

Table of Contents

WELCOME TO OVERHILLS CHILD DEVELOPMENT.....	9
OUR CENTER'S PHILOSOPHY.....	10
OVERVIEW OF OVERHILLS CHILD DEVELOPMENT CENTER.....	3
Nutrition.....	3
Transportation.....	3
Age Range.....	3
Assessments.....	3
Experience the Overhills Advantage:.....	4
OVERVIEW OF CURRICULUM.....	5
Creative Curriculum.....	5
Monthly Units and Themes.....	5
Instruction and Practice.....	5
Technology Integration.....	5
Character Education.....	6
Assessments.....	6
Alignment with Developmental Milestones.....	6
QUALITY ENVIRONMENT.....	6
Spacious and Bright.....	6
Learning Materials.....	7
Diversity and Differentiation.....	7
Accommodating Exceptionalities.....	7
Multicultural Connections.....	7
EDUCATORS AND TEACHER ASSISTANTS.....	8
EDUCATION PHILOSOPHY.....	8
ACCESS TO EDUCATION.....	8
ENRICHMENT ACTIVITIES.....	9
PROGRAMS OFFERED.....	9
Program Outlines.....	10
Infants:.....	10
Wobblers:.....	11
Toddler 1:.....	11
Toddler 2:.....	12
Early Preschool:.....	13
Preschool:.....	14
PreK (Pre-Kindergarten):.....	15
Junior K (Junior Kindergarten):.....	15
Enrollment Policy.....	16
Eligibility.....	16

Application Process.....	16
Availability.....	17
Required Documents.....	17
Enrollment Fee.....	17
Orientation.....	17
Trial Period.....	17
Withdrawal Policy.....	17
Waitlist.....	17
Enrollment for Families with Children Requiring Enhanced Services Policy.....	18
Initial Registration.....	18
Assessment and Observation.....	18
Collaboration and Communication.....	18
Collaboration with Professionals.....	18
Individualized Support Plan.....	19
Regular Progress Reviews.....	19
Transition and Referral Process.....	19
DAILY SCHEDULE OF ACTIVITIES AT OVERHILLS CHILD DEVELOPMENT CENTER..	19
ABANDONMENT POLICY.....	21
Definition of Abandonment:.....	21
Abandonment Guidelines:.....	21
Designated Closing Time.....	21
Communication and Late Pick-Up Procedures.....	21
Reasonable Timeframe.....	21
Documentation.....	22
Emergency Contacts.....	22
Involvement of Authorities.....	22
Continued Communication.....	22
PAYMENT OF FEES.....	22
Registration Fee.....	23
Slot Fees.....	23
Additional Hourly Fee.....	23
Late Pickup Fee.....	23
Payment Schedule.....	23
Late Payment Fee.....	23
Absence Policy.....	23
Delinquent Fees.....	23
Exceeding Contracted Hours.....	24
Flexible Payment Options.....	24
Returned Check Fee.....	24

SLIDING FEE SCALE.....	24
FREE CHILD CARE.....	25
MILITARY LEAVE REQUEST.....	25
ELIGIBILITY REQUIREMENTS FOR 30 DAYS OF MILITARY LEAVE.....	25
WITHDRAWING A CHILD.....	26
ARRIVAL AND DEPARTURE PROCEDURES.....	26
POLICY ON PARENTAL TRANSPORTATION.....	27
HOURS OF OPERATION AND DAYS CLOSED.....	27
The Center will be closed on the following holidays:.....	27
ILLNESS AND EXCLUSION POLICY.....	28
Signs of Illness.....	28
• Fever.....	28
• Diarrhea or Vomiting.....	28
• Contagious Diseases.....	28
• Other Severe Symptoms.....	29
• Special Circumstances.....	29
• Notification and Pick-up.....	29
Return Policy after Illness:.....	29
• Fever.....	29
• Diarrhea or Vomiting.....	29
• Contagious Diseases.....	29
• Other Severe Symptoms.....	29
HEALTH, MEDICATION, AND SAFETY.....	29
Immunizations and Physical Exams:.....	30
Special Health Precautions.....	30
Emergency Medical Treatment:.....	30
CPR, First Aid, and Safety.....	30
First Aid and Medical Care.....	30
Illness.....	30
MEDICATION POLICY.....	30
HEALTH, SAFETY, AND NUTRITION POLICY.....	31
Meals and Snacks.....	32
Cleanliness and Sanitization.....	32
Child Release Policy.....	32
Child Protection.....	32
Emergency Evacuation.....	32
REPORTING CHILD ABUSE.....	33
Abuse.....	33
Neglect.....	33

Reporting Child Abuse and Neglect.....	33
CLOTHING AND PERSONAL BELONGINGS.....	33
TOYS FROM HOME.....	34
TREATS FOR BIRTHDAYS OR HOLIDAY CELEBRATIONS.....	35
CHILD-CHILD INTERACTION POLICY.....	35
Supervision and Guidance.....	35
Positive Behavior Reinforcement.....	35
Communication and Social Skills Development.....	36
Anti-Bullying Policy.....	36
Conflict Resolution.....	36
Inclusion and Acceptance.....	36
Staff Training.....	36
Parent Communication.....	36
ORIENTATION TO A NEW SETTING/SEPARATION.....	37
Familiarize Yourself with the Environment.....	37
Understand Policies and Procedures.....	37
Label Belongings.....	37
Establish a "Good-Bye" Routine.....	37
Allow for "Wind Down" Time.....	37
Actively Listen to Your Child.....	37
Appreciate Your Child's Achievements.....	38
Open Communication.....	38
Share Your Feedback.....	38
PARENT INVOLVEMENT.....	38
PARENT-STAFF COMMUNICATION.....	39
Face-to-Face Communication.....	39
Information Display.....	40
Classroom Updates.....	40
Communication Journals and Folders.....	40
Daily Communication Forms.....	40
Email and Telephone Calls.....	40
ProCare and Social Media.....	40
Local News Channels.....	40
PARENT INFORMATION.....	40
PARENT-TEACHER CONFERENCE POLICY.....	42
COMMUNICATION AND TECHNOLOGY POLICY.....	43
Communication Channels.....	43
Responsiveness and Timeliness.....	44
Responsible Use of Technology.....	44

Privacy and Security.....	44
Feedback and Suggestions.....	44
Adherence to Policy.....	44
CONFIDENTIALITY AND PRIVACY POLICY.....	45
LATE PICK-UP POLICY.....	46
Pick-Up Time: Our regular operating hours are from [insert operating hours].....	46
Late Pick-Up Fees:.....	84
Notification of Late Pick-Up.....	84
Late Pick-Up and Abandonment.....	84
Late Pick-Up and Late Pick-Up Fees.....	84
Late Pick-Up and Delinquent Fees.....	85
ALLERGIES AND DIETARY RESTRICTIONS POLICY.....	85
Food and Snacks.....	86
Awareness and Education.....	87
SUN PROTECTION POLICY.....	87
CHILD GUIDANCE POLICY.....	88
Guidelines and Techniques.....	89
Learning Environment.....	89
Positive Reinforcement.....	89
Problem-Solving Approach.....	89
Redirection.....	89
Time for Calm and Reflection.....	90
Individualized Approach for Younger Children.....	90
Collaboration with Parents:.....	90
Parent Support and Prohibited Methods:.....	90
DISCIPLINE AND POSITIVE GUIDANCE POLICY.....	91
Positive Behavior Reinforcement.....	91
Clear Expectations and Rules.....	91
Color Coded Behavior Chart.....	92
Redirecting and Problem Solving.....	92
Communication and Explanation.....	92
Consistency and Fairness.....	93
No Corporal Punishment.....	93
Communication with Parents/Guardians.....	93
Continuous Professional Development.....	93
Positive Environment.....	93
CHRONIC DISRUPTIVE BEHAVIOR.....	94
DISCHARGE POLICY.....	96
Non-Payment or Excessive Late Payment of Fees.....	97

Failure to Submit Required Information or Forms.....	97
Non-Compliance with Center Policies.....	97
Special Needs.....	98
Physical or Verbal Abuse.....	98
Discharge Process.....	98
Confidentiality and Privacy.....	99
PARENT GRIEVANCE POLICY.....	99
TRANSPORTATION POLICY.....	101
EMERGENCY CONTACT POLICY.....	103
Emergency Contact Information.....	103
Authorized Individuals for Emergency Pickup.....	103
Communication during Emergencies.....	104
Release of Children.....	104
CULTURAL COMPETENCE POLICY.....	104
SPECIAL EVENTS AND CELEBRATIONS POLICY.....	105
Purpose and Planning.....	106
Inclusion and Respect.....	106
Health and Safety.....	106
Parent Involvement.....	106
Cultural Sensitivity.....	107
TECHNOLOGY AND SCREEN TIME POLICY.....	107
Purpose of Technology Use.....	107
Age-Appropriate Content and Platforms.....	107
Limited Screen Time.....	108
Active and Engaged Learning.....	108
Supervision and Guidance.....	108
Parent Communication and Involvement.....	108
Digital Citizenship and Online Safety.....	109
Balance with Offline Activities.....	109
PROFESSIONAL DEVELOPMENT AND CONTINUOUS LEARNING.....	109
EMERGENCY PROCEDURES AND EVACUATION.....	109
Appendix A of the Emergency Plan.....	114
SERIOUS INJURY OR ILLNESS.....	114
Appendix B of the Emergency Plan.....	115
HURRICANE PLAN.....	115
Appendix C of the Emergency Plan.....	116
TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES.....	116
TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES.....	117

Severe Thunderstorm WARNING.....	117
Appendix D of the Emergency Plan.....	118
Bomb Threat Information Form.....	118
Appendix E of the Emergency Plan.....	119
FLOOD PLAN.....	119
Appendix F of the Emergency Plan.....	119
HAZARDOUS MATERIALS ACCIDENTS.....	120

WELCOME TO OVERHILLS CHILD DEVELOPMENT



On behalf of the administrative team at Overhills Child Development Center, we extend a warm and heartfelt welcome! We are thrilled that you have chosen our center to be a part of your child's developmental journey. This is an exciting time filled with endless possibilities, and we are honored to share in these precious moments with you and your family.

At Overhills Child Development Center, we are dedicated to providing a nurturing and enriching environment where every child can thrive. Our team of experienced professionals is committed to offering the highest quality of care and early childhood education. We strive to create a loving, supportive, and inclusive atmosphere that promotes the holistic development of each child—cognitively, physically, socially, and emotionally.

We believe that collaboration between our staff and parents is essential to ensure the best possible outcomes for your child. Together, we can achieve so much more in fostering their growth and creating a strong foundation for success. We encourage and value your active participation, insights, joys, suggestions, and concerns. Your involvement in your child's journey is invaluable, and we are here to listen, support, and partner with you every step of the way.

Our philosophy is rooted in the understanding that each child is a unique individual deserving of love, respect, and kindness. We embrace the diversity of our children and families, celebrating the richness of backgrounds, cultures, and experiences that make our center a vibrant and inclusive community.

As the administrative team, we are grateful for the opportunity to serve and guide our dedicated staff in providing a nurturing environment for your child. Our doors are always open, and we welcome you to share your joys, suggestions, or concerns with us at any time.

Thank you for entrusting us with the important task of caring for and educating your child during these foundational years. Together, as a collaborative team, we will create cherished memories, foster growth, and lay the groundwork for a bright and successful future.

OUR CENTER'S PHILOSOPHY

The philosophy of Overhills Child Development Center is rooted in our commitment to meet the developmental needs of every child in our care. Our program is built upon a foundation of providing a quality environment that prioritizes safety, health, and holistic development encompassing physical, cognitive, emotional, and social aspects. We believe that constant and consistent interaction between the child, teacher, and family is essential for fostering growth and learning.

At Overhills Child Development Center, our goal is to create a warm, joyful, and secure environment where children can thrive and flourish. Under the guidance of our dedicated and educated teachers, directors, and administrators, children engage in a diverse range of activities that offer ample opportunities for exploration and knowledge development. Our classroom environment and curriculum are thoughtfully designed to support children's experimentation, exploration, and growth across various developmental areas.

These areas include creative arts, music, manipulative play, mathematics, writing, language and literacy, block play, building, music, movement, dramatic play, science, and social interactions, among others. Our program integrates essential skills such as language development, number concepts, and an appreciation for nature.

We foster the development of self-direction and empower children to make choices and decisions within appropriate boundaries. Our approach to behavior management emphasizes setting limits in a manner that preserves each child's self-respect and contributes to the growth of their self-esteem.

We recognize that each child is a unique individual with their own strengths, interests, and potential. Through our nurturing environment and tailored educational experiences, we aim to support each child's growth, foster their natural curiosity, and help them develop essential skills and a love for learning.

We continuously strive to create a partnership between our dedicated staff and families, valuing open communication, collaboration, and shared goals. Together, we can provide the best possible foundation for your child's future success.

Thank you for choosing Overhills Child Development Center as your partner in your child's journey. We are committed to providing a nurturing, enriching, and inclusive environment where your child can flourish and reach their fullest potential.

OVERVIEW OF OVERHILLS CHILD DEVELOPMENT CENTER

At Overhills Child Development Center (CDC), we strive to serve our families in a variety of capacities. We prioritize the well-being and growth of each child entrusted to our care. Here's an overview of the services and unique advantages we offer:

Nutrition: We understand the importance of a healthy diet for children's development. We provide three nutritious meals and one snack each day. Breakfast includes milk, bread, and a fruit/vegetable, served from 6:30 am to 8:15 am. Our hot lunch consists of milk, bread, meat, and two vegetables/fruits, served from 10:30 am to 12:00 pm. Afternoon snacks, offered from 1:30 pm to 3:30 pm, always include two items from the various categories of milk, bread, meat, and fruit/vegetables. A light supper is provided between 4:00 pm and 5:00 pm, consisting of the same food categories as lunch.

Transportation: We offer transportation services to and from several community schools in our area. Our reliable transportation ensures safe and convenient travel for children attending Manchester, W.T. Brown, Spring Lake Middle, Anderson Creek Primary, South Harnett, Overhills Elementary, and Overhills Middle School.

Age Range: Overhills CDC caters to children from 6 weeks to 12 years of age. We provide a comprehensive range of services tailored to meet the unique needs and developmental stages of each child within this wide age range.

Assessments: We believe in regularly assessing children's progress to ensure their cognitive development. Quarterly assessments are conducted to monitor their learning and growth. If necessary, with parental permission, we make recommendations for referrals related to speech delays, developmental delays, and behavior concerns. Early intervention is a key aspect of our commitment to supporting each child's development.

Experience the Overhills Advantage:

Embrace the Journey of Educational Excellence!

Education is an ever-evolving process, and at Overhills Child Development Center, we wholeheartedly embrace the path of transition. We invite you to join us on this remarkable journey as we strive for educational excellence and provide an unparalleled experience for your child.

What sets us apart from other child development programs is our unwavering commitment to embracing the full scale of education. We understand that every child is a unique

individual with their own set of strengths, abilities, and potential. Our comprehensive early education programs are meticulously designed to cater to the diverse needs of each child, ensuring a personalized learning journey that celebrates their individuality.

At Overhills CDC, we go beyond traditional instruction. Through differential instruction, we tap into your child's strengths and build upon them, creating a strong foundation for lifelong learning. We believe in fostering a love for learning by providing a nurturing and stimulating environment that sparks curiosity and encourages exploration.

Our dedicated educators are skilled in identifying your child's specific needs and tailoring instructional strategies to meet them. Through differentiated instruction, we create an inclusive learning atmosphere that accommodates various learning styles, abilities, and interests. By understanding and celebrating your child's unique strengths, we empower them to reach their full potential and excel in their educational journey.

But our commitment to your child's holistic development goes beyond academics. We prioritize the social, emotional, and physical well-being of each child. Our nurturing environment cultivates essential life skills such as problem-solving, communication, resilience, and empathy. We believe in fostering a sense of community and instilling values of respect, kindness, and good citizenship in every child.

When you join the Overhills family, you become part of a community that embraces diversity, celebrates individuality, and strives for excellence in every aspect of early childhood education. We foster a strong partnership with parents, recognizing that your insights, involvement, and collaboration are vital to your child's success.

Education is a journey, and we invite you to embark on this transformative experience with us. At Overhills CDC, we are dedicated to providing an exceptional educational foundation that will shape your child's future. Together, let's unlock their full potential, ignite their passion for learning, and celebrate their unique strengths.

Come and experience the Overhills Advantage—a journey of educational excellence that will inspire, empower, and nurture your child's remarkable potential.

OVERVIEW OF CURRICULUM

At Overhills Child Development Center, we are committed to providing a comprehensive and enriching curriculum that supports the development of each child. Our curriculum is designed to ensure a strong educational foundation while fostering a love for learning. Here's an overview of our curriculum approach:

Creative Curriculum: We utilize the Creative Curriculum, a research-based framework that aligns with our philosophy of holistic child development. This curriculum provides a solid foundation for our monthly developmental milestones (core standards) at each age level. These milestones serve as the building blocks for children's learning and growth.

Monthly Units and Themes: Our curriculum is structured around monthly units, with each unit centered on a weekly theme. These themes are carefully selected to engage children's interests and promote active exploration of key concepts. The units are designed to align with the objectives and activities necessary to meet each developmental standard.

Instruction and Practice: Within each unit, we provide a range of instructional strategies and hands-on activities to support children's learning. Our educators guide children through instruction, offering support and scaffolding as needed. We believe in providing opportunities for guided practice and independent exploration, allowing children to apply their skills and knowledge in meaningful ways.

Technology Integration: We recognize the importance of technology in today's world and aim to integrate it purposefully into our curriculum. Through weekly technology connections, we enhance children's learning experiences by utilizing age-appropriate digital resources and tools that complement their developmental needs.

Character Education: We value the development of well-rounded individuals, and character education is an integral part of our curriculum. Each month, we introduce a different character education principle to our youth, fostering good citizenship, empathy, and social-emotional growth.

Assessments: To ensure ongoing progress and learning, our curriculum incorporates pre-assessments and post-assessments within each unit. These assessments help us evaluate children's development, identify areas of strength, and determine areas that may require additional support or intervention.

Alignment with Developmental Milestones: We align our curriculum with the developmental milestones outlined by Dr. Lee McBryde Nesbitt and the North Carolina Foundations. By incorporating these recognized milestones, we ensure that our curriculum addresses the age-appropriate skills, knowledge, and abilities that support children's growth and development.

By combining our own curriculum expertise with the Creative Curriculum framework and aligning with established developmental milestones, we create a robust and individualized

learning experience for each child at Overhills CDC. Our goal is to provide a stimulating, engaging, and nurturing environment where children can thrive academically, socially, and emotionally.

If you have any further questions or would like more detailed information about our curriculum, please feel free to reach out to our team. We are dedicated to working in partnership with families to support the best possible educational journey for your child.

QUALITY ENVIRONMENT

At Overhills Child Development Center, we are proud to provide a quality environment that promotes optimal learning and development for every child in our care. Our spacious and vibrant environment is thoughtfully designed to support children's exploration, engagement, and growth. Here's what you can expect from our quality environment:

Spacious and Bright: Our facility offers ample space, allowing children to move freely and engage in various activities. Bright and inviting classrooms create a positive and stimulating atmosphere that encourages curiosity and learning.

Learning Materials: We provide a wide range of age-appropriate learning materials and equipment to foster exploration and discovery. These materials are carefully selected to reflect children's interests, support their developmental needs, and encourage hands-on engagement.

Diversity and Differentiation: Our instructional design embraces diversity and promotes differentiation to cater to the unique learning styles and needs of each child. We believe in creating an inclusive environment where children of all abilities can thrive and reach their full potential.

Accommodating Exceptionalities: While we strive to accommodate children with multiple intelligences, we recognize that our capacity to support exceptionalities may have limitations. We are equipped to work with children who are gifted, have learning disabilities (LD), and exhibit limited emotional disturbances (ED) and attention deficit hyperactivity disorder (ADHD/ADD), provided that their needs are within our range of expertise and available resources.

Multicultural Connections: Our environment celebrates diversity and promotes multicultural connections. We incorporate culturally diverse materials, activities, and experiences to foster a sense of appreciation, respect, and understanding among all children.

It is important to note that while we make every effort to provide a quality environment for all children, there may be instances where a child's specific exceptionalities or intensive needs exceed our capacity. In such cases, we will work closely with parents to explore alternative options and provide appropriate referrals to ensure that their child's specific needs are met.

At Overhills Child Development Center, we are committed to creating a nurturing and inclusive environment where every child can thrive academically, socially, and emotionally. We value open communication and encourage parents to share any concerns or questions they may have about their child's individual needs and how we can best support them.

Thank you for choosing Overhills Child Development Center as your partner in your child's educational journey. We are dedicated to providing a quality environment where children can grow, learn, and flourish.

EDUCATORS AND TEACHER ASSISTANTS

At Overhills Child Development Center, we take pride in our exceptional team of educators and teacher assistants who are dedicated to providing a nurturing and enriching learning experience for your child. Our educators have achieved degrees or their equivalent qualifications, ensuring a high level of expertise in early childhood education. They have received extensive training in various educational techniques, including reciprocal teaching, differentiated instruction, assessment methods, and understanding diverse learning styles. Additionally, our educators are well-versed in cooperative discipline, core competencies, and Bloom's Taxonomy, among other beneficial strategies in the field of education. We are fortunate to have a team of caring professionals who have chosen the field of early care and education as their career, combining their passion for teaching with their nurturing nature.

EDUCATION PHILOSOPHY

At Overhills CDC, we firmly believe that education is an equalizer and a gateway to opportunity. We strive to create an environment where every child, regardless of their special needs, economic background, cultural heritage, or privileges, receives an equal opportunity to learn and grow. We are committed to making this opportunity affordable and accessible to all families. Our comprehensive early education programs are designed to meet the unique needs of each child, ensuring that they have a solid foundation for future

success. We believe in fostering a sense of identity, curiosity, and responsibility in each child, empowering them to become active contributors to their community and society.

ACCESS TO EDUCATION

To ensure that every child has access to our high-quality educational environment, we surpass the standards set by the State of NC, representing their exceptional level of competency and expertise. We are dedicated to providing an educational experience that goes above and beyond, catering to the individual needs of each child and creating a supportive and inclusive atmosphere.

ENRICHMENT ACTIVITIES

Our curriculum is enriched with a wide variety of activities designed to enhance your child's learning experience. These activities include monthly visits from community helpers, guest readers who share exciting stories, engaging field trips to various educational destinations throughout the year, Curriculum Brunch where parents can get an in-depth look at our curriculum and teaching methods, seasonal celebrations such as the Grandparent's Day, Fall Festival, Thanksgiving, Christmas @ Overhills, and Easter @ Overhills. We also organize special events like the Elementary Olympics, Reason for the Season skit Martin Luther King celebration, parent and child prom, Valentine's Day celebration, Mardi-Gras carnival, Nursery Rhyme parade, Muffin With Mom, Father's Day Recognition, End-of-Year Program, Graduation Ceremony, Young Author salute, and the highly anticipated SUMMER-FUN program. These activities provide valuable opportunities for your child to explore, engage, and learn in a fun and interactive way.

PROGRAMS OFFERED

We offer a range of programs to cater to the developmental needs of children at different stages of their early childhood. Our programs include:

Infants (6 weeks to wobbling)

Wobblers (wobbling to 18 months)

Toddler 1 (18 months to 24 months)

Toddler 2 (24 months to 2 1/2 years)

Early Preschool (2 1/2 to 3.2 years)

Preschool (3.2 to 3.8 or 3.9 years)

Preschool 2 (3.9/3.10 to 4.3 years)- contingent upon our current staffing capacity

PreK (4.3 years to advanced learners)

Junior K (advanced learners) - contingent upon our current staffing capacity

School Age (divided into three different age groups)

Each program is carefully designed to meet the developmental milestones and needs of children within that age range, providing age-appropriate instruction, activities, and support.

At Overhills Child Development Center, we are dedicated to providing a nurturing and stimulating educational environment where children can learn, grow, and thrive. Our team of educators, comprehensive programs, and engaging enrichment activities are all aimed at fostering a lifelong love for learning in your child. We are honored to be part of their educational journey and look forward to partnering with you every step of the way.

Program Outlines

Infants: ()

- Our Infants program is designed to provide a warm and nurturing environment that supports the unique developmental needs of infants during their first year of life.
- Emphasis on building secure attachments and fostering strong relationships with caregivers through responsive interactions, gentle touch, and consistent routines.
- Focus on providing a safe and comforting environment that promotes trust, security, and emotional well-being.
- Introduction to early language development through exposure to sounds, gentle conversations, and nurturing interactions.
- Engage in sensory experiences to promote exploration, sensory stimulation, and cognitive development.
- Support the development of gross and fine motor skills through activities such as tummy time, reaching, grasping, and kicking.
- Provide opportunities for social interaction with caregivers and exposure to age-appropriate peer interactions in a safe and supervised setting.
- Offer age-appropriate toys, mobiles, and sensory materials that stimulate curiosity, sensory exploration, and cognitive growth.
- Support the development of self-help skills, including feeding, sleeping, and basic comfort routines.
- Promote healthy physical growth through proper nutrition, regular sleep schedules, and responsive caregiving.
- Provide a secure and hygienic environment that prioritizes the health and well-being of infants.
- Our Infants program aims to provide a loving and supportive environment that nurtures infants' growth and development during this important stage of their lives.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the individual needs of the infants enrolled in the program.

Wobblers:

- Our Wobblers program is designed to provide a safe and nurturing environment that supports the developmental needs of infants as they begin to explore and discover their surroundings.
- Emphasis on building trust and secure attachments with caregivers through responsive interactions and individualized care.
- Introduction to early language development through exposure to sounds, words, and simple communication strategies.
- Focus on developing fine motor skills through activities such as grasping, reaching, stacking blocks, and playing with age-appropriate toys.
- Engage in sensory experiences to promote sensory exploration, tactile stimulation, and cognitive development.
- Encourage physical development through tummy time, crawling, and supported standing.
- Support the development of self-help skills, including early independence in feeding, sleeping, and basic self-care routines.
- Promote social interactions and parallel play with peers under close supervision and guidance.
- Provide a safe and stimulating environment that encourages exploration, curiosity, and early learning.
- Offer age-appropriate toys, materials, and sensory experiences that promote sensory-motor development and cognitive growth.
- Foster secure attachments with caregivers to promote emotional well-being and a sense of trust.
- Our Wobblers program aims to provide a nurturing and supportive environment that supports infants' early development, fostering growth in all areas of development.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the needs of the children enrolled in the program.

Toddler 1:

- Our Toddler 1 program is designed to provide a nurturing and engaging environment that supports the developmental needs of children transitioning from infancy to toddlerhood.
- Emphasis on building social skills, including sharing, taking turns, and developing positive relationships with peers and teachers.
- Introduction to early language development through vocabulary building, basic communication skills, and simple word recognition.
- Focus on developing fine motor skills through activities such as finger painting, playing with manipulative toys, and stacking blocks.
- Introduction to basic cognitive skills, including problem-solving, cause and effect, and object permanence.

- Engage in sensory experiences to enhance exploration, sensory integration, and cognitive development.
- Encourage imaginative play and pretend play to stimulate creativity, language development, and social interaction.
- Foster physical development through active play, outdoor exploration, and gross motor activities.
- Support the development of self-help skills, including beginning toilet training, self-feeding, and independent dressing.
- Promote self-regulation and emotional awareness through positive guidance and supportive interactions.
- Provide a safe and secure environment that encourages independence, curiosity, and confidence.
- Offer age-appropriate learning materials and activities that promote cognitive development, language acquisition, and early problem-solving skills.
- Our Toddler 1 program aims to support children's social, emotional, cognitive, and physical growth during this important stage of development.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the needs of the children enrolled in the program.

Toddler 2:

- Our Toddler 2 program is designed to provide a nurturing and stimulating environment that supports the developmental needs of children as they transition from early infancy to early childhood.
- Emphasis on building social-emotional skills, including sharing, taking turns, and developing positive relationships with peers and teachers.
- Introduction to early language development through vocabulary building, basic communication skills, and simple sentence structure.
- Focus on developing fine motor skills through activities such as drawing, coloring, stacking blocks, and manipulating objects.
- Introduction to basic cognitive skills, including problem-solving, sorting, matching, and basic shape recognition.
- Engage in sensory experiences to enhance exploration, curiosity, and sensory integration.
- Encourage imaginative play and pretend play to stimulate creativity and language development.
- Foster physical development through active play, outdoor exploration, and gross motor activities.
- Support the development of self-help skills, including toilet training, dressing, and independent feeding.
- Promote self-regulation, emotional awareness, and expression through positive guidance and nurturing interactions.

- Provide a safe and secure environment that encourages independence, curiosity, and confidence.
- Offer age-appropriate learning materials and activities that promote cognitive development, language acquisition, and early problem-solving skills.
- Our Toddler 2 program aims to support children's social, emotional, cognitive, and physical growth during this critical stage of development.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the needs of the children enrolled in the program.

Early Preschool:

- Our Early Preschool program is designed to provide a nurturing and engaging environment that supports the early developmental needs of children.
- Emphasis on building social skills and fostering positive peer interactions through collaborative play and group activities.
- Introduction to early language development through vocabulary building, basic communication skills, and exposure to age-appropriate literature.
- Focus on developing fine motor skills through activities such as coloring, painting, puzzles, and manipulative play.
- Introduction to basic math concepts, including number recognition, counting, sorting, and basic shapes.
- Engage in sensory experiences to promote exploration, curiosity, and cognitive development.
- Encourage creative expression through art, music, and imaginative play.
- Foster physical development through active play, outdoor exploration, and gross motor activities.
- Support the development of self-help skills, including potty training, dressing, and basic hygiene routines.
- Promote self-regulation and emotional awareness through positive behavior guidance and nurturing relationships.
- Cultivate a sense of curiosity, independence, and confidence in a safe and supportive environment.
- Provide opportunities for structured learning experiences and child-initiated exploration to develop a love for learning.
- Our Early Preschool program aims to foster a strong foundation for cognitive, social, emotional, and physical development, preparing children for continued growth and success.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the needs of the children enrolled in the program.

Preschool:

- Our Preschool program is designed to provide a nurturing and stimulating environment for children to foster their growth and development.
- Emphasis on building social skills, communication, and language development through interactive activities and play.
- Introduction to early literacy skills, including letter recognition, phonics, vocabulary building, and pre-reading activities.
- Focus on developing fine motor skills through activities such as drawing, coloring, cutting, and writing.
- Introduction to basic math concepts, including number recognition, counting, shapes, patterns, and early math operations.
- Engage in hands-on science exploration to develop curiosity, observation skills, and an understanding of the natural world.
- Foster creativity and imagination through art, music, storytelling, and dramatic play.
- Encourage physical development through indoor and outdoor play, gross motor activities, and coordination exercises.
- Promote independence, self-help skills, and problem-solving abilities.
- Cultivate social-emotional skills, including self-regulation, empathy, sharing, and taking turns.
- Provide opportunities for cultural exploration, diversity appreciation, and understanding of different traditions and customs.
- Encourage active engagement and curiosity-driven learning through a balance of structured activities and child-initiated play.
- Our Preschool program aims to create a solid foundation for future academic and personal success by nurturing children's cognitive, social, emotional, and physical development.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the needs of the children enrolled in the program.

PreK (Pre-Kindergarten):

- Our PreK program is designed to prepare children for a successful transition to kindergarten.
- Focus on developing foundational skills in literacy, numeracy, and cognitive areas to ensure readiness for academic learning.
- Engage in language-rich activities to enhance vocabulary, phonics, reading comprehension, and expressive language skills.
- Build early writing skills through letter formation, sentence writing, and creative expression.
- Develop mathematical understanding through number recognition, counting, basic operations, patterns, and problem-solving.
- Explore science and social studies concepts to foster curiosity, critical thinking, and exploration of the world.

- Promote social-emotional development, self-regulation, and positive peer interactions.
- Encourage creativity, imagination, and self-expression through various art, music, and movement activities.
- Provide opportunities for hands-on learning, collaborative projects, and independent thinking.
- Emphasize early literacy and numeracy skills, as well as social skills, to ensure a well-rounded educational experience.
- Our PreK program aims to prepare children academically, socially, and emotionally for a smooth transition to kindergarten and future academic success.
- Please note that the program outline may vary based on the specific curriculum, local requirements, and the needs of the children enrolled in the program.

Junior K (Junior Kindergarten):

- Our Junior K program is designed for children who have completed the PreK program and are ready for a more advanced curriculum.
- Focus on building strong foundations in literacy, numeracy, and cognitive skills to prepare children for the first semester of kindergarten.
- Develop advanced reading and writing skills, including phonics, sight words, sentence formation, and early reading comprehension.
- Enhance mathematical understanding through number sense, problem-solving, basic operations, and patterns.
- Introduce science and social studies concepts to foster curiosity, critical thinking, and exploration.
- Encourage independent thinking, decision-making, and self-directed learning.
- Promote social-emotional development, self-regulation, and collaboration with peers.
- Provide opportunities for creative expression, imaginative play, and artistic exploration.
- Support the transition to kindergarten by focusing on school readiness skills, including following routines, independent work habits, and effective communication.
- Our Junior K program provides a bridge between PreK and kindergarten, ensuring children are fully prepared for the academic and social expectations of the next educational level.
- Please note that the program availability and content may vary based on enrollment and current staffing capacity.

Enrollment Policy

At Overhills Child Development Center, we strive to provide a safe, nurturing, and inclusive environment for all children. Our enrollment policy is designed to ensure a smooth and

efficient process for families interested in enrolling their children in our programs. Please review the following guidelines for enrollment:

Eligibility: Our programs are open to children between the ages of 6 weeks and 12 years, depending on the specific program. We welcome children from diverse backgrounds, cultures, and abilities.

Application Process: To enroll your child, please complete the enrollment application form provided by our center. This can be found on the website www.overhillscdc.com. The application form collects important information about your child's personal details, emergency contacts, medical history, and any specific needs or requirements. Pay the administration registration current fee.

Availability: Enrollment is subject to the availability of space in the desired program. We recommend contacting our center in advance to check for availability and discuss your child's specific needs.

Enrollment Priority: Priority for enrollment is given to siblings of currently enrolled children and children of staff members. We make every effort to accommodate families based on their individual circumstances and needs.

Required Documents: To complete the enrollment process, the following documents are required:

- Completed enrollment application form
- Immunization records (as required by state regulations)
- Child's Physical (as required by state regulations)
- Emergency contact information
- Any relevant medical or developmental documentation (if applicable)

Enrollment Fee: A non-refundable enrollment fee is required at the time of enrollment to secure your child's place in the program.

Orientation- Center Tour: Prior to your child's start date, we will schedule an orientation/center tour session to familiarize you and your child with our center's policies, procedures, and daily routines.

Trial Period: We understand that transitioning to a new childcare center can be an adjustment for both children and families. Therefore, we offer a trial period to ensure that our center is the right fit for your child and that your family is the right fit for us. During this period, we encourage open communication to address any concerns or questions that may arise.

Withdrawal Policy: If you need to withdraw your child from our program, we kindly request a **written notice** at least two weeks in advance. This allows us to accommodate other families on our waiting list.

Waitlist: In the event that our program is at capacity, we maintain a waitlist. If there are no immediate openings, we will inform you and provide information about the waitlist process. To be placed on our waitlist, you must complete the first page of the application fee and pay the administrative/registration fee.

We value the trust you place in us to care for your child and we strive to make the enrollment process as smooth as possible. If you have any questions or require further information, please do not hesitate to contact our center. We look forward to welcoming your child to Overhills Child Development Center!

Enrollment for Families with Children Requiring Enhanced Services Policy

At Overhills Child Development Center, we are committed to providing a nurturing and inclusive environment for all children in our care. We recognize that some children may have unique needs and require enhanced services to support their development fully. To ensure the quality of our services and the success of each child, we have implemented the following policy for enrollment:

Initial Registration: During the initial registration process, parents or guardians are required to provide comprehensive information about their child's development, including any known behavioral concerns or disabilities verbal & in writing. It is essential for parents or guardians to be transparent and provide accurate information to help us gain a complete understanding of the child's needs.

Assessment and Observation: Upon enrollment, each child will undergo an assessment and observation period to evaluate their development, behavior, and compatibility with the center's environment and resources. This period allows us to gain valuable insights into the child's individual needs and determine if we can provide appropriate support within our capabilities.

Collaboration and Communication: We maintain open and ongoing communication with parents or guardians throughout the assessment and observation period. We encourage them to share any additional information, concerns, or updates regarding their child's well-being and development. We value the expertise and insights of parents or guardians as they play a crucial role in understanding their child's needs.

Collaboration with Professionals: If concerns arise regarding a child's behavior or specific needs, we may collaborate with professionals, such as psychologists, therapists, or early intervention specialists, to gather further insights and guidance on providing appropriate support. This collaboration ensures that we have a comprehensive understanding of the child's needs and can make informed decisions.

Individualized Support Plan: Based on the assessment and observation period, if it is determined that a child requires additional support beyond what we can reasonably provide, an Individualized Support Plan will be developed in collaboration with the parents or guardians. This plan will outline specific strategies, accommodations, or referrals to other specialized programs or services that may better address the child's needs.

Regular Progress Reviews: We conduct regular progress reviews to evaluate the child's development and the effectiveness of the implemented support strategies. These reviews involve input from parents or guardians, teachers, and any relevant professionals involved in the child's care. The purpose is to ensure that the child's needs are continually assessed and that appropriate adjustments are made when necessary.

Transition and Referral Process: If it is determined that our center is unable to meet the specific needs of a child, we will work collaboratively with parents or guardians to explore alternative options. This may include a referral to specialized programs, such as the "Early-In" Preschool Program or other appropriate environments that can better address the child's needs. Our priority is to ensure that the child receives the support they require for their optimal growth and development.

We understand the importance of providing a safe and supportive environment where all children can thrive, regardless of their unique needs. By implementing this policy, we aim to ensure that each child's individual needs are recognized, addressed, and supported to the best of our capabilities.

DAILY SCHEDULE OF ACTIVITIES AT OVERHILLS CHILD DEVELOPMENT CENTER

At Overhills Child Development Center, we follow a daily schedule of activities tailored to the ages and needs of the children in each room. While the teachers have developed individual schedules, the following is a general outline of the daily activities. Please refer to the lesson plans posted in your children's rooms for specific details of weekly activities. If children will arrive after 9:00 am, please contact the office by phone, letting us know that your child will still be in attendance for the day.

5:30 AM - 8:15 AM:

Children arrive and engage in free time activities with their peers. School-aged children are transitioned to school between 7:00 AM and 8:15 AM. Breakfast is served during this time.

8:15 AM - 11:15 AM:

Literacy Circle One and Two. Children participate in various learning activities, including circle time, teacher-directed activities, weekly and holiday themes, group time, small and large motor activities, creative art, dramatic play, blocks, music, and outdoor play.

10:30 AM - 12:00 PM:

Lunch is served to all children, with different age groups served at different times.

11:00 AM - 12:15 PM:

Children prepare for meal, rest, or nap time based on their ages and individual needs.

12:15 PM - 2:15 PM:

Rest or nap time and quiet activities, such as reading books, solving puzzles, and engaging in creative art. This period also allows our staff to take breaks, providing an opportunity for parents to reach out and speak with the teachers.

2:15 PM - 3:00 PM:

Snack time, Literacy Circle 3, and a gross motor activity to promote physical development.

3:00 PM - 5:45 PM:

Literacy Circle 4, organized group activities, and free choice activities, both indoor and outdoor, until the children are picked up by their parents. Meals are served during this time, with activities rotated on a daily basis.

5:45 PM - 6:00 PM:

Organized group activities and free choice activities continue indoors until the children depart with their parents. Activities are rotated daily to offer variety and engagement.

Please note that while this schedule provides a general framework, individual classrooms may have slight variations to accommodate the specific needs and ages of the children. We strive to create a balanced and enriching daily routine that promotes learning, development, and fun for all the children in our care.

ABANDONMENT POLICY

At Overhills Child Development Center, the safety and well-being of every child in our care is our utmost priority. We understand that unforeseen circumstances may arise, and parents may encounter difficulties or delays in picking up their children. However, it is essential to ensure that children are not left unattended for extended periods, as it poses potential risks to their safety and emotional well-being. This policy outlines our guidelines and procedures regarding the abandonment of a child in our care.

Definition of Abandonment:

Abandonment is defined as the intentional or unintentional act of leaving a child in our care without appropriate communication or arrangements for their pick-up within a reasonable timeframe, resulting in the child being left unattended beyond the designated closing time of our center.

Abandonment Guidelines:

Designated Closing Time: Our center has a specified closing time, which is communicated to all parents/guardians during the enrollment process and through our parent handbook. It is the responsibility of parents/guardians to ensure timely pick-up of their child before or at the designated closing time.

Communication and Late Pick-Up Procedures: In the event that a parent/guardian anticipates being late for pick-up, they are required to contact our center as soon as possible to inform us of the delay and provide an estimated time of arrival. This allows us to make appropriate arrangements and ensure the child's safety.

Reasonable Timeframe: We define a reasonable timeframe as no more than 30 minutes beyond the designated closing time. If a parent/guardian fails to pick up their child within this timeframe without providing prior notice or valid reasons for the delay, it may be considered a case of abandonment.

Documentation: Our staff is responsible for documenting all instances of late pick-ups, including the time the child was left unattended and any attempts made to contact the parents/guardians or emergency contacts. This documentation serves as an essential record for reference and potential follow-up.

Emergency Contacts: Parents/guardians are required to provide accurate and up-to-date emergency contact information during the enrollment process. If we are unable to reach the parents/guardians after a reasonable timeframe, we will proceed to contact the designated emergency contacts to ensure the child's safety and arrange for their pick-up.

Involvement of Authorities: If all reasonable attempts to reach the parents/guardians and emergency contacts are unsuccessful, and the child is left unattended beyond a reasonable timeframe, we reserve the right to involve the appropriate authorities, such as the local child protective services or law enforcement, to ensure the child's safety and well-being.

Continued Communication: Throughout the process, we will maintain open communication with the parents/guardians, keeping them informed about the situation, the steps being taken, and any actions that may be necessary to resolve the matter. We encourage parents/guardians to promptly communicate any changes to their contact information to ensure efficient communication in such situations.

We understand that emergencies and unforeseen circumstances can occur, and we are committed to working with parents/guardians to address any challenges they may face. However, it is crucial for parents/guardians to fulfill their responsibility in ensuring the timely pick-up of their child and to communicate any delays or changes in plans. This policy is in place to safeguard the well-being and safety of the children in our care and to maintain a supportive and secure environment for all.

PAYMENT OF FEES

At Overhills Child Development Center, we have established the following policy to ensure a smooth and transparent process for the payment of fees. It is essential for parents/guardians to review and adhere to these guidelines to maintain accurate and up-to-date financial arrangements.

Registration Fee: Upon registration or when a child withdraws and re-enrolls, a non-refundable registration fee of \$100 will be collected. Please note that this fee does not apply to weekly fees and is solely for administrative purposes.

Slot Fees: Slot fees are based on the child's assigned slot at the center and are not dependent on the child's attendance or lack thereof. It ensures the reservation of a slot for your child and covers fixed costs associated with maintaining the availability of our services.

Additional Hourly Fee: If your child attends the center for more than 55 hours per week, an additional fee of \$7.25 per hour will be assessed to cover the extended care provided. This fee is applicable to the hours exceeding the 55-hour limit.

Late Pickup Fee: Children not picked up by their contracted hours will be charged a late fee of \$5.00 for each minute the parent is late (Example: If you arrive at 6:05pm the fee is \$25.00- paid to the employee that is still onsite). These charges are due at the time of pick up to ensure timely payment for the extended care provided to your child.

Payment Schedule: Payment of fees is due in advance on your first contracted day each week, specifically on Mondays. If your child is absent due to illness, please make payment by phone or the Procure app. Checks should be made out to Overhills Child Development Center. **Payments can be made in person, through the Procure app, or by phone.**

Late Payment Fee: Payments are considered past due if not received by 6:00 PM on Tuesday of each week. Please note that the late fee is \$15.00 per day. It is important to make prompt payments to avoid any disruption in services. As well, a late fee of \$10.00 will be assessed for each week that tuition payment remains outstanding. It is important to make prompt payments to avoid any disruption in services.

Absence Policy: When your child is absent for any reason, except earned free vacation, you are responsible for the full fee as contracted. We have reserved a slot for your child, and our costs remain fixed even during periods of non-attendance. Please make payment using the Procure app or by phone

Delinquent Fees: If the slot fee remains delinquent for two weeks, child care services will be discontinued until full payment is received (including the daily rate of \$15.00, & the weekly late fee of \$10.00). We understand that personal circumstances may arise, preventing timely payment. In such cases, we request that you contact the Director to discuss payment arrangements immediately.

Exceeding Contracted Hours: If you exceed the hours of your contract by 30 minutes either before or after your contracted time, a fee of \$2.00 per minute will be charged to cover the additional staff resources required. It is crucial to adhere to your contract to maintain appropriate staff-child ratios.

Flexible Payment Options: To provide convenience and flexibility, we accept various payment methods. You can make payments in person, through the Procure app, or by phone. We encourage parents/guardians to utilize the Procure app for easy and efficient payment processing.

Returned Check Fee: A fee of \$30 will be charged for any check returned due to non-sufficient funds (NSF). With parental permission, the NSF check will be re-deposited once. However, if the check is returned for a second time, cash payment will be required for its replacement.

We appreciate your cooperation in adhering to our payment policies. By doing so, we can ensure the smooth operation of our center and maintain a high standard of care for all children in our program. Please reach out to the Director if you have any questions or need further clarification regarding these guidelines.

SLIDING FEE SCALE

At Overhills Child Development Center, we understand the importance of making quality child care accessible and affordable for all families. To support families who do not receive any third-party assistance, we offer a sliding fee scale based on the ages of the children enrolled.

The sliding fee scale allows families to pay a reduced fee for the second and third child enrolled, making child care more affordable for families with multiple children. The percentage discount applied to the fees is determined based on the age of each child as follows:

- Infants- 23 months: 5% discount for the second child, 10% discount for the third child.
- 2 years of age: 10% discount for the second child, 15% discount for the third child.
- 3-5 years of age: 10% discount for the second child, 15% discount for the third child.
- School-Age (school-in): 15% discount for the second child, 20% discount for the third child.
- School-Age (school-out): 10% discount for the second child, 15% discount for the third child.

We believe that every child deserves access to quality care and early education, and our sliding fee scale is designed to provide financial support to families with multiple children

enrolled. If you have any questions or need further clarification, please feel free to contact our administrative staff.

FREE CHILD CARE

Once your family has been enrolled at Overhills Child Development Center for a consecutive year, you are eligible for one week of free vacation days. To request this benefit, please submit a written request using the vacation form available in the office at least one week in advance.

In addition, if you refer a new family to our center, you will receive one free week of child care for one child after the referred family has attended our center for four weeks. The referred family should submit a written referral to the Director. To claim your free week, please submit a vacation request form in advance.

MILITARY LEAVE REQUEST

Overhills Child Development Center provides 30 days of military leave for children of military families who have been enrolled with our facility for a minimum of 6 months and need to leave the immediate area due to their parent's military obligations. This leave is in addition to the one week of free child care received after one year of enrollment. To request military leave, please complete the military leave request form available in the office and submit it at least two weeks in advance.

ELIGIBILITY REQUIREMENTS FOR 30 DAYS OF MILITARY LEAVE

- Military Parent is or will be on TDY (Temporary Duty), and the child will be leaving the immediate area (please attach copies of orders).
- Military Parent is or will be attending a military-related school, and the child will be leaving the immediate area (please attach copies of orders).
- Military Child participates in shared parenting, and the child will be leaving the immediate area (please attach a copy of the decree).

ARRIVAL AND DEPARTURE PROCEDURES

For the convenience and safety of everyone, designated parking areas are provided for drop-off and pick-up. We kindly request that you do not leave your vehicle's engine running while inside the center premises.

To ensure the safety of the children, please adhere to the following procedures:

- Do not exceed the speed limit when entering the parking lot.
- Children must be accompanied by a parent or authorized adult when entering or leaving the building. Authorized adults should be listed on your children's Child Enrollment Form.
- Please inform a teacher or staff member when your children have arrived or are departing from the center.
- When we have outdoor activities, parents and authorized adults are required to come inside the play yard to pick up their children. Children will not be allowed to leave the fenced play area without adult supervision.
- Parents are responsible for signing their children in and out each day. If your children will be arriving late or will be absent for the day, please notify us by 9:00 AM. This helps us maintain appropriate staff-to-child ratios and ensures accurate meal planning.
- Children will only be released to authorized adults. If circumstances require someone other than an authorized adult to pick up your children, please notify us in advance.
- If you anticipate being delayed for more than half an hour during pick-up, please inform the center so that we can reassure your children.

POLICY ON PARENTAL TRANSPORTATION

As caregivers responsible for your children's well-being, we prioritize their safety during transportation. If we believe that the person picking up the child is not in a condition to safely transport them, we may propose contacting another person listed on your child's emergency contact information sheet to come and transport the child. If the person insists on transporting the child under unsafe conditions despite our concerns, we will immediately report the situation to Cumberland County Child Protective Services and/or the police. This policy aims to ensure the safety and welfare of the children in our care.

HOURS OF OPERATION AND DAYS CLOSED

Overhills Child Development Center operates from 5:30 AM to 6:30 PM, seven days a week, throughout the year, providing exceptional care for children aged six (6) weeks to twelve (12) years old. During the summer months, we extend our services to accept school-aged children up to thirteen (13) years old.

The Center will be closed on the following holidays- days during the year:

New Year's Day
Martin Luther King Holiday
Good Friday
Easter Monday
Memorial Day
Juneteenth
Fourth of July
The Day before or the day after July 4th
OCDP Professional Development Day- (2nd Friday in August)
Labor Day
Thanksgiving Day
The Day after Thanksgiving
Christmas Eve
Christmas Day
The Day after Christmas

Please note that during the month of August, we close at 4:30 PM every Friday for staff training, ensuring that our dedicated team members stay up-to-date with the latest advancements in early education practices.

Additionally, our staff retreat includes two mental health days throughout the year (These two days will align with a holiday). Parents will receive a notification three months in advance to allow for appropriate planning.

At Overhills Child Development Center, we value the well-being of both our children and staff members. We strive to provide consistent and exceptional care while also prioritizing ongoing training and staff support.

ILLNESS AND EXCLUSION POLICY

At Overhills Child Development Center, the health and well-being of all children in our care are of utmost importance. We have implemented an illness and exclusion policy to promote a safe and healthy environment for everyone. Please carefully review the following guidelines:

Signs of Illness: If your child exhibits any of the following signs of illness, we kindly ask that you keep them at home until they are fully recovered:

- Fever: A child with a temperature of 100.4°F (38°C) or higher will be excluded from the Center until they have been fever-free for at least 24 hours without the use of fever-reducing medication.
- Diarrhea or Vomiting: Children with frequent loose stools or ongoing episodes of vomiting will be excluded until their symptoms have subsided for at least 24 hours.
- Contagious Diseases: If your child has been diagnosed with a contagious disease, they will be excluded until they are no longer contagious as determined by a medical professional.
- Other Severe Symptoms: Children with severe symptoms that significantly impair their ability to participate in daily activities or pose a risk to themselves or others may be excluded until their condition improves.
- Special Circumstances: In certain situations, such as outbreaks of communicable diseases or the occurrence of unusual symptoms among children or staff, the Center may implement additional exclusion measures in consultation with relevant health authorities.
- Notification and Pick-up: If your child becomes ill while at the Center, we will promptly contact you to pick them up. We kindly request that you arrange for a timely pick-up within one hour of notification. It is important to have an alternate plan in place for your child's care in case of illness.

Return Policy after Illness: Following an illness, your child must meet the following criteria before returning to the Center:

- Fever: A child must be fever-free for at least 24 hours without the use of fever-reducing medication before returning.
- Diarrhea or Vomiting: Children must have normal bowel movements and no episodes of vomiting for at least 24 hours before returning.
- Contagious Diseases: Children with contagious diseases must provide a medical professional's clearance stating that they are no longer contagious and are safe to return to the Center.
- Other Severe Symptoms: Children with severe symptoms should be fully recovered and able to participate in daily activities without any risk to themselves or others.
- Please remember that these guidelines are in place to safeguard the health and well-being of all children, families, and staff at Overhills Child Development Center. Your cooperation in adhering to this policy is greatly appreciated.

HEALTH, MEDICATION, AND SAFETY

At Overhills Child Development Center, we prioritize the health and safety of all children in our care. To ensure a safe environment, we have established the following policies and procedures:

Immunizations and Physical Exams: On the first day of attendance, immunization records are required. Additionally, each child must have a physical examination by a licensed physician within the past six months before enrollment or no later than 30 days after admission to the Center. Children aged two and older will need a physical every two years until they enter elementary school. Please inform the office of any updates to immunizations and physicals to ensure your child's records remain current.

Special Health Precautions: Parents are requested to inform the Director of any special health precautions, such as nebulizer treatments or injections, that their child may require.

Emergency Medical Treatment: An emergency card authorizing medical treatment, completed and signed by a parent, must be on file for each child registered at the Center. In case of an emergency, our designated emergency medical facility is Kidzcare Pediatrics, unless otherwise specified by your insurance carrier. Every effort will be made to contact the parent first, and if necessary, children requiring emergency care will be transported by ambulance.

CPR, First Aid, and Safety: Our staff members are trained in CPR and First Aid according to the American Red Cross guidelines. They also receive training on handwashing techniques, universal precautions, and child abuse/neglect issues during orientation and annual staff meetings.

First Aid and Medical Care: First aid information sheets, along with emergency contact numbers, are posted in each classroom. Medical Care Information Sheets are kept for each child. Minor injuries are treated using first aid procedures and are documented in journals located throughout the Center. Parents have access to entries concerning their child.

Illness: Parental cooperation is essential in maintaining a healthy environment for all children at Overhills Child Development Center. If your child shows signs of illness in the morning, please do not bring them to the Center. Teachers will follow the Guidelines for the Exclusion of Children and Staff from a Day Care developed by the Division of Child Development when determining if a child needs to be sent home due to illness. It is important for parents to have an alternate plan for their child's care during illness. When notified, we expect parents to pick up their child within one hour.

MEDICATION POLICY

WE STRONGLY ENCOURAGE THE PARENT TO ADMINISTER MEDICATION IF POSSIBLE TO THEIR CHILD.

Teachers- Office Staff will administer prescribed medication to your child under the following conditions:

- Medication must be in the original container, labeled with the child's name.
- An Authorization to Administer Medication form, including dosage and administration instructions, must be signed and dated by the parent. These forms are available from any teacher.
- If the dosage for the child's age is not included on the container from the manufacturer, a signed and dated written authorization from the child's physician must be on file.
- The child does not exhibit other signs of illness that would require exclusion from the Center.
- Non-prescription medications, including lip balm and cough drops, will not be administered by our staff. Please do not bring or leave non-prescription medication at the facility. We request that parents administer their child's prescribed medications whenever possible.

All medications given to children will be stored in child-proof containers in their respective rooms. Medications requiring refrigeration will be stored in the kitchen refrigerator, also in child-proof containers. Our staff will keep a record of all medications administered in a medical journal, and parents have access to entries concerning their child.

By implementing these policies, we strive to create a safe and healthy environment for all children at Overhills Child Development Center. Your cooperation and adherence to these guidelines are greatly appreciated.

HEALTH, SAFETY, AND NUTRITION POLICY

At Overhills Child Development Center, we prioritize the health, safety, and nutrition of your child. To ensure their well-being, we have implemented comprehensive policies:

Meals and Snacks: We provide prepared meals and snacks for the children at Overhills Child Development Center. Parents may contribute store-bought snacks for the entire class. Each meal will include milk, bread, meat, and two vegetables/fruits. Snacks will consist of two items from the approved snack list. If your child requires a special diet, please contact the office to discuss the necessary accommodations and procedures.

Cleanliness and Sanitization: Our facility maintains a high standard of cleanliness and hygiene. Rooms are cleaned and toys are sanitized daily. We conduct weekly window and floor cleaning, as well as monthly high-level cleaning and carpet shampooing. For a detailed cleaning schedule, please request it from the office.

Child Release Policy: No child will be released to any person who is not listed on the child's enrollment form without prior approval from the parent.

- When an unfamiliar adult arrives to pick up a child, proper identification will be required before the child is released into their care.
- Children will not be released to individuals under the age of 18 years.
- If an adult arriving at the Center to pick up a child appears to be under the influence of alcohol or drugs, or exhibits impaired judgment, we will make every effort to notify the police before releasing the child.

Child Protection: In accordance with the law, our staff is mandated to report any suspicion of child abuse or neglect to the appropriate authorities. Please review the summary of the North Carolina Child Care Law and Rules that has been provided for further information.

Emergency Evacuation: In the event of emergencies requiring evacuation, all staff and children will be relocated to Anderson Creek Medical Center. Parents will be promptly contacted regarding the situation. Our staff will remain with the children until they are safely released to a parent or authorized guardian.

These policies have been established to ensure the utmost safety and well-being of your child while in our care. We appreciate your cooperation in adhering to these guidelines. If you have any questions or concerns, please do not hesitate to reach out to our office.

ALLERGIES AND DIETARY RESTRICTIONS POLICY

At Overhills Child Development Center, we prioritize the health and well-being of all children in our care. We recognize that some children may have allergies or dietary restrictions that require special attention. To ensure a safe and inclusive environment, we have established the following policies:

Allergy and Dietary Restriction Information: Parents or guardians are required to inform the center about any known allergies or dietary restrictions their child has during the enrollment process. We request detailed information about the specific allergens or restrictions, including any potential triggers or necessary precautions. We do not allow outside food for meals without a doctor's note due to the presence of children with allergies. We strictly enforce a NO PEANUTS and SHELLFISH policy to ensure the safety of all children.

Communication and Documentation: Allergy and dietary restriction information will be documented in each child's individual file and shared with relevant staff members.

Parents or guardians must provide updated information if any changes occur in their child's allergies or dietary restrictions.

Allergy Prevention and Safety Measures: We maintain an allergen-aware environment by implementing strategies to prevent cross-contamination and exposure to known allergens. Staff members receive training on recognizing allergy symptoms, administering emergency medications (such as epinephrine auto-injectors), and responding to allergic reactions.

Individualized Care Plans: For children with significant allergies or dietary restrictions, an individualized care plan will be developed in collaboration with parents or guardians.

The care plan will outline specific precautions, emergency procedures, and necessary accommodations to ensure the child's safety and well-being.

Food and Snacks: Our center provides meals and snacks, and we make every effort to accommodate children's dietary restrictions and allergies.

Parents or guardians of children with specific dietary needs or severe allergies may be required to provide alternative food options. We encourage open communication between parents, staff, and the kitchen team to address any concerns or questions regarding meals and snacks.

Awareness and Education: We strive to create an inclusive and supportive environment for all children. Staff members receive training on recognizing and addressing allergies and dietary restrictions, promoting empathy and understanding among children, and fostering an inclusive atmosphere.

By adhering to our Allergies and Dietary Restrictions Policy, we aim to create a safe and supportive environment where all children can thrive and enjoy their time at our center.

SUN PROTECTION POLICY

At Overhills Child Development Center, we prioritize the safety and well-being of children in our care, including protecting them from the harmful effects of the sun. Our Sun Protection Policy is designed to ensure adequate sun protection for children during outdoor activities. The policy includes the following guidelines:

Sunscreen Application: Parents or guardians are strongly encouraged to apply sunscreen with a minimum SPF of 30 to their child before dropping them off at the center each day.

We recommend using a broad-spectrum sunscreen suitable for children's sensitive skin. Protective Clothing and Accessories:

Children should wear appropriate clothing that provides coverage and protection from the sun, such as lightweight long-sleeved shirts, wide-brimmed hats, and sunglasses. Parents or guardians are encouraged to provide labeled sunhats and sunglasses for their child to wear during outdoor activities.

Outdoor Activity Scheduling: Outdoor activities will be scheduled during times when the sun's intensity is lower, typically in the early morning or late afternoon.

We aim to minimize sun exposure during peak hours when the sun's rays are strongest.

Shade and Shelter: We provide shaded areas and structures where children can seek shelter from direct sunlight during outdoor playtime. Staff members actively encourage children to take breaks in shaded areas to minimize sun exposure.

Education and Awareness: We educate children about the importance of sun protection through age-appropriate activities and discussions. Staff members lead by example, wearing appropriate sun protection and practicing sun safety measures.

By adhering to our Sun Protection Policy and working together with parents or guardians, we can ensure that children are adequately protected from the sun's harmful rays during their time at the center.

REPORTING CHILD ABUSE

At Overhills Child Development Center, we prioritize the health and safety of every child in our care. We conduct health checks on children at least twice daily, in the morning and after nap time, to identify any signs of illness, rashes, or fevers. We are committed to maintaining a safe and nurturing environment for all children. It is important to understand and recognize different forms of child abuse and neglect:

Abuse: Abuse occurs when a parent or caregiver intentionally causes harm, whether physical or emotional, to a child. It can also involve putting a child at risk of serious injury or allowing another person to do so.

Neglect: Neglect refers to situations where a child does not receive proper care, supervision, discipline, or is abandoned. This includes situations where a child's basic needs for safety, health, and well-being are not adequately met.

Reporting Child Abuse and Neglect: North Carolina law requires anyone who suspects child abuse or neglect to report the case to the county department of social services. Additionally, you can call the Division of Child Development at (919-662-1499 or 1-800-859-0829) to report suspected child abuse or neglect in a child care operation. Reports can be made anonymously, and individuals making reports in good faith cannot be held liable.

CLOTHING AND PERSONAL BELONGINGS

At Overhills Child Development Center, we provide a personal space for each child attending our center. For younger children, this space will be a cubby where they can store two extra sets of clothing and their bedding needs. Older children (ages 2.5 and up) will have a cubby in their classroom for storing additional clothes and nap time accessories. Outdoor wear will also be stored in their cubbies.

To ensure the proper identification of belongings, it is essential that all clothing and napping accessories are clearly marked with your child's name. With a large number of children attending our center, proper labeling prevents items from getting lost. Each morning, we kindly request parents to place all of their child's items, including jackets, in their designated cubby located in their classroom.

We encourage casual clothing that allows children to freely engage in play. Children may get dirty while actively participating in activities, and we prioritize their happiness and engagement over keeping them spotless. Please inform the teacher if you need to send scarves to protect your child's hair, especially in areas with sand play.

Please dress your child in clothing that they can easily manage themselves. We ask that you refrain from sending them with items such as belts, suspenders, or overalls unless they can independently fasten and unfasten them.

Considering your child's comfort during outdoor play, please ensure they are appropriately dressed for the weather. This includes providing boots, hats, snow pants, scarves, and mittens during winter. Additionally, be mindful of the rapidly changing weather in the spring and fall, and ensure your child has a jacket or sweatshirt available at the center at all times.

Proper footwear is crucial for your child's safety. We recommend a sturdy pair of shoes, preferably gym shoes, for safe and enjoyable play. Flip-flops or jelly shoes are not suitable for daily wear.

For toilet-trained children, please provide several changes of underclothing, socks, pants, shirts, and an extra pair of shoes.

Nap time blankets should be taken home and washed weekly. We kindly request that sheets not be taken home or provided, as we will handle the laundering of our sheets.

Any lost and found items will be placed in a designated box in the office. We encourage parents to check the box weekly for any of their child's belongings.

Infant Parents: For parents of infants, please bring prepared bottles without cereal, labeled with the date and names, with a lid. Additionally, please provide enough diapers and wipes for at least 10 changes and two additional sets of clothing.

Wobblers and Toddlers: For parents of wobblers and toddlers, please refrain from bringing sippy cups. Provide enough diapers and wipes for at least 8 changes and two additional sets of clothing.

TOYS FROM HOME

To ensure a harmonious play environment, we request that you leave your child's toys at home or in your car, except for transitional toys that may help ease their transition from home to school. Personal toys can be challenging for children to share, and they may become upset if their toy is lost or broken. We specifically ask that "adventure toys" such as superhero figures not be brought to the center, as these toys are often associated with aggressive play.

Books or musical tapes can be brought at any time to be shared with classmates. Please ensure they are clearly marked with your child's name, and we kindly request that you leave them at the center for several days to allow other children to enjoy them.

TREATS FOR BIRTHDAYS OR HOLIDAY CELEBRATIONS

We celebrate birthdays after lunch or during afternoon snack time. During special holiday celebrations, teachers may request treats to be shared. To ensure the safety of all children, we ask that all treats brought into the center are pre-packaged. We also encourage parents to consider the nutritional value of any snacks they provide.

If you have any further questions or concerns regarding these policies, please do not hesitate to contact our office. We are committed to providing a safe and nurturing environment for your child.

CHILD-CHILD INTERACTION POLICY

At Overhills Child Development Center, we strive to create a positive and inclusive environment where all children feel safe and respected. We recognize the importance of fostering healthy and appropriate interactions among children. To ensure the well-being of all children in our care, we have implemented the following policies:

Supervision and Guidance: Our staff members closely supervise children at all times to promote safe and appropriate interactions. We provide age-appropriate activities and materials to encourage positive engagement and socialization among children.

Staff members actively engage in guiding and modeling appropriate behavior during interactions.

Positive Behavior Reinforcement: We promote positive behavior and encourage children to communicate effectively, share, take turns, and resolve conflicts peacefully.

Our staff members reinforce positive interactions through verbal praise, encouragement, and recognition of good behavior.

Communication and Social Skills Development: We encourage open communication among children and teach them effective ways to express their needs, feelings, and boundaries. Our staff members facilitate activities that promote empathy, cooperation, and respect for others. We provide opportunities for children to develop and practice essential social skills, such as listening, sharing, and problem-solving.

Anti-Bullying Policy: We have a zero-tolerance policy for bullying or any form of aggressive behavior. Our staff members are trained to recognize and address bullying behaviors promptly and appropriately. We encourage children to report any incidents of bullying or mistreatment to a staff member, ensuring their concerns are taken seriously and addressed promptly.

Conflict Resolution: We teach children effective strategies for conflict resolution, such as using their words, seeking adult assistance, and finding mutually agreeable solutions. Our staff members mediate conflicts between children, promoting understanding, empathy, and compromise.

Inclusion and Acceptance: We foster an inclusive environment where children of diverse backgrounds, abilities, and cultures are respected and celebrated.

Our staff members promote acceptance and discourage discriminatory behavior, educating children about the importance of diversity and inclusion.

Staff Training: Our staff members receive training on child-child interaction, positive behavior management, conflict resolution, and promoting healthy social development.

We regularly update our staff's knowledge and skills through professional development opportunities.

Parent Communication: We maintain open and transparent communication with parents regarding their child's social interactions, behavior, and development. Parents are encouraged to discuss any concerns or observations related to their child's interactions with other children, allowing us to address and support their needs effectively.

By implementing these policies, we aim to create a nurturing and respectful environment that promotes positive child-child interactions. We believe that fostering healthy social skills and relationships among children contributes to their overall development and well-being.

ORIENTATION TO A NEW SETTING/SEPARATION

Starting in a new setting can be an exciting yet challenging experience for young children and their parents. We understand that the transition period may bring about feelings of apprehension and separation anxiety. To support you and your child during this adjustment process, we offer the following suggestions and guidelines:

Familiarize Yourself with the Environment: Visit the center with your child several times before their first day of attendance. Get to know the names of your child's future playmates and the teachers who will be caring for them. Understanding your child's daily environment will enable you to better communicate with them about their experiences.

Understand Policies and Procedures: Take the time to familiarize yourself with the center's policies and procedures. If you have any questions or uncertainties, do not hesitate to ask for clarification. Being well-informed will give you peace of mind and allow for a smoother transition.

Label Belongings: Ensure that all of your child's belongings required for personal care and outdoor activities are clearly marked with their name.

This helps prevent items from getting misplaced or mixed up with others.

Establish a "Good-Bye" Routine: Work with each child to establish a routine for saying goodbye that suits their individual needs. Some children may find it helpful for a parent to stay a little longer, while others may prefer a quick and confident departure. Our staff is here to assist you in navigating this transition and providing support as needed.

Allow for "Wind Down" Time: Allocate a few minutes at the end of the day to allow your child to relax and transition from their busy day to reconnect with you.

Although it may be challenging for tired parents, this dedicated time facilitates a smoother transition for your child.

Actively Listen to Your Child: Take the time to actively listen to your child as they share their experiences and stories from their day.

This provides insight into their world and helps strengthen the parent-child connection.

Appreciate Your Child's Achievements: Show enthusiasm and appreciation for your child's creative art or other projects that they bring home. Your approval and interest play a vital role in nurturing their self-esteem and sense of accomplishment.

Open Communication: We welcome parent calls at any time to check on your child's adjustment or to inquire about their day. Feel free to reach out, and we will gladly provide updates and information from your child's teachers.

Share Your Feedback: Your thoughts and feedback, both positive and negative, are valuable to us. Sharing your experiences helps us continually improve the quality of care we provide for your children.

We strive to create a supportive and nurturing environment for your child's development and well-being. By following these guidelines and maintaining open communication, we aim to ensure a successful transition and positive experience for both you and your child in our center.

PARENT INVOLVEMENT

At Overhills Child Development Center, we believe that a strong partnership between parents and teachers is crucial for the well-being and development of the children in our care. We value the knowledge and insights that parents bring, and we encourage open communication and active involvement. Here are some ways in which parents can be involved:

Parent-Teacher Meetings: We organize parent-teacher meetings four times a year to provide an opportunity for discussing the growth and development of the children.

These meetings serve as a platform for sharing observations, addressing concerns, and collaborating on strategies to support each child's progress.

Information Sessions and Guest Speakers: Throughout the year, we arrange information sessions with guest speakers who share their expertise on topics relevant to child development. These sessions aim to equip parents with valuable knowledge and practical tips on age-appropriate practices for their children.

Open Door Policy: We have an "open door" policy, welcoming parents to visit their children during the day whenever work schedules permit. Your presence and participation can help strengthen the bond between home and the center, and it allows you to witness firsthand your child's experiences and growth.

Transition Tours: Before enrolling your child, we encourage parents to take a tour of our facility with their child. This helps familiarize both the child and the parent with the environment, easing the transition and creating a sense of comfort.

Field Trips and Special Events: We invite parents to join us on field trips and participate in various special events organized throughout the year. These activities provide opportunities for shared experiences, creating lasting memories for both parents and children.

Ongoing Communication: We encourage parents to reach out to us at any time with questions, concerns, or the need for a conference. Open lines of communication enable us to address any issues promptly and collaborate on the best approach for your child's well-being.

We value the partnership between parents and our dedicated team of teachers. By working together, we can provide the best possible care and support for your child's growth and development. We embrace the 21st-century approach to parent involvement, ensuring that you have a voice and an active role in your child's educational journey at Overhills Child Development Center.

PARENT-STAFF COMMUNICATION

At Overhills Child Development Center, we recognize the importance of effective communication between parents and staff. We utilize various channels to ensure that communication is convenient, timely, and comprehensive. Here are the ways in which we facilitate parent-staff communication:

Face-to-Face Communication: We encourage direct communication between parents and staff during arrival and departure times. This allows for brief exchanges, updates, and the opportunity to address any immediate concerns.

Information Display: We have update easels strategically placed throughout the building to provide important information as parents enter. These easels serve as a visual aid, highlighting upcoming events, announcements, and reminders.

Classroom Updates: Each classroom has "Peek-A-Boo" easels where staff share daily updates, activities, and key information specific to the children in that classroom.

These displays keep parents informed about their child's daily experiences and progress.

Communication Journals and Folders: We utilize communication binders or folders to foster ongoing communication between parents and staff. This written exchange allows for more detailed information, such as specific observations, milestones, or concerns.

Daily Communication Forms: We provide daily communication forms that outline your child's daily routine, including meals, naps, activities, and any notable occurrences.

Parents can easily review and provide feedback or additional information on these forms.

Email and Telephone Calls: We utilize email and telephone calls to share important updates, reminders, and to address any questions or concerns. These communication methods provide a convenient way for parents and staff to stay connected.

ProCare and Social Media: We utilize the ProCare Communication app to streamline communication and share important updates and reminders with parents. Additionally, we maintain an active presence on relevant social media platforms to share news, events, and updates with our parent community.

Local News Channels: We provide updates and notifications through local news channels such as WRAL and WTVD to ensure parents are aware of any relevant information or changes.

We understand the importance of keeping parents well-informed about their child's experiences and the overall operations of our center. By utilizing a combination of traditional and modern communication channels, we strive to ensure that parents have convenient access to timely and comprehensive information.

PARENT INFORMATION

At Overhills Child Development Center, we prioritize effective communication between our staff and parents. To facilitate this, we have implemented different methods based on the age groups of the children:

Parent Folders (Infant, Wobbler, and Toddler 1): For parents of infants, wobblers, and toddlers in our Toddler 1 program, we provide parent folders. These folders serve as a dedicated space for exchanging information and updates. Please remember to check your child's parent folder daily for important notices, daily reports, and any other relevant information. We encourage you to take these materials home to stay informed about your child's day at the Center and celebrate their achievements.

Communication Binders (Toddler 2 to Jr K): For parents of children in our Toddler 2, Preschool, Pre-K, and Jr K programs, we utilize communication binders. These binders are designed to enhance communication between parents and teachers. They contain valuable information about your child's daily activities, progress, and any specific notes or observations. We encourage you to review the binder regularly, provide any necessary feedback or information, and communicate with the teachers through this medium.

We value your input and strive to continuously improve our services. To gather your feedback, we may periodically ask for your participation in surveys or evaluations. Your feedback is invaluable in helping us better understand your needs and enhance the experience for both you and your child.

For any additional information, questions, or concerns, our office staff is readily available to assist you. Please do not hesitate to reach out to us. We also have a parent resource library located in the office, offering a range of books and resources on various subjects. Feel free to inquire about borrowing books from our library to further support your parenting journey.

We believe that effective communication, coupled with your active involvement, creates a strong partnership between the Center and parents. Together, we can ensure the best possible experience for your child's growth and development.

PARENT-TEACHER CONFERENCE POLICY

At Overhills Child Development Center, we recognize the importance of maintaining open and effective communication between parents and teachers. Parent-Teacher Conferences provide an invaluable opportunity to discuss your child's progress, development, and

individual needs. Our goal is to foster a collaborative partnership to support your child's growth and educational journey.

Scheduling Conferences: Parent-Teacher Conferences will be scheduled four times throughout the year, aligning with key points in the academic calendar.

Prior to the conference period, parents will receive a notice with available conference dates and times. Parents are encouraged to select a convenient time slot that best suits their schedule. In cases where scheduling conflicts arise, alternative arrangements can be made to accommodate parents' availability.

Meeting Format: Parent-Teacher Conferences can be conducted in-person, via video conferencing, or through alternative digital communication platforms to accommodate busy schedules and promote accessibility. Each conference will be scheduled for a specified duration to ensure sufficient time for meaningful discussion. However, flexibility will be exercised to address specific concerns or topics that may require additional attention.

Topics of Discussion: During the conference, teachers will provide a comprehensive overview of your child's development, including academic progress, social-emotional growth, and any areas of strength or improvement. Teachers will share observations and assessments, highlighting milestones, achievements, and areas for further support or enrichment. Parents are encouraged to actively engage in the conversation, sharing insights, concerns, and aspirations for their child's educational journey.

Individualized strategies and goals will be collaboratively developed to support your child's ongoing development and educational success.

Communication Beyond Conferences: Parent-Teacher Conferences are not the sole avenue for communication. Parents are encouraged to maintain ongoing dialogue with teachers throughout the year. Communication channels such as email, phone calls, digital platforms, and parent-teacher communication apps (e.g., ProCare Communication) will be utilized to foster regular updates, address questions, and share important information.

Teachers will promptly respond to parent inquiries and provide timely updates regarding any significant developments or milestones in your child's education.

Feedback and Continuous Improvement: We value your feedback and input. At the conclusion of each conference, parents will have the opportunity to provide feedback on the conference experience and suggest areas for improvement. We will continually assess and refine our Parent-Teacher Conference policy to ensure its effectiveness and relevance to the needs of our parents and children.

At Overhills Child Development Center, we believe that strong partnerships between parents and teachers form the foundation for a child's success. We are committed to providing a nurturing and supportive environment where open communication and collaboration are valued and prioritized. Together, we can help your child thrive and reach their fullest potential.

COMMUNICATION AND TECHNOLOGY POLICY

At Overhills Child Development Center, we recognize the importance of effective communication and the role of technology in enhancing parent-teacher engagement. We strive to leverage modern communication tools to facilitate seamless and transparent communication between parents, teachers, and the Center. This policy outlines our approach to communication and the responsible use of technology.

Communication Channels: We utilize a variety of communication channels to keep parents informed about their child's progress, activities, and Center updates. These channels include:

Email: Parents will receive regular emails containing important announcements, newsletters, and updates.

Parent-Teacher Communication Apps: We use dedicated apps, such as ProCare Communication, to facilitate direct and secure communication between parents and teachers.

Website and Social Media: Our website and social media platforms serve as additional sources of information, featuring news, events, and resources for parents.

Responsiveness and Timeliness: We strive to respond promptly to parent inquiries, concerns, and requests for information. Our teachers and staff are committed to providing timely updates and addressing any questions or concerns that may arise.

While we make every effort to respond quickly, please allow up to 24 hours for a response during regular operating hours. Urgent matters should be communicated through alternative means, such as a phone call or in-person conversation.

Responsible Use of Technology: Parents are expected to use communication technology responsibly and in a manner that respects the privacy and well-being of all individuals involved. When communicating through digital platforms, parents should maintain a respectful tone and refrain from engaging in inappropriate or offensive language.

Confidential and sensitive information about children or staff should not be shared through public or unsecured digital channels.

Privacy and Security: We prioritize the privacy and security of our parents and children. All communication platforms and technologies employed by the Center are selected with the highest regard for data protection and confidentiality. Parents are responsible for safeguarding their login credentials for any communication apps or online platforms used by the Center. Please ensure that passwords are kept confidential and not shared with unauthorized individuals.

Feedback and Suggestions: We welcome feedback and suggestions from parents regarding our communication practices and the use of technology. Your input is invaluable in helping us improve our communication strategies and meet the needs of our community. Parents are encouraged to provide feedback or suggestions to the Center's administration or through designated feedback channels.

Adherence to Policy: By enrolling your child at Overhills Child Development Center, you agree to comply with this Communication and Technology Policy. Any violation of this policy may result in the suspension or restriction of communication privileges.

As we navigate the digital age, Overhills Child Development Center remains committed to leveraging technology in a responsible and effective manner to strengthen the partnership between parents and teachers. Together, we can create a supportive and connected community that nurtures the growth and development of each child in our care.

CHILD GUIDANCE POLICY

At Overhills Child Development Center, we believe that children are precious gifts and should be treated with respect and kindness. Our Child Guidance Policy aims to help children develop independence, self-control, decision-making skills, and a sense of responsibility for their actions. We also strive to foster positive self-esteem, respect for themselves and others, and socially acceptable ways of expressing their needs and feelings. This policy is implemented through positive guidance and loving, Christ-centered discipline.

Guidelines and Techniques: Our staff follows these guidelines and techniques to support children's self-discipline:

Learning Environment: We provide a nurturing environment with consistent routines and clearly defined expectations to promote a sense of security and predictability.

Positive Reinforcement: We use praise, kind words, and nurturing gestures like hugs and smiles to reinforce desirable behaviors and encourage children's self-esteem. We prioritize building nurturing and responsive relationships with the children.

Color Coded Behavior Chart: We utilize a color-coded behavior chart to provide children with visual cues and feedback on their behavior throughout the day.

The behavior chart consists of the following colors:

Green: Represents good behavior and positive choices.

Purple: Serves as a warning for minor behavior infractions or difficulties in following expectations.

Blue: Indicates a second warning for continued inappropriate behavior or not responding to previous warnings.

Yellow: Signifies a need for the child to visit the office to discuss their behavior and consequences.

Red: Indicates a serious behavioral issue that requires the child to be sent home for the day.

The behavior chart serves as a communication tool to keep parents or guardians informed about their child's behavior during their time at the center. It allows for open dialogue between staff members and parents or guardians to address any concerns or challenges related to behavior.

Problem-Solving Approach: Instead of relying on punishment, our teachers engage in problem-solving discussions with the children, helping them understand the consequences of their actions and encouraging them to find appropriate solutions.

Redirection: When a child displays undesirable behaviors, we redirect their attention to another activity that promotes positive behavior and engagement.

Time for Calm and Reflection: If a child causes harm to themselves or others, they may be temporarily removed from the situation to calm down. During this time, the child has an opportunity to talk with the teacher about alternative, appropriate behaviors.

Individualized Approach for Younger Children: Time-outs are not used with children under two years of age. Instead, younger children who need to be removed from a situation are placed on the teacher's lap or in close proximity until they have calmed down.

Collaboration with Parents:

While the primary responsibility for raising young children rests with parents, our staff is committed to supporting parents in the training and guidance of their children. We provide regular feedback to parents about their child's development and behavior, including both positive aspects and, if necessary, areas that may require attention. If parents need assistance in addressing specific behaviors, we encourage open communication and collaboration.

CHRONIC DISRUPTIVE BEHAVIOR

At Overhills Child Development Center, the safety and well-being of all children is our top priority. While we strive to work collaboratively with children and parents to promote appropriate behaviors, there are instances when additional measures may be necessary to maintain a safe and nurturing environment.

Initial Meeting: In cases where a child's extreme and uncontrollable behavior poses a physical or emotional risk to staff and other children, despite implementing positive guidance techniques, or when a parent is uncooperative in addressing their child's chronic disruptive behavior, an initial meeting will be scheduled. The Administrative Director and the child's teachers will meet with the child's parents to discuss the concerns. A written description of the problem will be provided, and specific goals for behavioral correction will be established.

Follow-up Meeting: If, after a reasonable period of time, the initial plan to address the child's behavior does not yield the desired results, a follow-up meeting will be arranged with the Director. During this meeting, the problem will be reassessed, and new approaches and strategies will be defined to address the behavior effectively.

Suspension/Dismissal: If there is no significant improvement within the established timeframe, a suspension may be necessary. Parents will be responsible for payment during the suspension period. The duration of the suspension will vary depending on the severity of the problem, ranging from the remainder of a day to one week. In cases where the same behavior persists after three suspensions, or if a child's behavior causes severe harm to a staff member or another child, immediate dismissal may be necessary.

Enhanced Support and Intervention: In situations involving chronic disruptive behavior, we recognize the importance of providing additional support and intervention. Our staff will work closely with the child, parents, and, if necessary, seek guidance from outside professionals or agencies specializing in behavioral interventions. We are committed to exploring every avenue to help the child develop appropriate behaviors and ensure the safety and well-being of all children at the Center.

Confidentiality and Privacy: Throughout the process, we maintain strict confidentiality and privacy in accordance with relevant regulations. Discussions and information regarding a child's behavior will only be shared with individuals directly involved in the child's care and support.

Continuous Improvement: We continually evaluate our practices and policies to ensure the most effective strategies are implemented to address chronic disruptive behavior. We remain dedicated to providing a supportive, nurturing, and inclusive environment where every child can thrive and reach their full potential.

By implementing this revised Chronic Disruptive Behavior policy, we aim to promote positive behavior, address concerns promptly and effectively, and maintain a safe and conducive learning environment for all children at Overhills Child Development Center.

DISCHARGE POLICY

At Overhills Child Development Center, Inc., we strive to maintain a safe and nurturing environment for all children in our care. While we value the opportunity to serve each child and family, there may be circumstances that warrant the cancellation of a child's enrollment. The following reasons may result in the discharge of a child:

Non-Payment or Excessive Late Payment of Fees: Consistent and timely payment of fees is essential to sustain the operations of our center. If a parent or guardian fails to make payment or repeatedly submits late payments beyond a reasonable period, it may result in the cancellation of the child's enrollment. We encourage open communication and urge parents or guardians to reach out to us in case of financial difficulties, as we may be able to explore alternative payment arrangements.

Failure to Submit Required Information or Forms: To ensure the safety and well-being of all children, we require parents or guardians to provide necessary information and complete all required forms accurately and within the designated timeframe. Failure to comply with these requirements may result in the cancellation of the child's enrollment.

Non-Compliance with Center Policies: Our center has established policies and guidelines to promote a positive and respectful environment for everyone. If a parent, guardian, or child consistently fails to adhere to these policies, it may disrupt the overall harmony and compromise the well-being of other children and staff members. In such cases, we may consider the cancellation of the child's enrollment to maintain a safe and conducive atmosphere for all.

Special Needs: While we make every effort to accommodate the diverse needs of children, there may be situations where the specific needs of a child exceed the capabilities of our current staffing patterns. In such cases, we will work closely with the child's parents or guardians to explore alternative options and, if necessary, assist in finding a more suitable care arrangement that can adequately meet the child's requirements.

Physical or Verbal Abuse: We have a zero-tolerance policy for any form of physical or verbal abuse towards our staff or children by a parent or child. The safety and well-being of our community are paramount, and any instances of abuse will result in immediate discharge.

Discharge Process: In situations warranting discharge, the Administrative Director will initiate a meeting with the child's parents or guardians to discuss the concerns and provide written documentation outlining the reasons for potential discharge. The parents or guardians will be given an opportunity to address the issues raised and propose solutions if applicable. If resolution cannot be reached or if the concerns persist, the child's enrollment may be cancelled.

Confidentiality and Privacy: Throughout the discharge process, we will uphold strict confidentiality and privacy standards in accordance with applicable laws and regulations. Information regarding the discharge will only be shared with individuals directly involved in the child's care and within the limits of legal requirements.

We understand that each situation is unique, and we strive to handle discharge decisions with sensitivity, fairness, and transparency. Our ultimate goal is to maintain a safe, supportive, and inclusive environment for all children, families, and staff members.

PARENT GRIEVANCE POLICY

At Overhills Child Development Center, we value open communication and believe in maintaining a positive relationship with parents and guardians. We understand that concerns or grievances may arise from time to time, and we are committed to addressing them promptly and effectively. Our Parent Grievance Policy outlines the steps for addressing and resolving grievances:

Informal Resolution: We encourage parents or guardians to address any concerns or grievances directly with the staff member involved or the child's teacher. Most issues can be resolved through open and constructive communication. We promote a supportive environment where parents feel comfortable discussing their concerns and seeking clarification.

Formal Grievance Procedure: If the concern cannot be resolved through informal means, we have established a formal grievance procedure to ensure a fair and thorough investigation. The following steps outline this procedure:

- a. **Written Complaint:** Parents or guardians should submit a written complaint outlining the nature of the grievance, including relevant details such as dates, names of individuals involved, and any supporting documentation. The complaint should be addressed to the Director of the Center.
- b. **Investigation:** Upon receiving the written complaint, the Director will conduct a thorough and impartial investigation. This may involve gathering additional information, interviewing relevant parties, and reviewing any applicable policies or procedures.
- c. **Communication and Resolution:** Following the investigation, the Director will communicate the findings to the parents or guardians involved. If the grievance is substantiated, appropriate actions will be taken to address the issue and prevent its recurrence. The Director will work closely with the parents or guardians to find a satisfactory resolution whenever possible.
- d. **Appeals Process:** If the parents or guardians are not satisfied with the outcome of the initial investigation and resolution, they have the right to appeal the decision. The appeal should be submitted in writing to the owners of the Center within a designated timeframe. The owners will review the appeal and conduct an independent assessment of the grievance.

e. Final Decision: After the appeal process, the owners will make a final decision based on the information presented and provide a written response to the parents or guardians. This decision will be considered binding and final.

Confidentiality and Privacy: Throughout the grievance process, we uphold strict confidentiality and privacy standards. Information shared during the investigation and resolution will be treated with the utmost sensitivity and only disclosed to individuals directly involved in the process.

Non-Retaliation: We prohibit any form of retaliation against parents or guardians who file a grievance in good faith. We are committed to creating a safe and supportive environment for everyone involved, and any retaliatory actions will be taken seriously and addressed promptly.

We believe that open communication and a collaborative approach are key to resolving grievances and maintaining a positive relationship between the Center and parents or guardians. We encourage parents to bring their concerns forward, and we are committed to working together to find satisfactory solutions.

TRANSPORTATION POLICY

At Overhills Child Development Center, the safety and well-being of the children in our care are our top priorities. Our Transportation Policy outlines guidelines and procedures to ensure safe and reliable transportation for children participating in off-site activities:

Authorized Drivers: All drivers transporting children must possess a valid driver's license and have a clear driving record. Drivers undergo a thorough background check and screening process before being authorized to transport children. Only authorized staff members or contracted transportation providers are allowed to drive children.

Vehicle Safety: Vehicles used for transportation are regularly inspected to ensure they meet safety standards and have appropriate seating and seat belts for each child.

Vehicles are equipped with age-appropriate child safety seats or booster seats as required by state regulations. Drivers conduct pre-trip inspections to ensure the vehicle is in good working condition before each trip.

Supervision and Accountability: Staff members or authorized personnel are present on all transportation trips to supervise and ensure the safety of the children. A roster of children and staff members is maintained for each trip to account for all individuals before departure and upon arrival. Staff members are trained in emergency procedures, including first aid and CPR, to respond appropriately in case of an incident.

Permission and Consent: Written parental consent is obtained for each child before transportation is provided. Parents are informed in advance about the purpose, destination, and duration of the off-site activity. Any changes to transportation arrangements require written parental authorization.

Communication and Updates: Parents or guardians are provided with the contact information of the staff member responsible for transportation. Parents are notified in a timely manner of any changes to the transportation schedule or any unforeseen delays.

EMERGENCY CONTACT POLICY

At Overhills Child Development Center, the safety and well-being of the children in our care is of utmost importance. Our Emergency Contact Policy ensures that we have accurate and up-to-date information to reach parents or guardians in case of an emergency:

Emergency Contact Information: Upon enrollment, parents or guardians are required to provide emergency contact information, including names, phone numbers, and alternative contacts. It is the responsibility of parents or guardians to promptly update this information whenever there are any changes.

Authorized Individuals for Emergency Pickup: Parents or guardians are asked to provide a list of authorized individuals who can pick up their child in case of an emergency.

Only individuals listed as authorized will be allowed to pick up the child, unless otherwise specified in writing by the parent or guardian.

Communication during Emergencies: In the event of an emergency, the Center will make every effort to contact parents or guardians immediately using the contact information provided. If the Center is unable to reach parents or guardians, the emergency contacts will be notified.

Release of Children: Children will only be released to authorized individuals listed on the emergency contact list or those specifically designated by the parent or guardian in writing. Identification may be required from individuals picking up the child to ensure their identity and authorization.

CULTURAL COMPETENCE POLICY

At Overhills Child Development Center, we embrace and celebrate the diversity of our children, families, and staff members. Our Cultural Competence Policy promotes an inclusive and culturally sensitive environment, ensuring respect for all cultures and backgrounds:

Respect for Diversity: We value and respect the cultural, ethnic, linguistic, and religious diversity of the children, families, and staff in our center.

Staff members are trained to recognize, appreciate, and respond to the diverse needs and perspectives of individuals and families.

Inclusive Environment: We create an inclusive environment that welcomes and respects all cultures, languages, and traditions. Cultural celebrations, holidays, and traditions are acknowledged and incorporated into our curriculum and activities to foster cultural awareness and understanding.

Staff Training and Professional Development: Staff members receive ongoing training and professional development opportunities to enhance their cultural competence.

Training includes topics such as cultural sensitivity, anti-bias education, and promoting inclusivity in the classroom.

Communication and Collaboration: We encourage open and respectful communication between staff, families, and children to foster understanding and appreciation of diverse cultures. Families are encouraged to share information about their cultural backgrounds, traditions, and languages to enrich the learning experiences of all children.

SPECIAL EVENTS AND CELEBRATIONS POLICY

At Overhills Child Development Center, we recognize the importance of special events and celebrations in creating memorable experiences for children and promoting a sense of community. Our Special Events and Celebrations Policy ensures that these events are organized in a safe and inclusive manner:

Purpose and Planning: Special events and celebrations are organized to enhance the learning experiences and social development of children. Events are planned in advance, considering the age, interests, and cultural backgrounds of the children in our center.

Inclusion and Respect: We strive to include all children and families in our special events and celebrations, respecting their cultural traditions and religious beliefs. Activities and decorations are selected to be inclusive and avoid promoting stereotypes or exclusivity.

Health and Safety: Special events and celebrations adhere to health and safety guidelines, including considerations for allergies, dietary restrictions, and physical limitations.

Any food or treats provided during events follow our Allergies and Dietary Restrictions Policy.

Parent Involvement: We encourage parent involvement and participation in special events and celebrations, fostering a sense of community and shared experiences.

Parents are informed in advance about upcoming events and celebrations, including any specific requirements or opportunities for participation.

Cultural Sensitivity: Cultural traditions and celebrations are approached with sensitivity and respect, avoiding stereotypes and promoting a deeper understanding of diverse cultures. Staff members are trained to appreciate and incorporate cultural diversity into special events and celebrations.

TECHNOLOGY AND SCREEN TIME POLICY

At Overhills Child Development Center, we recognize the important role that technology plays in our society and the potential benefits it offers for children's learning and development. Our Technology and Screen Time Policy aims to create a balanced approach that promotes responsible and meaningful use of technology while ensuring the overall well-being of children:

Purpose of Technology Use: We use technology as a tool to enhance learning experiences, promote creativity, and support children's cognitive and social-emotional development. Technology is integrated into our curriculum in age-appropriate and meaningful ways, aligning with the goals of early childhood education.

Age-Appropriate Content and Platforms: We carefully select and curate age-appropriate educational content and platforms that align with our curriculum and promote positive learning outcomes. Technology use is tailored to the developmental needs, interests, and abilities of each age group, ensuring a safe and engaging experience.

Limited Screen Time: We recognize the importance of a balanced approach to screen time and set limits to ensure that children engage in a variety of activities and experiences. Screen time is carefully monitored and controlled, with specific guidelines established for the duration and frequency of technology use for each age group.

Active and Engaged Learning: We prioritize active and engaged learning experiences over passive screen time consumption. Technology is used as a tool for interactive and hands-on activities, encouraging children's exploration, problem-solving, and critical thinking skills.

Supervision and Guidance: Staff members closely supervise and guide children's technology use, ensuring their safety, appropriate behavior, and responsible use.

Staff members provide guidance and support in navigating digital platforms, fostering digital literacy and responsible online behavior.

Parent Communication and Involvement: We maintain open communication with parents regarding our approach to technology use and screen time. Parents are informed about the specific technology tools and platforms used in the center, their educational value, and any safety measures in place.

Digital Citizenship and Online Safety: We promote digital citizenship by teaching children about appropriate online behavior, respect for others, and responsible use of technology. Children are educated about online safety, privacy, and the importance of seeking adult assistance when encountering unfamiliar or potentially harmful content.

Balance with Offline Activities: We emphasize the importance of a balanced lifestyle by providing ample opportunities for children to engage in non-digital, hands-on, and outdoor activities. We encourage children to explore their surroundings, engage in imaginative play, and interact with peers and nature.

PROFESSIONAL DEVELOPMENT AND CONTINUOUS LEARNING

Staff members receive ongoing professional development and training on best practices for integrating technology into early childhood education. Training focuses on selecting appropriate educational content, promoting active learning, and addressing potential challenges related to technology use.

By implementing our Technology and Screen Time Policy, we strive to harness the benefits of technology while fostering a healthy and well-rounded learning environment for children at Overhills Child Development Center.

EMERGENCY PROCEDURES AND EVACUATION

I. GENERAL INFORMATION

The safety and well-being of the children and staff members at Overhills Child Development Center are of utmost importance. This policy outlines the procedures to be followed in the event of an emergency to ensure the safety and security of everyone at the center.

Notification and Response: In the event of an emergency, the Overhills Child Development Center's Director or their designee must be notified immediately. The Director or designee may require all staff members on duty to remain at the center or return to work until the emergency situation is resolved.

Smoking/Tobacco Use/Alcohol Use and Firearms: Smoking, tobacco use, alcohol beverages, and firearms are strictly prohibited on the premises of the center. There is a designated smoking area located in front of the building for individuals who wish to smoke. Firearms are not permitted on the premises, except for uniformed personnel authorized to carry them.

Use of Pesticides and Potentially Toxic Substances: Pesticides and other potentially toxic substances are stored in a locked storage room, out of reach of children. These substances are only used during evening and weekend hours when children are not present at the center.

II. FIRE

Evacuation Procedures:

- In the event of a fire, the immediate priority is to evacuate the area of the fire. All individuals should stay low to avoid smoke and heated gases.
- Activate the fire alarm if available.
- Call 911 to inform them about the fire and request assistance from the fire department and law enforcement.
- Designated staff members will go to the parking lot to guide and direct the fire department vehicles to the scene.

- Evaluate the situation to determine the size, nature, and location of the fire within the facility.
- Upon the arrival of the fire department, the Director or designee will establish contact with the senior fire department official and coordinate subsequent actions.
- Ensure that all children and staff members are accounted for and safe. If necessary, evacuate to an outdoor area away from the building.
- Close all windows and doors, and turn off electrical switches and breakers if time permits.
- Staff members who have received proper training may attempt to extinguish small fires using fire extinguishers located in each classroom.
- The decision to re-enter the building should only be made after authorization from the fire department.

III. INCLEMENT WEATHER

Severe Weather Watches and Warnings:

- The center follows the guidelines outlined in separate Appendix B for Hurricanes and Appendix C for Severe Weather Plans.
- Staff members should be vigilant about weather conditions and monitor radio, television, or NOAA Weather Radio for updates.
- Outdoor activities should be modified to ensure quick access to shelter in case of severe weather.

IV. ILLNESS OR INJURY

Minor Illness or Injury:

- Minor injuries or illnesses will be treated with the medical supplies available at the center.
- Staff members will periodically evaluate the condition and determine if further medical attention is required.
- All treatments and evaluations will be documented in the children's files, and parents will be consulted as necessary.
- Major Illness or Injury:
- In the event of a major illness or injury that requires immediate medical attention, emergency services should be contacted by calling 911.
- First aid techniques will be applied as trained until professional help arrives.
- If necessary, transportation to the emergency room, pediatric clinic, or hospital will be arranged based on instructions from the family member.

Death:

- In the unfortunate event of a death at the center, the following steps should be taken:

- Call 911 to request emergency assistance.
- Contact local law enforcement to notify them of the situation and allow them to inform the family members.
- The body should not be moved or tampered with, and children should be moved to a part of the building away from the body.
- Children should be informed about the situation in an age-appropriate manner and provided with comfort and counseling as needed.
- Media should not be contacted, and any inquiries should be directed to the facility's director.
- Filming or photography inside the building should not be allowed.

V. BOMB THREATS

- Bomb Threat Procedures:
- Any bomb threat should be treated as real until proven otherwise.
- Staff members should not handle any suspicious objects and should report them to the authorities.
- Evacuation should be to an outdoor area as far from the building as safely possible.
- Law enforcement authorities should be notified upon evacuation, and their instructions should be followed regarding re-entry into the building.
- Detailed information about the bomb threat, including the exact time of the call, the caller's words, and any background noises, should be recorded using the Bomb Threat Information Form provided in Appendix D.

VI. UTILITIES AND MAINTENANCE EMERGENCIES

Gas Leak:

- In the event of a gas leak, immediate actions should be taken to ensure safety:
- Open windows to ventilate the area.
- Call 911 to report the possible gas leak and request assistance.
- Avoid turning any electrical switches on or off and eliminate all open flames.
- Check and turn off all gas taps if it can be done safely.
- Evacuate the area if the gas odor remains strong.

Power Failure:

- In the event of a power failure, the following steps should be taken:
- Emergency lights, if available, should automatically turn on. Flashlights and battery-operated radios should be used to maintain visibility and stay informed.
- Contact the local power company to report the outage and inquire about restoration times.
- The on-duty supervisor and/or the Director should be notified.

- If necessary, arrangements should be made to ensure the safety and comfort of children and staff members during the power outage.

Loss of Water:

- If there is a loss of water, the following actions should be taken:
- Contact the Spring Lake Water Department (if applicable) to report the issue.
- Preserve and use the emergency supply of water sparingly, if available.
- Notify the on-duty supervisor and/or the Director about the situation.
- If water will be unavailable for more than 3 hours - close the business.

Loss of Telephone Service:

- In the event of a loss of telephone service, the following steps should be taken:
- Use the cellular phones available in each classroom to communicate if regular telephone service is disrupted.
- Contact the local telephone company to report the loss of service and inquire about restoration times.
- Inform the on-duty supervisor and/or the Director about the issue.

Loss of Heating or Air Conditioning (emergencies only):

- Contact the facility's supervisor on duty and/or the Director to report the loss of heating or air conditioning.
- The supervisor or staff member on duty should contact the installer or servicing company for the HVAC system to address the issue promptly.

Plumbing Problems (emergencies only):

- Contact the facility's supervisor on duty and/or the Director to report any plumbing problems.
- The supervisor or staff member on duty should contact a reliable plumbing company to address the issue as soon as possible.

VII. EMERGENCY EVACUATION

Evacuation Procedures:

- In the event of a fire, bomb threat, electrical or chemical emergency, or any situation that requires the evacuation of the building, the following procedures should be followed:
- Call 911 to request assistance from the local Fire Department and law enforcement.
- Ensure that all children and staff members are accounted for and safe.

- Evacuate all individuals to a designated outdoor area away from the building.
- Follow predetermined evacuation routes, if available, but adjust them if necessary to avoid dangerous areas.
- Provide assistance to children and staff members with special needs.
- Conduct a head count to ensure that everyone is present and safe.
- Notify the Director as soon as possible with an update on the situation.
- Re-entry into the building should only occur after consultation with the proper authorities.

Appendix A of the Emergency Plan

SERIOUS INJURY OR ILLNESS

The immediate concern is to the aid of the sick or injured person. Proceed according to the following plan:

- No staff member should place themselves at risk in the rescue of an injured child or staff member. Call Emergency 911 and request the needed emergency responders.
- Do not move the victim, especially if their injury is the result of a fall, unless they are in a life threatening or dangerous environment.
- Notify a qualified first aid person in the facility. Qualified first aid personnel are:
NAME: Antwan Nesbitt, Leasa McDougald; Betty Spears, Tiffany Richardson
LOCATION: Overhills Child Development Center

Treat Immediately life-threatening injuries first in priority order:

- Emergency 911 should be called first for each of the following) :
- Impaired Breathing; Heart or Circulatory; Severe Bleeding; Shock
- Impaired Breathing - Work Efficiently. The average person will die in six minutes or less if their oxygen supply is cut off. Place victim on his/her back, loosen collar, remove any obstructions to the airway, and apply mouth-to-mouth resuscitation (if so trained). After the victim is breathing alone, treat for shock.
- Heart / Circulation Failure - Work quickly. If possible, get trained help and work as a team. Apply cardiopulmonary resuscitation (CPR). If successful, treat for shock.
- Severe Bleeding - Act Quickly. Apply direct pressure on the wound with your hands, using a clean cloth if one is available. If there are no fractures, elevate the wound. If bleeding is of a spouting or pumping nature, apply pressure to the appropriate arterial pressure point. Never use a tourniquet except as a last resort.
- Shock - If there is no head or chest injury, keep head lower than the rest of the body. Loosen clothing and cover with blankets. Encourage fluids if victim is conscious and there is no abdominal injury or nausea.
- Other injuries / illnesses should be treated in priority with respect to threat to life.
- Depending on the seriousness of the injury the victim should be taken to a nearby hospital by ambulance, or driven by someone else.

Appendix B of the Emergency Plan

HURRICANE PLAN

The safe place designated by the Overhills Child Development Center's Director is the Spring Lake Middle School.

- All children will be moved to the safe location.
- Maintain flashlight and voice contact among staff members at all times.
- Direct all children to sit on the floor in designated area, not in front of doors.
- Advise all children to wear shoes.
- Make sure to do a head count before moving to safe place, after arriving at safe place, and after leaving designated area.
- After absolutely certain that the storm has passed, staff members should do a head count and check the complete building for any damages such as fire, water, or structural.
- Notify the Director as soon as possible with an update of conditions.
- Notify all agents that services are needed.

Appendix C of the Emergency Plan

TORNADO/SEVERE WEATHER WATCHES AND WARNING PROCEDURES

- The safe place designated by Overhills Child Development Center's Director is the Overhills Child Development Center.
- All children will be moved to the designated location.
- Maintain flashlight and voice contact among staff members at all times.
- Direct all children to kneel down on their knees with their head between their legs covering their head with their hands.
- Advise all children to wear their shoes.
- Make sure to do a head count before moving to a safe place, after arriving at a safe place, and after leaving the designated area.
- After absolutely certain that the storm has passed,
- Staff members should do a head count.
- Provide any necessary first aid and call 911 for any necessary response agencies.
- Check the complete building for any damages such as fire, water, or structural.
- Turn on and test utilities.
- Notify the Director as soon as possible with update of conditions.
- Notify all agents that services are needed.
- Severe Thunderstorm WATCH
- Advise all staff members of the weather condition.
- Monitor radio / television news for updates.
- Modify outdoor activities to ensure that relatively quick access to shelter is available.

TORNADO/SEVERE WEATHER WATCHES AND WARNING

PROCEDURES

Severe Thunderstorm WARNING

Advise all staff members of the weather condition.

- Monitor radio / television news for updates.
- Terminate outdoor activities and seek shelter.
- Monitor sky conditions. If you see a dark, funnel shaped cloud, seek shelter and if possible, call 911 and report it.

Tornado WATCH

- Take all precautions included in a Thunderstorm Watch and in addition:
- Upon approach of thunderstorms, cease any outdoor activity that would delay the seeking of shelter.
- Monitor sky conditions. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.

Tornado WARNING

- Monitor radio / TV continuously.
- Monitor sky conditions continuously. If you see a dark, funnel shaped cloud seek shelter and if possible, call 911 and report it.
- Turn off all utilities if time permits.
- Move all staff members and children to restrooms:

Appendix D of the Emergency Plan

Bomb Threat Information Form

Exact Time of Call : _____ Date of Call: _____

Exact words of caller: _____

QUESTIONS TO ASK:

1. When is bomb going to explode? _____
2. Where is the bomb? _____
3. What does it look like ? _____

4. What kind of bomb is it? _____
5. What will cause it to explode? _____
6. Did you place the bomb? _____
7. Why? _____
8. Where are you calling from? _____
9. What is your address ? _____
10. What is your name? _____

DESCRIBE CALLER'S VOICE (circle)

Male / Female Age

calm disguised nasal angry broken

stutter slow sincere lisp rapid

giggling deep crying squeaky excited

stressed accent loud slurred normal

THREAT LANGUAGE

Well Spoken (educated) Irrational Message read or recorded

foul / vulgar Incoherent

If voice is familiar, whom did it sound like ? _____

Were there any background noises? _____

Remarks made by caller: _____

Person receiving the call: _____

Telephone Number/line call received: _____

Appendix E of the Emergency Plan

FLOOD PLAN

When Flash Flood conditions are forecast, the following guidelines shall be used:

- Contact the on duty supervisor and / or the facility director.
- Monitor television, radio, and/or NOAA Weather Radio for forecast updates.
- Move records and valuable equipment to higher floors. Store chemicals where flood waters cannot reach them and cause contamination.
- Make transportation preparations to move children and staff members in the event that evacuation is needed.

- Safe area to be evacuated to is the hallways at Overhills Child Development Center.
-

Evacuation

- Maintain voice contact among staff members and ensure all children and staff members are accounted for.
- If time and conditions permit, unplug all electrical appliances.
- All loose outdoor articles are to be brought in or tied down.
- Lock all doors.

Appendix F of the Emergency Plan

HAZARDOUS MATERIALS ACCIDENTS

- Evacuate the area immediately.
- Do not turn any electrical switches on or off.
- Eliminate all open flames.
- Evacuation should be to an area (if possible) upwind and uphill of the facility.
- Call 911, and report that there has been a Hazardous Materials Spill.
- Do not attempt to contain, touch, or identify (if unknown) the hazardous material.
- Do not attempt to rescue someone who has been overcome by fumes.
- If a child or staff member has had contact with chemicals, the chemicals should be washed off immediately.
- Do not return to the building until authorized to do so by the fire department