

Baptist Education Center
Preschool

**PARENT/GUARDIAN
HANDBOOK**

**Enroll now for Full Time
Preschool Care**



**♥ Welcome to
Preschool!!**

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

Follow us on the Dojo app
Find us on the web @ 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! Preschool friends are great to hang out with and BEC is a great place to spend the day 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'. Teacher's 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 skills and discipline, skills necessary as they prepare for higher level learning.

We believe that character development begins in the early years. Being a trust worthy 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 a fun and stimulating learning environment for your little ones. An environment where we believe preschoolers thrive.

Welcome to Preschool!

Warmly, BEC staff

RE: 10/18/18

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, while 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's 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: <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 & clean those faces.</i> |
| 10:15-10:30 | Circle Time 2: <i>Letter & 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 & 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 for 2021

Dec. 31, 2020 and Jan. 1, 2021 – New Year’s
April 2 - 5 - Easter
May 31 – Memorial Day
July 5 – Independence Day
August 23-27 - Closed to students - Teacher Training
September 6 – Labor Day
November 11 – Veteran’s Day
November 24-26 - Thanksgiving
December 22-24 - Christmas
December 31, 2021 and January 1, 2022 – New Year’s

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. Follow us on *Dojo* to keep up with the latest.

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

Notes:

HOLIDAYS and SPECIAL EVENTS

We Love the Holidays

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

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



Birthdays are special days for little ones. Mini cupcakes with whip crème icing may be purchased from a bakery and brought to school on your child's birthday. Cupcakes 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 cupcakes to share.

We're going to the Chapel



Each Friday children and staff gather in the Chapel to sing songs and hear a Bible story. Birthdays are also celebrated in Chapel. Children learn to recite the 'Pledge to the American Flag' and learn the words to 'America the Beautiful'. 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 performing the ABCs of Christmas 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, 4th of July Celebration and Summer Fun. Surprise events are also scheduled!



Graduation Celebration

Each year in May 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

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 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 Onslow County Schools 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' to our face book page and website.

"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, Dojo, 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.

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.

For help with serving sizes, see *Serving Sizes for Preschool Children Work Sheet* included in this handbook.

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'.

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/persons that a drill is in progress and to wait outside of the building. Doors are unlocked when 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 open 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 for the first time and will be required until the staff learns who they are. 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! Teachers provide a weekly 'Parent Newsletter' to keep parents informed of the latest classroom activities. Please arrive to school by 10:00 AM. 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 20 hours or less of attendance per week. Consistency in days and hours is recommended.

Non Acceptance

Children who have been suspended from another school/daycare for disruptive behaviors or acute illness will not be permitted enrollment to the Baptist Education Center. Children who are enrolled at BEC and display chronic disruptive behavior, such as kicking at teachers & furniture, hitting, spitting or biting others, screaming at teachers, telling teachers "no", running away from teachers, running out of the classroom, and other behaviors that pose a safety concern to the child or others, will be withdrawn from the program. 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 2 ½ - Pre K 5

Effective August 30, 2021

| | |
|--|---------------|
| Registration Fee..... | \$ 30.00 |
| Instructional Fee Due upon enrollment and annually in September..... | \$ 10.00 |
| Full-time M-F (7:00 a.m.-5:30 p.m.)..... | \$120.00/week |
| Part-time (20 hours or less)..... | \$110.00/week |
| Multi Child Tuition Rate for 2 children..... | \$230.00/week |
| for 3 children..... | \$340.00/week |
| Late Payment Fee..... | \$ 5.00 |
| 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 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 not able to process credit or debit card payments.

BEC opens at 7:00 A.M. and closes at 5:30 P.M. We love seeing your child arrive at school by 9 AM as most of the curriculum activities are covered during the morning hours. Children miss curriculum instruction when they arrive later than 9 A.M. Children will not be permitted attendance after 10:00 A.M. except under unusual circumstances. 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 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 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 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 filled 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.
- When receiving children from the playground enter the fenced area through the main building. Children cannot be handed to parents over the fence or sent out to waiting cars.
- Please have children to school each day by 10:00 AM, pick up no later than 5:30 PM.
- 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. Parents who wish to make additions or changes to this list of authorized persons must see the Director in person, as requests over the phone will not be accepted.
BEC requires a photo ID of all authorized persons picking up children.
- 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.
- 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 and above degrees. (Fahrenheit) 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.
- Unexplained low-grade fever.
- 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. 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)?

Emergency Preparedness and Response (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:**
 - written procedures for accounting for children and adults
 - how children will be transported
 - communication plan
 - how the program will meet the nutritional and health needs of the children
 - relocation and reunification plan
 - emergency telephone numbers
 - evacuation diagrams
 - date of last revision of the Plan (Maintained in blue binder)
 - needs of children who are non-mobile and with special needs (NA)
 - Location of the *Ready to Go File (Director's Office)*

The administration at the Baptist Education Center has completed all 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 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

Dojo

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.