
December 8 - Close at 4 PM (*BEC Christmas Nativity*)  
December 21-25 - Christmas

*If any of the above dates are revised, sufficient notification will be published.*

**Unscheduled Closings:** In the event of inclement weather, our standing policy is to follow the decision of the Onslow County Schools (OCS) to close or delay. If OCS announces a closing, we will be closed. If OCS announces a delay, we will delay opening BEC.

\*As noted in your Parent Handbook, there are few exceptions when tuition is waived or adjusted. Tuition is due weekly or monthly as long as your child is enrolled at BEC, regardless of attendance and closings for holidays.

Notes:

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## HOLIDAYS and SPECIAL EVENTS

### *We Love the Holidays*

The Baptist Education Center closes in recognition of the following Holidays:

- ♥ Labor Day
- ♥ Veterans Day
- ♥ Thanksgiving (3 days)
- ♥ Christmas (3 days)
- ♥ New Year's Eve & New Year's Day
- ♥ Good Friday & Easter Monday
- ♥ Memorial Day
- ♥ Independence Day



Birthdays are special days for little ones. A delicious treat may be purchased from a store and brought to school on your child's birthday. Treats are usually served with the afternoon snack. Goody bags are also acceptable. Please give your child's teacher a few days advanced notice if you'd like to bring something to share.

### *We're going to the Chapel*



Each Friday children and staff gather in the chapel or their classrooms to sing songs and hear a Bible story. Birthdays are also celebrated in the chapel. Children learn to recite the 'Pledge of Allegiance'. Bible stories are presented in fun, developmentally appropriate ways, using approaches such as song, puppets, dress up, and flannel graph.



### *Annual Christmas Event*

Christmas is a special time at the Baptist Education Center. Children are introduced to the Christmas story and spend the early part of December visiting the NATIVITY. Later in December, they bring all the characters of the Nativity together in a performance for family and friends. This is such a sweet presentation. You won't want to miss opening this special Christmas gift!

### *Special Events*



To the delight of the children, special events are scheduled throughout the year. Most popular events; Everything Pumpkin, Thanksgiving Dinner Theater, The Littlest Christmas Pageant, Winter Wonderland, Valentine Parties, Spring Egg Hunt, Easter, Spring Hat Parade, 4<sup>th</sup> of July Celebration, and Summer Fun. Surprise events are also scheduled!



### *Graduation Celebration*

Each year in June children and staff celebrate a huge milestone in the life of a preschooler. Those heading to kindergarten celebrate with a graduation ceremony!

# SCHOOL POLICIES

*PLEASE READ CAREFULLY SO YOU ARE FULLY INFORMED*

*Revised 06/13/2022*

## General

### Toys from Home

Toys brought from home can get lost or broken and they are sometimes a distraction during class in general. They often create unnecessary conflicts among younger children. Please keep toys at home unless they are requested for 'show-n-tell' or other special events.

### Inclement Weather

The Baptist Education Center closes for inclement weather. BEC follows the Onslow County Public School's (OCS) lead on closings due to inclement weather. If OCS announces a closing or delay due to poor weather conditions, BEC will be closed or delayed. In the event that OCS announces extended closings due to storm damage or road conditions BEC will follow OCS' lead. If it becomes apparent that BEC can safely reopen, we will notify parents directly. Parents can stay informed by watching local news (i.e., channel 12 news), as well as 'checking in' on Brightwheel.

### "You've Got Mail"

BEC is committed to keeping our parents informed of all things pertaining to BEC including the children that you have entrusted to our care. We engage several forms of communication in an effort to keep you abreast of needs concerning the children and classrooms, upcoming events/curriculum, as well as forthcoming changes. You will hear from us in newsletters, community boards, door postings, personal mail pouch, handbooks, phone calls and verbal communications as well as Parent/Teacher conferences. It is so important that the lines of communication stay open and consistent. We are available to hear your concerns or receive special instructions for your child anytime of the day.

### Clothing and Other Personal Items

We **MUST** have a change of clothes for your child on hand at all times. A complete change of clothing is required in the event your child has a need to change while at school, whether potty, painting, or puddle, a change of clothes can make or break a child's day. We would much rather have extra clothes on hand than to interrupt your day at work and have you bring them to us. **A complete change of clothes includes bottom, top, underwear, socks, and shoes or emergency flops.** Be sure to exchange clothing during the course of the year to match the season. Also, please label ALL belongings with your child's name. Lunchbox, snacks, clothing, blanket, jackets. You got it! We will do OUR best to remind you when an item needs to be replenished.

Blankets and a change of clothes are required by the state. By state regulations, pillows and blankets must fit in the child's cubby and not touch other children's belongings. Blankets are sent home each Friday to be laundered. Please return them on Monday.

#### References:

<https://ncchildcare.ncdhhs.gov/Service/Child-Care-Rules-Law-and-Public-Information>

Chapter 9 - Childcare Rules; Section .0800 - Health Standards for Children; 10A NCAC 09 .0806 Toileting, Clothing and Linens, Subsection (b).

Section .2800 - Sanitation of Child Care Centers; 15A NCAC 18A .2821 Beds, Cots, Mats, and Linens, Subsection (f).

## **Potty Trained**

Our facility is licensed for fully potty trained children. This means the child understands when they need to use the restroom without prompting from the teacher. The child can pull clothing up and down, must be able to wipe themselves and wash their hands independently. We understand that accidents happen, however, if your child is having frequent accidents (3 or more in a one week period (7 days), not including accidents while sleeping), we will issue a two week suspension so you can focus on potty training. Payment will be expected as usual to preserve your enrollment status, after which the child will be allowed to return. Students who continue to have multiple accidents after potty training suspension will be removed from active enrollment and placed on our waiting list as the child is not fully potty trained.

## Lunch and Snacks at BEC

Eating is a big deal for preschoolers. They need to fuel those growing bodies with good nutritional foods! After a busy morning of activities and play their brains and bodies are hungry for food. Parents provide both nutritional lunches and nutritional snacks for their children at BEC. Snack is served twice a day, at 9 a.m. and 3 p.m. with lunch routines beginning at 11:10 a.m. Packed lunches from home must consist of 5 items.

Required items are:

- A serving size of PROTEIN for a 2-5 year old.
- A serving size of FRUIT for a 2-5 year old.
- A serving size of VEGETABLE for a 2-5 year old.
- A serving size of 'BREAD' for a 2-5 year old.
- A serving size of \*\*Milk/Dairy for a 2-5 year old.

### **About milk:**

\*\* Parents do not have to pack/provide milk everyday if they have signed up for the milk sharing program. See your child's teacher for more information about the milk program and to get your name on the list. If your child has an allergy to milk please provide a milk substitute.

### **More about fruit and veggies:**

If your child prefers fruit over vegetables you can pack 2 servings of fruit and 0 vegetables.  
If your child prefers vegetables over fruit you can pack 2 servings of vegetables and 0 fruit.

**Note:** 100% fruit juice equals a fruit.

### **More about lunches:**

Many parents pack leftovers from dinner for next day lunches. This works quite well usually consisting of most of the required 5 items. **Please make sure that food is prepped and ready to heat and serve. No glass or aluminum product containers PLEASE.** Fast food lunches are ok on occasion. Be sure they meet all 5 nutritional needs for lunches. Sandwiches can literally meet all 5 components of a nutritional lunch if you stack them right. (Bread, deli, cheese, and lettuce or peanut butter and jam ... 1/2 a sandwich = a serving for this age group. Add a bag of pretzels and 100 % fruit juice and you're done! Cheese and cracker 'Lunchables' are okay for lunch, but better for snack as they only meet 2 components for a nutritional lunch. Crackers do not count as a 'bread' unless they are listed as 'enriched' or 'whole grain'.

**Cold lunch Fridays:** Fridays are reserved for chapel. In order to maintain a consistent schedule, we ask that you prepare a cold lunch for this day of the week.

### **About lunch boxes and morning routines:**

Children love shopping for their favorite lunch box. Please place their name on their lunchbox.

## Parent Meetings

Parents are welcome to schedule meetings with teachers and/or the director to discuss their child's academic/developmental or behavioral progress. A meeting may also be requested by teachers or the director to address any concerns. Please call ahead to schedule a convenient time for a conference.

## Matters of Safety

Staff and children practice **monthly Fire Drills** as well as **quarterly Lock Down** and **Shelter-in -Place Drills**. Drills are a concerted effort to ensure that staff and children know what action to take in the event of a true emergency. During drills, access through the front entrance is shut down. A sign is placed on the door, prior to the drill, to inform approaching parents or persons that a drill is in progress and to wait outside of the building. Doors are accessible when the drill is complete. In the event of an actual emergency, persons would be informed of next steps.

**A secure/coded keyless door is installed at the front entrance** to the preschool building. The parent code will be shared with parents upon enrollment of their child. Please do not share this code with anyone except those that you have given permission, on your application paperwork, to pick up your child. ***Please do not give this code to your child*** as they are too young to determine who may enter the building and who cannot. Children also have the tendency to *play* with buttons and jerk on the door for it to open. ***Please discourage your child(ren) from touching the keypad and door as mechanisms in the lock will wear out from excessive abuse.*** Once the code is entered, parents have 3 seconds to open the door before it automatically relocks. If this occurs simply reenter the code. There is a secure lock on the back door to the playground as well. It allows for free exit from the inside of the building but prevents entry from the outside when it is engaged. The playground door is unlocked for short periods of the day when classes are coming and going for playtime. Otherwise, it is locked to outside persons.

**The playground and the large connecting field are completely enclosed with fencing.** Gates are fastened with carabiners to keep children from opening gates but allow staff quick access through them in case of an emergency. Please do not remove these fasteners. Always enter the preschool building through the front entrance door to the school.

**A photo ID is required for persons picking up your child** every time. This would include parents, grandparents, other relatives, and friends of the family. No one is allowed to pick up your child unless that person is listed on the 'permission to pick up' section of your application/registration paperwork.

**Visitors to the school are required to sign in.** The sign in clip board is located on the desk in the front office.

**Parents must sign/time their children into school and time them out of school each day.** Children 'sign in' clip boards are located in their classrooms.

## Tuition and Absences

*Tuition is due each week the child is enrolled regardless of absences due to illness, vacation, holidays or any other reason with the following exception.*

**Extended illness:** Tuition is not charged due to an illness which extends beyond the first week and/or surgery that requires hospitalization/rest and recovery provided a doctor's note is submitted upon return and states the necessity for the child's extended absence. Doctor's note must also state that child is 'able to return to normal activities' with a **date of specification**. The extended illness tuition waiver is granted for one week per calendar year.

## Full Time Preschool

The Baptist Education Center provides a curriculum with activities that focus on the developmental needs and interest of the early learner. A 'Daily Schedule' along with a Lesson Plan for each week's theme and activities is posted in classrooms for parents to review. In addition, the center staff plan activities for special occasions throughout the year. Special events like Fall Days, Pumpkins Everywhere, Farm Days, Thanksgiving Dinner Theater, Christmas Pageant, Winter Days, Valentine Friends, and Here Comes Spring are just a few of the special planned events we all enjoy! Please arrive to school by 9:00 AM. Children are not permitted entry after 9:00 AM without a doctor's note. BEC preschool follows the direction of Onslow County School's schedule for inclement weather closings and most holiday closings.

## Part Time Preschool

While preschool care is primarily designed for children who are enrolled full time, part time enrollment is permitted on a space available basis. For example, when there is not a waiting list for full time enrollees and space is available for a part time student. Part time is limited to 25 hours or less of attendance per week. Consistency in days and hours is recommended.

## Disenrollment and Behavioral Management Protocols

Each classroom/teacher will implement disciplinary methods which will consist of a verbal warning for the first offense, a time-out or loss of privilege for the second offense and a visit with the director upon the third offense. The director visit will consist of a verbal warning with a submitted Disciplinary Referral Form sent to the parent(s). A second visit will result in a Parent/Teacher/Director Conference to discuss strategies that can lead to changed behaviors, and possible disenrollment from the program. It will be discretionary to whether a suspension or a withdrawal from the program is required. Parents will be notified in advance and warned of inappropriate behaviors that could lead to the removal of their child. As an intervention, parents may call to schedule a conference with the child's teacher and the director to discuss strategies that could lead to changed behaviors and possible continuance in the program.

## Tuition, Fees and Attendance

### Preschool Program

Ages 3 - Pre K 5

Registration Fee.....	\$ 25.00
Instructional Fee Due upon enrollment and annually in September.....	\$ 25.00
Full time M-F (7:00 a.m.-5:30 p.m.).....	\$150.00/week
Part time (25 hours or less).....	\$112.50/week
Multi Child Tuition Rate for 2 children.....	\$270.00/week
for 3 children.....	\$382.50/week
Late Payment Fee.....	\$ 5.00 per business day
Returned Check Fee.....	\$ 10.00

***The \$10.00 return check fee plus the total for the returned check should be submitted in the form of cash. Future payments must be submitted using cash.***

*For your convenience, payment envelopes are located in the front entry office. Please complete the information on the front of the envelope including the week or month that your payment covers. You may drop your payment in the 'Payment Drop Box' that is located in the main hall or you may hand your payment to the director. Please do not give tuition payments to staff. A receipt for your payment will be placed in your child's 'mail pouch' located on his/her classroom door. Payments may be rendered in the form of cash or check. We are able to process ACH and credit/debit card transactions through Brightwheel. **Please note that ACH transactions will cost an additional \$0.90 for processing and credit/debit card transactions will cost an additional 2.9% processing fee. Please note that these additional processing fees are a result of using the online convenience of Brightwheel.***

BEC opens at 7:00 A.M. and closes at 5:30 P.M. We love seeing your child arrive at school by 9:00 A.M. as most of the curriculum activities are covered during the morning hours. Children miss curriculum instruction when they arrive later than 9:00 A.M. **Children will not be permitted attendance after 9:00 A.M. except with a doctor's note.** Parents should arrive no later than 5:30 P.M. to pick up their child from preschool care. At 5:30 P.M. a late fee of \$2.00 per minute per child will be charged until 6:00 P.M. At 6:00 P.M. if a parent has not phoned the center, has not arrived, and cannot be located and/or the designated emergency contact person has not arrived and/or cannot be located, the Sheriff's department will be contacted. If circumstances beyond your control prevents you from arriving on time for your child, please phone the director at (910) 347-0704. Please be prepared to sign a 'Late pick up' slip.

Late Pick-up Fees vary and are charged according to the time of arrival. Fees are expected to be paid at the time of pick-up or the fee/charge will be billed to your account. **Three late slips will result in disenrollment.**

***Thank you for choosing BEC for your child's early care and instruction.***

## **Child Abuse/Neglect**

State Law requires the reporting of child maltreatment or neglect. It is our responsibility to report child maltreatment to the Onslow County Department of Social Services should the director or supervisors suspect abuse or neglect.

## **Staff and the Private Care of Children Enrolled at BEC**

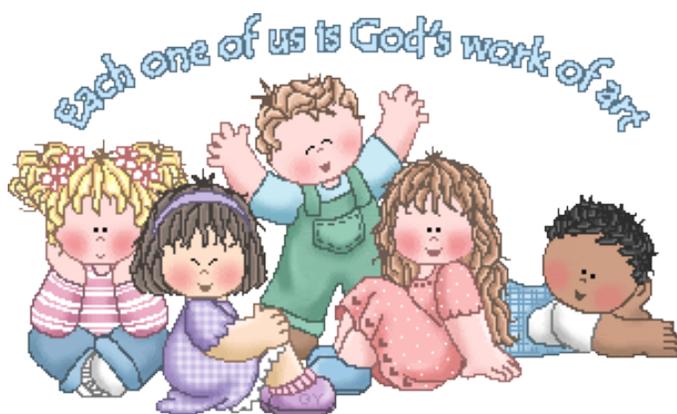
Employees at the Baptist Education Center are not permitted to provide private care or transport children that are enrolled at the Center. The director reserves the right to approve an exception in the event of an emergency or other extenuating circumstances.

## **Children with Exceptional Needs**

Baptist Education Center staff are not trained in the care of children with exceptional needs. BEC is not equipped with the resources that children with exceptional needs require to progress in their specific developmental domain. Parents are encouraged to visit Thompson Early Childhood Center (TECC) where staff are trained and where resources are designed for the unique needs of each child. You may call TECC at (910) 346-6222 to schedule an appointment for an application and an interview. TECC is located at 440 College Street, Jacksonville, NC 28540.

## **CareNet on site Family Counseling**

The New River Baptist Association is blessed to have a CareNet Counseling Office on campus with counselors available to individuals, couples and families who find themselves in need of professional support. CareNet is an affiliate of Wake Forest Baptist Health and all counselors are NC licensed mental health professionals. CareNet is a faith-integrated counseling ministry. *Most insurance plans are welcomed and charges are filed for you. No referrals are needed in most cases.* Brochures are available on the welcome table in the front office at BEC. To find out more and to schedule a first appointment call (910) 799-1071 and ask for an appointment at the Jacksonville location.



## SAFE ARRIVAL and DEPARTURE

The safety of each child is very important to parents and the staff at the Baptist Education Center. In order to maintain a high level of protection on the campus and in the buildings please take note of the following:

By Order of the Onslow County Health Department, children and staff must wash their hands upon arrival to school each day.



Baptist Education Center is  
A Smoke Free Zone



- At drop off and pick up, parents must accompany their children to and from their classrooms each day. Teachers must witness the transfer of responsibility.
- Please sign your child in to class and out at pickup, and initial.
- Park in the parking lot when conducting business.
- Only use the circular drive when accompanying children to and from their classrooms. Display courtesy by not blocking other parents.
- Exercise caution by driving very slowly on campus. (5 miles per hour speed limit)
- Keep safety in mind by not allowing a child to run when exiting a vehicle and/or the building.
- **Please do not allow children to use the security code** to enter the building. Please only give the code to those on your "permission to pick up list". The security code is designed to keep those who have no business at BEC out of the building. **Please do not allow your child to touch the buttons on the key pad.**
- **Please have children to school each day by 9:00 A.M., pick up no later than 5:30 P.M.**
- Children will be released **ONLY** to parents/guardians and to those persons whose names appear on the application as authorized to pick up the child. We cannot release children to siblings under the age of 18. Pick up persons should be at least 18 years of age and appear on the pickup list. BEC requires a photo ID of all authorized persons picking up children. Parents who wish to make additions or changes to this list of authorized persons must **see the director or the assistant director in person**, as requests over the phone will not be accepted.
- Please refrain from using your cellular phone during drop off and pick up of your child.
- You **must** exit your vehicle and accompany your child back to your vehicle.



At the Baptist Education Center, the comfort of all children is foremost. For this reason, the following is established. ***Children will not be admitted to school if any of these symptoms are present.***

- Excessively red, watery or itching eyes. (signs of conjunctivitis or 'pink eye'.)
- **Fever of 100.4 and above degrees (Fahrenheit), either explained or unexplained.**  
Parents may not give children fever reducing medication, such as Tylenol, to reduce fever only to bring them to school with an illness that may be contagious. Sick children need an environment in which they can rest and get plenty of one-on-one.
- Diarrhea or vomiting
- Unexplained rash or other skin abnormalities.
- Pertussis- (respiratory infection/cough) child may not return until *five days after* appropriate antibiotic treatment has begun.
- Severe cold symptoms (excessive nasal discharge or coughing).
- Admission related to other illnesses not listed will be at the discretion of the BEC director.

**10A NCAC 09.0804: *any child that is unable to participate in school activities should be kept home.***

Additionally, children who develop any of the above symptoms while at school will need to be picked up promptly (within 30 minutes) by a parent, guardian, or other emergency contact person. *Children will not be permitted to return to school the next day, but may be readmitted the following day if he/she has been symptom free for 24 hours.*

Children who have been kept out due to illness will be readmitted when all traces of symptoms have vanished, or **when the child's physician has given permission in writing for the child to return to school with a specific date.** In the event that parents or staff are unsure if a child should be readmitted or sent home from school, a determination will be made by the director or designated supervisor in the absence of the director.

If a child needs a **prescribed medicine** during the day, he/she will not be brought to school without a written note from the doctor stating that the child is able to be in a group situation. **Please request a 'doctor's note' at the time of your visit to avoid any inconveniences to you or delays in admittance.** The note must indicate **"able to return to school on..."** and be signed by the attending **physician.** Illnesses that would require a doctor's note for re-admittance include but not limited to: strep throat, conjunctivitis, shigella, or salmonella.

Be aware that a doctor's note serves as a reference for us and is not the one determining factor to readmit a child after exclusion. The director reserves the right to determine a child's ability to be readmitted after an on-site visual assessment is done. We understand that having to request time off from work to care for a sick child can be difficult for some. We will take every precaution not to call you unnecessarily. We appreciate your help in helping us maintain a healthy environment for the children and staff at BEC.

***In Case of Emergency... Page 1 of 2***  
**Emergency Preparedness and Response Plan**

What is Emergency Preparedness and Response (EPR)?

EPR rules went into effect July 1, 2015. The rules are designed to assist licensed child care programs to be adequately prepared to respond to the needs of children and others in the event of disasters and emergencies.

- Licensed facilities are required to have an **EPR Plan. The Plan must include:**
  - o written procedures for accounting for children and adults
  - o how children will be transported
  - o communication plan
  - o how the program will meet the nutritional and health needs of the children
  - o relocation and reunification plan
  - o emergency telephone numbers
  - o evacuation diagrams
  - o date of last revision of the plan (maintained in blue binder)
  - o needs of children who are non-mobile and with special needs (N/A)
  - o Location of the *Ready to Go File (director's office)*

The administration at the Baptist Education Center has completed all applicable stages of the EPR and has taken steps to implement the plan.

Informing staff and parents of the plan is part of its implementation. A copy of the EPR plan is located in the front office at BEC for parents and staff to review.

Procedural information for an evacuation is included here, as part of, the Parent Handbook. Please review this information so you are informed in the event of an emergency evacuation. Evacuation locations and next steps will be listed.

As you can see, it is *very important* that we have ***current and legible contact information*** on file for your child. Please keep us informed of any changes that occur at any time in primary phone numbers, work information, as well as changes to contact persons that you have given permission to pick up your child. In the event of an emergency our first response, after securing a safe environment, is to contact parents to inform them of the situation (type of emergency) and communicate next steps.

## ***In Case of Emergency Continued, Page 2 of 2***

### **Types of Emergencies**

*As outlined in the Emergency Preparedness and Response manual*

BOMB THREAT/THREATENING MESSAGE	HOSTAGE SITUATION
EARTHQUAKE	HURRICANE
EXPLOSION IN FACILITY	INTRUDER
FIRE & SMOKE	NUCLEAR EMERGENCY
FLOOD WATCH	POTENTIALLY VIOLENT PERSON
GAS LEAK	SEVERE THUNDERSTORM
HAZARDOUS MATERIAL SPILL NEAR THE FACILITY	TORNADO
LOSS OF POWER/WATER	

Each type of emergency has its specific response. Some emergencies may require an evacuation from the facility and some will not. Type of response depends on the type of emergency and of course it's immediate threat to the safety of children and staff.

When an emergency, like those listed above, occurs, Baptist Education Center staff will:

Call 911

Take next steps as outlined in EPR manual depending on the emergency.

Evacuate or go to safe meeting place.

Assess children/staff for physical and emotional needs; provide care.

Plan for ***Reunification***. Contact parents. Communicate next steps.

Assess facility/***Recovery***.

After an emergency and reunification, a thorough assessment of the facility/property will determine the ability of the center to reopen for operation or remain closed for repairs.

Recovery information will be communicated to our parents through a variety of means.

BEC Website

Brightwheel

Phone call/text

***Pre-arranged Evacuation sites for Baptist Education Center:***

On site location: Associational Offices

In neighborhood location: Stevenson Collision Center on Commerce Rd.

In town location: Catalyst Church on Gum Branch Road (formerly, First Baptist Church)

Out of town location: Kellum Baptist Church on Kellum Loop Road.

***PLEASE REMEMBER HOW IMPORTANT IT IS FOR US TO HAVE CURRENT EMERGENCY CONTACT INFORMATION, ESPECIALLY CONTACT NUMBERS WHERE YOU OR YOUR DESIGNATED EMERGENCY CONTACT CAN BE REACHED IMMEDIATELY. AS WELL AS CURRENT MEDICAL/MEDICINE INFORMATION.***

**For Review**  
***Some Forms and Policies from Enrollment Package***  
***Requiring Signatures***

## Parent(s)/Guardian(s) Agreement

The following conditions involved in the care of \_\_\_\_\_

Name of child(ren)

are understood and agreed on between the Baptist Education Center and

\_\_\_\_\_  
Parent(s)/Guardian(s)

### Responsibilities of the School

1. In return for the sum that the parent(s)/guardian(s) agree to pay, the school will give regular care to the above-named child(ren) for the agreed upon days per week.
2. The director or a teacher will examine the children daily for the symptoms of contagious diseases or illnesses before they are admitted for the day. A written notice will be given in the event of any exposure to a contagious disease. If a child has a fever of 100.4°+, that child will not be admitted until he/she IS FREE OF A FEVER FOR 24 HOURS. Children with diarrhea or vomiting DURING PREVIOUS 24 HOUR PERIOD will not be admitted.
3. In the case of an accident, emergency or illness to the child, prompt and reasonable measures in the best exercise of judgment will be taken in the best interest of the child. The school will exercise reasonable care and judgment in all matters related to the welfare and safety of the child. Parents/guardians will be notified as soon as possible.
4. In addition to physical care, opportunities for emotional, social, mental, moral/spiritual growth will be provided.
5. The school will not release the child to anyone other than the parents/guardians and those persons listed by the parents/guardians on the application under the CONTACT section. The school will require a photo ID of all persons picking up children.
6. The school will provide resources in sufficient quantity to all for a variety of learning activities during the day.

### **Responsibilities of the Parents/Guardians**

1. **Payments**  
**Weekly**

**Payment may be made in any way listed below:**

Parents/guardians will pay the school by FRIDAY of each week. The parents/guardians who sign the agreement form are responsible for payment on time. If payment is not received by MONDAY of the following week, a late charge of \$5.00 will be added per business day. Written notices will be given. If payment is not received by the following WEDNESDAY (or next school day), enrollment will be suspended until full payment is made, including the current week. After efforts have been exhausted to collect payment without response from parents/guardians, enrollment will be terminated and legal measures will be taken.

**Monthly**

Parents/guardians may pay monthly within the first five days of the month for a full month. Check your calendar for five week months.

**Registration Fee:**

A registration fee is charged at enrollment and each time reenrollment occurs. If you chose to withdraw your child from the program, regardless of the amount of time withdrawn, a reenrollment fee will be charged.

*(Parents/Guardians Agreement continued)*

**Supply Fee:** A supply fee is charged at enrollment and again annually in August for all enrolled children. See BEC Preschool Enrollment Requirements for current rates.

Parents should drop payment in a payment envelope (available in the front office). Fill out the front of envelope with your name, payment amount and week(s) to which payment should be applied. You may drop payment in the lock box in the hall or give directly to the director. Please do not give tuition payments to teachers/staff. A receipt for payment will be made for you.

**Late Pick-up:** BEC closes at 5:30 P.M. If parent/guardian arrives for a child after the contracted time for care has expired, the following *late fee* will apply. After 5:30 P.M. a late fee of \$2.00 per minute, per child will be charged. Late fees may be paid upon arrival for child or the amount owed will be charged to your account. Parents/guardians will be required to initial pick-up time as will staff on duty. If parents/guardians have not arrived after 30 minutes and if emergency contacts cannot be located, the Sheriff's Department will be notified. **Three late pick-ups will result in disenrollment.**

2. **Medication:** Parents/guardians accept the policies related to medicine as written in the Application Package and as it appears in the Parent Handbook.
3. **Illness:** Parents/guardians accept the policies related to illness as written in this Application Package and as it appears in the Parent Handbook.
4. **Emergencies:** In all emergencies, the school has permission to such reasonable measures that are in the judgment of the administration, necessary for the welfare and safety of the child(ren). Parents/guardians **MUST** provide the school with current emergency information as well as the name and telephone number(s) of an emergency contact person.
5. **Theft:** The school is not responsible for lost or stolen items. ***Please clearly mark your child's belongings.*** Please discourage your child(ren) from bringing toys from home, with the exception of 'Show and Tell' Day .
6. **Accident:** The school is not liable for accidents or illnesses occurring to the child(ren) while he/she is in its care, unless legal proof is presented that the accident or illness was the direct result of the worker's negligence.
7. **Withdrawals:** The Parents/guardians will fill out a prior one-week notice when the child is to be withdrawn. A Withdrawal Slip can be obtained from the Director.

### **Responsibilities of the School and the Parents/Guardians**

1. This agreement is a binding contract for the school and parents/guardians.
2. The contract may be terminated by either the parents/guardians or the school with notification of intent at least one week in advance, or at any time by mutual agreement of the school and parents/guardians. *(A copy of this signed agreement is in the child's record at the school).*

Date: \_\_\_\_\_

\_\_\_\_\_  
Parents/Guardians Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature BEC Director

## **Baptist Education Center**

### **Shaken Baby Syndrome (Abusive Head Trauma) Prevention Policy**

This policy is designed to inform and assist parents and caregivers in recognizing the signs and symptoms of Shaken Baby Syndrome and to aide in preventing the possibility of abusive head trauma during care. Abusive head trauma (also referred to as Shaken Baby Syndrome) occurs in infants and young children, whose neck muscles are not well-developed and whose heads are larger relative to their bodies. As a result, they are especially susceptible to head trauma caused by any type of forceful or sudden shaking, with or without blunt impact. Damage can occur in as little as five seconds.

Abusive head trauma can occur in children up to five years of age; however, infants less than one year are at greater risk of injury. Shaken Baby Syndrome can lead to serious conditions including:

- Brain damage, problems with memory and attention, cerebral palsy
- Blindness or hearing loss
- Intellectual, speech or learning disabilities
- Developmental delays

#### **Signs and Symptoms**

The signs and symptoms of Shaken Baby Syndrome or head trauma include:

- Seizures
- Bruises which may be found on the upper arms, rib cage or head resulting from gripping or hitting the head
- Lack of appetite, vomiting or difficulty sucking or swallowing
- Lack of smiling or vocalizing
- Rigidity, inability to lift the head
- Difficulty staying awake, altered consciousness
- Difficulty breathing, blue color due to lack of oxygen
- Unequal pupil size, inability to focus the eyes or track movement
- Irritability and/or high pitched crying

#### **Injury Prevention**

Infant crying is normal behavior, which improves as a child ages. Caregivers should develop proactive strategies to manage stress levels and appropriate responses to a crying child. This includes being self-aware and noticing when the caregiver may become frustrated or angry. Parents/guardians, caregivers, and coworkers should discuss those calming strategies that are successful with a particular child at home or in the center.

#### **Emergency Response**

If a child presents any of the above symptoms or it is suspected that a child has suffered abusive head trauma:

- Call 911, call the parent/guardian and inform your director and Regional Manager.
- Report to the appropriate child protective services agency (or law enforcement, if applicable) within 24 hours or less as required by law. See Child Abuse/Neglect and Mandated Reporting Policy and Procedure for further information.
- See Medical Emergencies - Calling 911 for additional information.

#### **Strategies for Caregivers and Parents**

A child is usually shaken out of frustration, often when the child is persistently crying or irritable. The following strategies may work some of the time; but sometimes nothing will comfort a crying child. A teacher should seek support from a coworker or center management. If a child is inconsolable on a regular basis, the director and Regional Manager should be notified and determine if the right supports are in place for the child and for staff.

**Do:**

- Hand the child to another caregiver.
- Place the child somewhere safe in the classroom (or home) and call the office (or a neighbor) for support; take deep breaths and count to ten.
- Check to see if the baby’s diaper needs changing.
- Give the baby a bottle. If baby readily takes bottle, feed slowly stopping to burp often. Do not force the baby to eat.
- Check for signs of illness and call the parent if you suspect the child is sick.
- Give baby a pacifier.
- Hold the baby close against your body and breathe calmly and slowly.
- Gently rock the baby using slow, rhythmic movements.
- Sing to the baby or play soft, soothing music.
- Use “white noise” or rhythmic sounds that mimic the constant whirl of noise in the womb.
- Hold the baby on its side or stomach position to help with digestion. Babies should always be placed on their backs to sleep.
- Take the baby for a walk indoors or outside for a ride in the stroller.
- Be patient; let the baby cry it out if necessary.

**Never:**

- Shake a child
- Drop a child
- Throw a child into the air or into a crib, chair or car seat
- Push a child into any object including walls, doors, and furniture
- Strike a child’s head, directly or indirectly

**Resources:**

In addition to any required state training, the following resources are available to parents/guardians and staff:

**Websites: Abusive Head Trauma-How to Protect Your Baby** <https://www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-TraumaShaken-Baby-Syndrome.aspx>

**National Center on Shaken Baby Syndrome** <https://www.dontshake.org>

*Growing World of Toddlers*

<https://bwadf.brighthorizons.com>

**PDF**

*Early Brain Development Research Review and Update, Exchange Magazine*

**Shaken Baby & Abusive Head Trauma Policy  
Parent/Guardian Acknowledgement Form**

I, the parent or guardian of \_\_\_\_\_

**Child’s Name**

Acknowledge that I have read and received a copy of the Baptist Education Center’s Shaken Baby Syndrome/Abusive Head Trauma Policy.

\_\_\_\_\_  
**Date policy given/explained to Parent/Guardian**

\_\_\_\_\_  
**Date of Child’s Enrollment**

\_\_\_\_\_  
**Printed Name of Parent/Guardian**

\_\_\_\_\_  
**Signature of Parent/Guardian & Date**

## Baptist Education Center Permission to Photograph/Video

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_  
Please print Please print

Give Baptist Education Center permission to photograph or videotape my child. I understand that images of my child(ren) could be used on the school's FaceBook Page or BEC/NRBA website. In addition, images taken could/will be used inside the school for projects and/or special events held at the school.

I agree to the above statement for permission to photograph or videotape my child(ren) for the school's FaceBook Page or inside the school for projects or special events, **however**, I prefer that any image captured of my child(ren) **not** include a **full face** image. Profiles, overhead or 'from the rear' photos are okay.

For projects and events use only.

**No**, please do not take images or videos of my child.

In addition, I agree not to post images of other children that might be captured with my child(ren) to social media without the express permission of the other child's Parent.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

Baptist Education Center Preschool  
2734 Commerce Road  
Jacksonville, NC 28546  
(910) 347-0704

**Notice:**

In order to maintain the safety of your child(ren), we will not release your child(ren) to anyone who appears to be under the influence of alcohol or drugs. This policy is in effect for anyone picking up the child(ren), including parent/guardian.

We will contact your next available emergency contact on your list to transport your child home safely.

\_\_\_\_\_  
Father/Guardian Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mother/Guardian Signature

\_\_\_\_\_  
Date

\*\*\*\*\*

**BAPTIST EDUCATION CENTER  
NO SMOKING POLICY**

Smoking and the use of any tobacco product is prohibited in the school and on school property. This policy includes vehicles that are parked in the parking lot.

Please sign to acknowledge that you have read and understand our no smoking policy.

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## Nutrition Opt-Out Form

Child Care Rules .0901(d) and .1706(c) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's Parent or Guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I, \_\_\_\_\_ plan to provide all meals, snacks and drinks for my child and  
(Parent/Guardian Print Name)

do not want his/her meals, snacks or drinks supplemented to meet the Meal Patterns for Children in Child Care Programs from the United States Department of Agriculture (USDA), which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I understand that the program will provide supplemental food and drink.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Off Premise Activity Authorization

Off premise activities refer to any activity which takes place away from a licensed and approved space. License and approved space include primary space, outdoor space, single use rooms, or other administrative areas that have been approved for use.

I, \_\_\_\_\_, Parent/Guardian of \_\_\_\_\_  
give my permission to Baptist Education Center for my child to participate in an off premise activity.

Locations of off premise activity: chapel, big field, corner field, parking lot, gym. This is for purposes of weekly chapel, playtime when necessary in the gym, special harvest events, fire safety week fire truck visit.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date signed

\*\*\*\*\*

### Disenrollment and Behavioral Management Protocols

Each classroom/teacher will implement disciplinary methods which will consist of a verbal warning for the first offense, a time-out or loss of privilege for the second offense and a visit with the director upon the third offense. The director visit will consist of a verbal warning with a submitted Disciplinary Referral Form sent to the parent(s). A second visit will result in a Parent/Teacher/Director Conference to discuss strategies that can lead to changed behaviors, and possible continuance in the program. It will be discretionary to whether a suspension from the program or a withdrawal from the program is required. Parents will be notified in advance and warned of inappropriate behaviors that could lead to the removal of their child. As an intervention, parents may call to schedule a conference with the child's teacher and the director to discuss strategies that could lead to changed behaviors and possible continuance in the program.

## Parent Participation

The Scriptures teach that parents are to show themselves in all respects to be models of good works; they are to teach their children with integrity and dignity using sound speech (Tit. 2:7-8). It is our privilege and obligation to partner with parents in the realization of this biblical teaching. When parents and caregivers are partners in their day-to-day activities, children thrive. The Baptist Education Center Preschool works in collaboration with parents so that we may offer each other support and insight into the lives of the children to plan and facilitate learning and care experiences that maximize a child's potential. There is a level of security that comes with knowing parents and teachers work cooperatively and collaboratively in a spirit and attitude of trust and mutual respect.

### Registration

We offer our Enrollment Application and Parent/Guardian Handbook online and at our center. We require parents to attend a tour of our facility before the child enrolls in our program. We encourage parents to bring their child to participate in registration so that the process of building rapport with the child can begin. This time is reserved for one-on-one communication so that we can answer any questions that you may have and explain our policies and procedures.

### Activities & Special Events

Parents are encouraged to participate in and attend special events. Such events have included "field trips" which were on-site experiences such as a visit from a local fire department, and more. Parents are invited to share ideas for additional participation opportunities. Parents are also invited to meet childcare staff during their tour.

**Note:** *We invite you to participate in your child's care and education as the law and COVID-19 policies currently allow.*

### Daily Communication: Teachers

Each day, the children have a unique learning and growing experience, so parents are kept informed through Brightwheel of their child's daily activities. Teachers can be contacted through Brightwheel for questions, encouragements, and concerns. They look forward to and enjoy providing updates about your child. The communication varies by classroom/child age to provide parents meaningful feedback about each day.

### Regular Communication: Director

Parents are encouraged to read the Parent Newsletter which is posted in our front office and will be accessible in Brightwheel. Parents are always invited to share questions, concerns, complaints, and/or ideas by contacting the director and/or assistant director via email, telephone, or through Brightwheel.

### Surveys

Parent surveys help the Baptist Education Center gather information about how well the program is meeting family needs. Survey responses also help identify areas in which BEC can work to improve the family experience.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_