

Kenly Missionary Baptist Church

Christian Child Care Center

Parent Handbook

Policies, Procedures, and Tuition Information
Serving Children 6 weeks through 5th Grade



Partnering with Families to Love God, Love Others, & Serve Both

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This institution is an equal opportunity provider.

Welcome!

Dear Parents,

Thank you for considering Kenly Missionary Baptist Church Christian Child Care Center. We understand that choosing someone to care for your child is one of the most important decisions you will ever make.

Our goal is much more than providing childcare. We desire to partner with families in helping children grow spiritually, emotionally, socially, physically, and academically in a safe, loving, Christ-centered environment.

This handbook explains the policies that allow us to care for every child consistently and safely. If you ever have questions, concerns, or simply need assistance, please don't hesitate to reach out. We look forward to partnering with your family.

In Christ,

Jamie Henderson,
Director



KMBC Christian Child Care Center is licensed by the North Carolina Division of Child Development and Early Education and complies with all applicable state child care regulations.

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“And all your children shall be taught of the LORD, and great shall be the peace of your children.”

Isaiah 54:13

MISSION STATEMENT OF KMBC

“Our mission is to partner with families in helping children love God, love others, and serve both through Christ-centered teaching, loving relationships, and excellent care.”

PURPOSE STATEMENT

We desire to serve families by providing diligent supervision in a clean and safe environment, communicating God’s Word to our students in both the curriculum that is taught and the behavior that is modeled, and by offering these services at a reasonable price. Therefore, we seek to:

1. Lay a strong spiritual foundation in the life of each child we teach, with the hope that as they grow, each child will accept Christ as their Savior.

Help children begin to understand:

God is the creator, and giver of all good things;

Jesus is God's Son and our best friend; and

The Bible is the true, special book that talks about God and Jesus

2. Keep our facilities a clean and safe place to learn Bible truths.

3. Provide activity-based teaching which includes Bible-learning activities and preschool activities that allow children to make progress in problem-solving, sharing, and expressing themselves in appropriate ways, thinking of others with kindness, and learning to love others as themselves.

4. Partner with the home in nurturing the spiritual and mental growth of the young child.

5. Encourage parents/guardians to actively participate in worship, Bible study, fellowship, and ministry.

By enrolling your child at KMBC Christian Child Care Center, you acknowledge that ours is a Christ-centered ministry. Bible teaching, prayer, Scripture memory, worship music, and biblical values are an integral part of each day and are incorporated throughout our curriculum and activities.

Staff

What to expect from our team - Teachers in the Program of KMBC CCCC play a vital role in laying a spiritual foundation for young children. All teachers must be professing Christians and Participants of a church, who want to love and nurture our infants and preschoolers.

Volunteer Teachers (not employed): to be a volunteer teacher, an individual should:

- Be a participant of a church (professing Christian)
- Submit a Screening Application
- Be able and willing to follow all policies and procedures of KMBC CCCC.

Employed Teachers: (payroll staff) to be considered for employment, an individual should:

- Be a participant of a church (professing Christian)
- Submit an employment application and screening application
- Successfully complete an interview with the appropriate committees of Kenly Missionary Baptist Church
- Be approved for employment by the Director of Kenly Missionary Baptist Church and by the State.
- Be able and willing to follow all policies and procedures of Kenly Missionary Baptist Church and the CCCC.

Training for Teachers: Mandatory for all teachers/workers (Volunteer or employed) by KMBC CCCC. These training sessions are held periodically throughout the year to help ensure all teachers/workers are well prepared and informed about the curriculum, teaching methods, safety and security procedures, law changes, sanitation, and any other important changes or issues.



Enrollment

OUR ACTIVITY-BASED APPROACH - Children are naturally active learners. They are constantly exploring their environment and actively learning. Because children are always learning, we are always teaching. Children need to be challenged with activities for which they are ready and which help them grow as Jesus grew “in wisdom and stature, and in favor with God and man” (Luke 2:52). Through purposeful play and developmentally appropriate instruction, children are prepared academically, socially, emotionally, physically, and spiritually for kindergarten and beyond.

Deuteronomy 6:5-7 instructs adults to teach children as they go about the everyday, familiar activities of life. This biblical principle is implemented at KMBC as we utilize the following Bible teaching activities for all age levels of students: Books, Puzzles, Art, Blocks, Home-Living, Dramatic Play, Nature, and Music. Each activity is planned to help children learn a Bible truth. The active involvement of Christian teachers is essential; otherwise, the children's play has no spiritual purpose. Our teachers will use Bible phrases, verses, stories, pictures, songs, and Bible conversation at appropriate times so children can relate the Bible's truths to what they are doing. In this way, preschoolers learn that the Bible has meaning for daily living.

PROGRAM HOURS & ADDITIONAL CHARGES - Program hours are Monday through Friday, 6:30am - 6:00pm (Key cards will be disabled from 9:00am - 10:00am). Every family will choose a ten hour time frame within our operating hours. The arrival window is from 6:30am - 9:00am.

Children arriving after 9:00 a.m. due to a medical, therapy, or other scheduled appointment must:

1. Notify the Director before 9:00 a.m. **2.** Avoid arrival during quiet time (11:00 a.m.–2:00 p.m.) unless they are in the Infant Program. **3.** Provide appointment verification upon arrival.

Pick up is any time before 6:00pm as long as it is **within your ten hour window**. Families needing care beyond their reserved 10-hour schedule must request approval in advance. When approved, extended care will be billed at **\$10 per day**. Repeated use of care beyond a family's reserved 10-hour schedule without prior approval may result in additional fees or a required adjustment to the family's contracted schedule.

There will be a \$1.00 charge for every minute after 6:00 p.m. until your child is picked up for the first offense. Upon the second offense, the charge will be \$5.00 per minute. Upon the third offense, the charge will be \$10.00 per minute. Repeat offenses will result in termination of childcare without reimbursement of prior paid tuition.

PROGRAM TUITION

(Rates effective January 1, 2027)

Initial Enrollment Fee (non refundable)	\$90 per child
Summer Camp Activity Fee (non-refundable)	\$80 per child
Yearly Re-enrollment Fee (Due September 1st of each year)	\$50 per child
Infants	\$250 per week
One year olds	\$220 per week
Two year olds	\$210 per week
Three year olds	\$200 per week
Four to Five year olds	\$195 per week
Before-school care (K-5 students at Glendale-Kenly Elementary) (+ \$35.00 per day for All Day)	\$48 per week
After-School (K-5 students at Glendale-Kenly Elementary) (+ \$30.00 per day for All Day)	\$58 per week
Before AND after-school care (K-5 students at Glendale-Kenly Elementary) (+ \$25.00 per day for All Day)	\$78 per week
School Age Summer Camp	\$165 per week

A \$5.00 fee per occurrence will be assessed for any child not at school without parent notification to the Childcare Center. Parents must notify the Childcare Center by 1:00 p.m. if the child is not at school for pick-up. This prevents staff from waiting unnecessarily while school staff verifies the child is in the building and needs transportation/after-school care.

- Tuition is billed weekly. Tuition is due Monday morning at drop-off for that week. **If weekly tuition is not paid by 6 pm Tuesday of each week then a \$25 late fee will automatically**

be applied to each delinquent account. Invoices may be paid online or in person at the center. Parents are responsible for checking their balances in Head Master (please allow 3 days for online payments to be processed). KMBC CCCC charges \$35.00 for returned checks (\$25 Inconvenience fee + \$10 bank fee). Key cards are \$10 each and there are no refunds. If tuition becomes more than one week delinquent (the second Tuesday of not receiving a payment), parents will be contacted by the center director or finance representative to inquire about the delinquency. **Key Cards will be deactivated.** If arrangements are not made in advance, the child will not be permitted to return to daycare until payment **in full** is made (the total amount for the previous week and the current week). Tuition will continue to be billed regardless of absences. After two weeks, the position will be open to new enrollees and every effort will be made to fill that position.

- KMBC Christian Child Care Center is first and foremost a ministry of Kenly Missionary Baptist Church. Our desire is to serve and support our families, especially during times of unexpected financial hardship. If your family is experiencing financial difficulty, a **Financial Assistance (Due to Hardship) Request Form** is available from the Center Administrator. Once completed, the request will be submitted to the church Elder Board for review. All available options will be considered, and, when possible, a temporary financial assistance plan or payment arrangement will be developed. Families are encouraged to submit a hardship request **before tuition becomes delinquent**, as financial assistance cannot be guaranteed after an account has fallen behind. Please note: 1. Financial assistance is considered on a **case-by-case basis** and is **not guaranteed**. 2. The review process requires a **minimum of three (3) business days** from the time a completed request is received. 3. During the review period, tuition remains due according to the center's policies. If a child's account becomes delinquent and no payment arrangements have been approved, the child may be unable to attend until the account is brought current or an approved plan is in place.
- After six consecutive months of enrollment, full-time year-round infants through Pre-K children are entitled to one week of “vacation” – an exemption from weekly fees (per enrollment year). A two-week notice is requested when taking a vacation. Children may not attend the center during their designated vacation week. (earned vacation does not roll from enrollment year to enrollment year, only one week of vacation per family per enrollment year. Account must be current and paid up in order to use vacation).
- The Sibling Discount Rate for full-time children is \$20.00 per family per week. (Does not apply to children enrolled in before and after school care).
- Tuition rates are reviewed annually. Families will receive at least 30 days' written notice of any tuition adjustment. Tuition will increase by a minimum of 3% annually, with additional increases implemented as necessary to offset rising operating costs, maintain program quality, and provide competitive staff compensation.
- Families will receive advance written notice of any tuition adjustments except when changes are required by law or governmental regulation.

CALENDAR: HOLIDAYS AND OTHER CLOSINGS - KMBC CCCC will provide each family with a yearly calendar of closings on or before August 10th of each year.

KMBC CCCC will close for the following holidays each calendar year:

- January 1st(New Year's Day)
- Martin Luther King Jr. Holiday (date will vary)
- Good Friday and Easter Monday (dates will vary)
- Memorial Day (date will vary)
- 4th of July (Independence Day)
- Labor Day (date will vary)
- Veterans Day (closed to students for staff training and development)
- Thanksgiving Thursday and Friday (dates will vary)
- The week of Christmas (dates will vary)(2 days will be cleaning and staff development days and 3 days will be staff holidays)

In the event a holiday falls on a weekend, observed holiday dates will be determined by the Director in consultation with church leadership and published on the annual center calendar.

REQUIRED FORMS - All forms must be on file before the student's start day.

Enrollment Forms: Application/Registration Form, Receipt of Documentation Signature Sheet, Rate Contract

Health Forms: Proof of required immunizations, Medical Consent, Physical, Allergy Notification, Permission to Administer Medication Forms

Safety & Authorization Forms: Child Pick-Up Authorization, Disaster Policy Authorization, Travel and Activity Consent

Legal Documents (When Applicable): Proof of Custody, Court Orders

Infant Program: Stroller Policy (Children Under One Year)

Daily Care

AGE REQUIREMENTS - We acknowledge the developmental differences between children of the same age. Therefore, we use these ages as guidelines for placement, not requirements.

Infants	0 - 18 months old
Waddlers	1 - 2.5 years old
Toddlers	1.5 - 3 years old
Preschool Room 1	2 - 3 years old
Preschool Room 2	2.5 - 3.5 years old
Preschool Room 3	3 - 4 years old (and fully potty trained)
Pre-K	4 - 5 years old (and fully potty trained)
School Age	K thru 5 th Grade (and fully potty trained)
Summer Camp	Completed Kindergarten thru 5 th Grade (and fully potty trained)

Final classroom placement is determined by the Director based on the child's developmental readiness, available classroom space, licensing requirements, teacher recommendations, and parent input.

ELECTRONIC-FREE LEARNING ENVIRONMENT - At KMBC Christian Child Care Center, we believe children learn best through active play, meaningful relationships, creativity, and hands-on experiences. Therefore, students may not use personal phones, tablets, laptops, smart watches with games, or other electronic devices while attending the center.

MEAL TIMES AND NUTRITION REQUIREMENTS - **Breakfast** is served until **8:25 a.m.** and ends at **8:35 a.m.** Children arriving after 8:25 a.m. with breakfast must have a parent remain with them until they finish eating. Our Meal Time Policy requires an adult to be seated with children during meals to reduce the risk of choking. At 8:35 a.m., teachers begin classroom cleanup, toileting routines, and preparation for Morning Chapel. Every child will be served all meal components unless a physician-signed allergy form is on file or a parent has signed a waiver declining center-provided meals. **Lunches** from home are permitted; however, food cannot require refrigeration or microwave heating. Food must be in nondescript containers. Candy, gum, energy drinks, and foods intended primarily as desserts are not permitted as part of lunch and will be returned home or saved for snack time if appropriate. Restaurant packaging is prohibited per NC DCDEE regulations. Healthy eating habits support children's growth, learning, attention, and overall well-being. We appreciate parents partnering with us to provide nutritious meals and snacks. If a child has a life-threatening peanut or shellfish allergy, that classroom will be designated peanut-free and/or shellfish-free. Meals for that classroom will be

prepared and delivered before foods containing the allergen are opened in the kitchen. **Water bottles may contain water only.** Any other beverage must remain in its original container and be packed in the child's lunchbox. Drinks containing added sugars, caffeine, or artificial dyes are not permitted unless a physician's statement is on file documenting that the beverage is medically necessary to meet the child's caloric needs. Unauthorized beverages will be discarded and replaced with water.

Breakfast: 8:00am - 8:35am

Lunch: 10:45am - 12:15pm

Afternoon Snack: 2:30-4:15pm

HYGIENE POLICY - Maintaining a germ-free environment is a top priority. Because hands are the main carriers of germs, we enforce a strict hand-washing policy for all caregivers and children.

Teachers or Caregivers will wash their hands:

- Upon entering the classroom, including coming in from outside play.
- Before preparing, serving, or eating food.
- Before and after feeding infants or children.
- After using or helping children use the toiletries.
- Before and after every diaper change.
- After removal of disposable gloves.
- After contact with bodily fluids or soiled items.

(Examples: spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit.)

Infants and Children will wash their hands:

- Upon entering the classroom, before eating, after every diaper change or toileting incident, and after any contact with body fluids (such as spit up, nasal discharge, tears, saliva, urine, stool, blood, or vomit.)

HEALTH AND SAFETY: ILLNESS POLICY

Our Commitment to a Healthy Environment

The health and safety of every child and staff member is one of our highest priorities. We ask families to partner with us by keeping children home when they are ill or exhibiting symptoms of a contagious illness. This helps protect the health of all children, families, and staff while providing the best possible learning environment.

If a child is unable to comfortably participate in the day's activities or requires one-on-one care beyond what our staff can reasonably provide, the child should remain at home until they are well enough to return.

Children Who Must Remain Home

For the protection of all children and adults, **do not bring your child to the center** if they have been diagnosed with, or are exhibiting, any of the following:

Fever

- A temperature of **101.0°F or higher within the previous 24 hours.**
- Children may return after they have been fever-free for at least 24 hours **without the use of fever-reducing medication.**
- **This is a North Carolina child care licensing requirement.**
- KMBC Christian Child Care Center **does not administer fever-reducing medications** under any circumstances, including acetaminophen (Tylenol), ibuprofen (Motrin/Advil), naproxen (Aleve), or aspirin.

Respiratory Syncytial Virus (RSV) - Children may return when: they are fever-free, able to participate in normal daily activities, and no longer require additional care beyond what staff can reasonably provide.

Hand, Foot & Mouth Disease - Children may return when: sores are no longer open or draining, blisters have healed, they are fever-free, and they require no additional care.

Strep Throat - Children may return after: at least 24 hours of prescribed antibiotics, being fever-free for 24 hours, and feeling well enough to participate in normal activities.

Vomiting or Diarrhea - Children must remain home if they experience: two episodes of vomiting within two hours, or three episodes of diarrhea within two hours.

Children may return after being symptom-free for **24 hours without medication**.

Rashes - Children with an unexplained or potentially contagious rash must have written medical clearance before returning.

Mouth Sores - Children with open, draining fever blisters or mouth sores should remain home until the sores have healed and are no longer draining.

Pink Eye (Conjunctivitis) - Children may return after: 24 hours of prescribed treatment (when treatment is required), and they are comfortable enough to participate in classroom activities.

Head Lice - Children may return after: appropriate treatment has been completed, and the scalp has been verified to be free of live lice and nits.

Children Who May Need to Remain Home

Please keep your child home if they are experiencing symptoms such as:

- Heavy nasal discharge (clear or colored)
- Persistent or excessive coughing, including symptoms consistent with croup or whooping cough
- Sore throat that interferes with eating or causes excessive drooling
- Ear pain or earache
- Unusual irritability, lethargy, or discomfort that prevents participation in normal classroom activities or requires excessive individual attention.

Our teachers are committed to providing loving care for every child. However, because they must supervise and care for the entire class, they are unable to provide prolonged one-on-one care for children who are significantly ill.

If Your Child Becomes Ill During the Day

If your child develops symptoms of illness while at the center:

- They will be separated from the group while remaining under staff supervision.
- A parent or authorized emergency contact will be notified immediately.
- Your child should be picked up **within one hour** of notification.

Failure to pick up an ill child promptly may result in additional exclusion from care at the Director's discretion.

Medication - Whenever possible, medications should be administered at home. Oral medications will only be administered when medically necessary and accompanied by a

physician's written order (for example, an antibiotic that must be given three or more times within a 24-hour period).

Contagious Illnesses

If your child is diagnosed with a contagious illness, please notify the Director as soon as possible so that other families may be informed when appropriate while maintaining confidentiality.

Please also notify the Director of any allergies, medical conditions, or special needs that may affect your child's care.

Partnering Together

We understand that many parents rely on child care in order to work and provide for their families. We appreciate your partnership in protecting the health of every child enrolled in our program. Bringing a child to the center who is knowingly ill places other children, families, and staff at risk of illness, which may result in additional absences for many families.

If it becomes evident that a parent knowingly brought a child to the center while the child was experiencing symptoms that required exclusion under this policy, KMBC Christian Child Care Center reserves the right to terminate enrollment immediately without refund.

PLAYGROUND POLICIES - Adult supervision is required, at all times, while the children are using the playground.

- No rough play or misuse of equipment will be permitted.
- Appropriate clothing must be worn at all times, including closed-toe shoes.
- Damaged equipment and other hazards should be reported immediately to the director.
- No child will be picked up by an adult entering through the playground's exterior gate. All family members must enter through the front door, sign the student out, and then retrieve them from the playground.
- The parent/guardian will enter through the main entrance, sign out their child, and pick up their belongings and child.

TOYS - We ask that children **do not** bring toys from home unless it is Show & Tell day or the teacher specifically asked for something to be brought in. Too often, this causes disruption in the classroom when the children are (understandably) unwilling to share their personal toys. Also, teachers cannot be held responsible for damage done to personal items by other children and our classrooms have limited storage space. **Comfort items** (such as a small blanket or stuffed animal needed for rest time) are welcome as approved by the child's teacher. KMBC CCCC is not responsible for lost, stolen, or damaged personal items brought from home.

ITEMS REQUIRED - Items must be placed in their cubby; no diaper bags allowed

Infants:

- Diapers & Wipes
- Bottles (labeled with child's name and date with initials and date on the cap)
- Formula & Baby food
- Two complete changes of clothing (or more if you see they need it)
- Closed-toe shoes to keep in their cubby once they begin crawling for outside play

Toddlers:

- Diapers & Wipes
- Extra clothing & closed-toe shoes
- Blanket (no larger than a beach towel)

Preschool & School Age:

- Extra clothing & closed-toe shoes
- Blanket for quiet time (no larger than a beach towel)
- Water bottle

Labeling Requirements - All personal belongings must be clearly labeled with your child's name, including:

- Bottles & Cups
- Food containers
- Blankets
- Jackets & Sweaters
- Extra clothing
- Water bottles

KMBC CCCC will provide sippy cups for toddlers and regular disposable cups for older children. If your child's teacher requests that you provide a water bottle or cup, it must be taken home to be washed daily. Water bottles/cups must be labeled with the child's name.

Although we make every effort to help children keep track of their belongings, KMBC Christian Child Care Center cannot be responsible for lost, misplaced, or damaged personal items. **If you bring your child in flip-flops, sandals, heels, or boots please provide a pair of closed-toe shoes to be kept at the center for outside play.**

PARENT INFORMATION

Parents are a child's first and most important teacher. The staff at KMBC Christian Child Care Center count it a privilege to partner with parents in laying a strong spiritual, academic, social, and emotional foundation for every child. The following responsibilities help us provide the safest and most effective learning environment for all children.

Communication - Parents are asked to become familiar with the Child Care Center's Policies and Procedures. These policies have been adopted by KMBC Christian Child Care Center and are enforced for the well-being of every child in our care and to:

- Ask your child's teacher or the Director if you have questions about any policy or procedure.
- Check ProCare daily for messages, classroom updates, announcements, and important information.
- Check the Facebook Page to stay up to date on current events: Kenly Missionary Baptist Church Christian Childcare Center.
- You can find the electronic version of our handbook on the church's website: kenlybaptist.com
- You can email the entire admin team at once: childcare@kenlybaptist.com
- Notify your child's teacher of any information that may affect your child's day, including illnesses, allergies, medications, feeding changes, sleep concerns, family circumstances, or other special needs.
- Notify the center immediately of any changes to your address, phone number, emergency contacts, or authorized pick-up persons.
- The director will send out a monthly newsletter and menu. Paper copies will be printed and placed at the sign in/out kiosk and a digital copy will be posted on the Facebook page.

Reporting Concerns - If you ever have a concern about your child, your **first communication** should be to your child's teacher. Even if your concern is with or about the teacher, it is always important for everyone to hear all sides of the story and it is important for you to ask questions and express concerns directly to the teacher.

- **"If your brother sins against you, go and tell him his fault between you and him alone..." — Matthew 18:15;** At KMBC Christian Child Care Center, we believe healthy communication begins by respectfully speaking with the person directly involved. Most misunderstandings can be resolved quickly through honest and gracious conversation.
- If your teacher is unavailable, or if the situation is very serious, then the appropriate person to speak with is the Director.
- The Director reports directly to the Senior Pastor and Elders of the church. If a situation is important enough to cause concern, then it should be important enough for you to attach your name to it. The Director, Pastor, nor Elders will be handling concerns on behalf of anonymous parents.
- KMBC CCCC will always strive to address concerns in an appropriate manner and in a

timely fashion. In seeking to accomplish these goals, there will be responsibility upon both the staff and the parents.

- We are motivated by love and committed to listening respectfully, seeking understanding, and working together toward solutions that are in the best interest of every child.

Daily Responsibilities - Parents are responsible for:

- Bringing all required supplies for their child.
- Clearly labeling all personal belongings with the child's name.
- Labeling all bottles, cups, and food containers with both the child's name and the current date.
- Providing age-appropriate extra clothing. Children who are toilet training should have multiple labeled changes of clothing available.
- Completing the ProCare sign-in and sign-out process each day. If the internet is unavailable, parents must use the paper sign-in/sign-out sheets provided.

Attendance - To help children feel secure and successful:

- Bring your child to the center regularly whenever possible.
- Establish a consistent drop-off and pick-up routine.
- Notify the center if your child will be absent.

Partnering with Teachers - Children thrive when parents and teachers work together. Please:

- Speak positively about KMBC Christian Child Care Center, your child's teachers, and classmates.
- Support classroom expectations at home whenever possible.
- Trust teachers to communicate concerns promptly and professionally.
- Work together with staff to encourage your child's spiritual, emotional, social, and academic growth.

Classroom Courtesy - To provide the safest and least disruptive learning environment:

- Enter and exit classrooms as efficiently as possible during drop-off and pick-up.
- Help your child transition smoothly into the classroom. If your child is having difficulty separating, staff may ask you to complete your drop-off in the hallway and allow the teacher to comfort your child. This often helps children settle more quickly and minimizes disruptions.
- Follow all security procedures when entering and exiting the building. **Do not let anyone in. If someone does not have a functional key card, a staff member needs to approve their entry.**

Our Partnership - Every policy in this handbook exists to provide a safe, loving, Christ-centered environment where children can grow spiritually, academically, socially, emotionally, and physically. Thank you for partnering with us as we strive to Love God, Love Others, and Serve Both.

Discipline - At KMBC Christian Child Care Center, our goal is to minister to children in a kind, loving, and Christ-like manner. We believe discipline is an opportunity to teach, guide, and encourage children as they develop self-control, respect for others, and biblical character. Our staff strives to model the love, patience, kindness, gentleness, and self-control demonstrated by Christ while helping children learn appropriate behaviors in a safe and nurturing environment.

Positive Guidance - Teachers use positive, age-appropriate methods of discipline to encourage appropriate behavior. These methods may include:

- Redirecting a child to an appropriate activity.
- Offering positive choices.
- Praising and encouraging appropriate behavior.
- Teaching problem-solving and conflict resolution skills.
- Helping children understand natural and logical consequences.
- Using age-appropriate expectations when addressing behavior.

Children are always treated with dignity, respect, and compassion.

Time-Out - When redirection and other positive guidance techniques have not been successful, a brief time-out may be used.

- Time-outs are intended to help a child regain self-control, not as a punishment.
- A child will remain within sight and hearing of a teacher at all times.
- Time-outs will generally not exceed **one minute per year of the child's age**.
- Following the time-out, the teacher will help the child understand the expected behavior and encourage a successful return to classroom activities.

We'll Ask for Help - We believe parents and teachers are partners in helping children grow. Parents may be contacted when:

- A child continues to struggle with following classroom expectations.
- Behaviors become repetitive or disruptive to the learning environment.
- A child's behavior creates a safety concern for themselves or others.
- Additional support from home and school is needed to help the child succeed.

If a child is unable to safely participate in classroom activities due to behavior, a parent or authorized emergency contact may be asked to pick up the child as soon as reasonably possible, generally within one hour of notification.

Serious or Unsafe Behaviors - The following behaviors require immediate teacher intervention and may result in parent notification:

- Hitting
- Biting
- Kicking
- Scratching
- Spitting
- Throwing objects
- Destruction of property
- Any behavior that places the child or others at risk of injury

Each situation will be evaluated individually based on the child's age, developmental level, and the severity of the behavior.

Partnership with Families - Every child is unique, and we recognize that behavioral challenges can occur as children grow and develop. When ongoing behavioral concerns arise, our goal is to partner with families to identify strategies that help each child succeed. This may include parent conferences, behavior plans, and consistent communication between home and school. Whenever possible, we will work collaboratively with families before considering suspension or disenrollment. However, KMBC Christian Child Care Center reserves the right to suspend or dismiss a child whose behavior poses a serious or ongoing safety risk to themselves, other children, or staff.

Prohibited Forms of Discipline - In accordance with North Carolina Child Care Rules, the following forms of discipline are strictly prohibited:

- Corporal punishment of any kind.
- Shaking, grabbing, or roughly handling a child.
- Verbal abuse, ridicule, humiliation, or threats.
- Withholding food, rest, or bathroom privileges as punishment.
- Any discipline that could harm a child's physical or emotional well-being.

Damage to Property - Families may be financially responsible for the cost of intentionally damaged center property.

Our desire is not simply to correct behavior, but to help every child develop a heart that honors God, shows kindness to others, and grows in wisdom, character, and self-control. We appreciate the opportunity to partner with families in this important work.

Inclement Weather - It is our intention to have KMBC CCCC open every working business day; however, in the event of inclement weather, our program will follow the Johnston County Public School System's decision for the first day. The second day and following will be at the discretion of the CCCC Director, Senior Pastor, and Church Elders with consideration of the road conditions for staff and families. Parents will be notified by ProCare and Facebook. Every effort will be made to notify families as early as possible. However, rapidly changing weather conditions may require decisions to be made with limited notice. Tuition is based on enrollment rather than attendance; therefore, tuition remains due during weather-related closures.

If JCPS have called for an early dismissal, KMBC CCCC will notify parents of our intentions as soon as the weather situation has been assessed. Our plans will be communicated as soon as possible to ensure that parents are able to make the necessary arrangements to pick up their children.

In the event of a two-hour delay with Johnston Country Schools, KMBC CCCC will notify parents as soon as possible of our opening time. In the event of a prolonged power outage, per state guidelines, KMBC CCCC will notify parents that the center will be closing.

Absences - Absences for any reason are **non-refundable**. Whether a child attends or not, the parent is still responsible for that week's tuition. Children may not be dropped off for events. They must be present that day to participate in events unless a parent stays with the child.

If a child is absent for more than one calendar week, the parent is responsible for letting the program director know if the child is going to continue in the program. If the parent has not informed the director by the 3rd day following the week of absence, the space in the class will no longer be held. If the parent elects to return the child to the program, the parent must pay for the week(s) missed as well as the current week before the child can return to the program (under the condition that space is still available). If more than one month has passed, re-enrollment will be required along with the initial registration fee. KMBC CCCC does require a two-week notice for withdrawal and tuition will be billed and payable (see withdrawals).

Withdrawals - A two-week written notice is required to be placed in the drop box when withdrawing a child. Tuition remains due during the notice period whether or not the child attends. Once a child has withdrawn from the program, a new application packet and enrollment fee will be required to re-enter the program. In the event a family elects to withdraw, any vacation accrued will be forfeited. Weekly late fees will continue to accrue on balances left unpaid upon withdrawal until all balances are paid in full. Accounts not paid in full may be referred for collection. Parents are responsible for any reasonable costs incurred in collecting unpaid balances.

SAFETY & SECURITY

Reporting Incidents - Whenever a child is injured while in our care:

- The teacher will provide appropriate first aid.
- The incident will be documented in Procure as soon as practical.
- Photographs may be included when appropriate.
- If an injury is expected to leave a mark or is otherwise significant, the teacher will immediately notify the Director or Assistant Director.
- Administration will determine whether immediate parent notification is warranted in addition to the written incident report.
- Parents will receive access to the incident report through Procure.
- Serious injuries or medical emergencies will result in immediate parent notification. If emergency medical services are required, 911 will be called first, followed by the parent or guardian.

The safety and security of every child entrusted to our care is one of the highest priorities at KMBC Christian Child Care Center. To provide a safe, secure, and welcoming environment for children, families, staff, and visitors, the following security procedures are strictly enforced.

Building Access - To help ensure the safety of everyone in our facility:

- All exterior doors remain secured during operating hours. Parents and visitors must enter through the designated entrance.
- All visitors must report to the office upon entering the building.
- Each enrolled family will be issued a key card for building access. A non-refundable fee of \$10 is required for each key card issued, including replacement cards. For the security of our children and staff, visitors who do not have a key card must use the keypad located to the left of the main entrance. The keypad is equipped with a doorbell and video camera. Once the visitor has been identified, a staff member will grant access to the building.
- Parents and visitors should never allow any individual to enter the building behind them. Please notify the office as soon as possible if someone asks you to open the door or hold it for them. Please ensure doors close securely after entering or exiting the building.
- Each classroom is equipped with a recording/security device. Parents do not have access to these devices. This is for the safety and security of children and staff.

Authorized Pick-Up - For the protection of every child:

- Children will only be released to a parent, legal guardian, or an individual authorized by

the parent or legal guardian through approved center documentation. No child will be released to another child under the age of 18 without a written agreement on file from both parents.

- Staff may request a valid government-issued photo ID before releasing a child.
- Staff reserve the right to refuse to release a child until proper identification has been verified.
- Children will only be released to the parent/guardian and persons documented by the parent/guardian to be permitted to pick up the child. Parents are responsible for keeping their authorized pick-up list current.

Changes to Pick-Up Arrangements - To make changes to your pick up list:

- Notify someone in administration in person. You cannot add someone over the phone.
- The individual must present a valid government-issued photo ID before your child will be released.

Custody Orders - If a court order restricts or prohibits an individual's access to your child, KMBC Christian Child Care Center must have a current copy of the signed court order on file.

Without legal documentation, the center is required to release a child according to the authorization provided by the child's parent or legal guardian.

Sign-In & Sign-Out - For the safety and accountability of every child:

- Parents or authorized adults must sign children in and out each day using ProCare.
- If ProCare is temporarily unavailable, parents must use the paper attendance forms provided.
- Children may not be dropped off or picked up without notifying a staff member. Please walk your child all the way into the classroom and acknowledge the teacher.

Emergency Information - Parents are responsible for keeping the following information current at all times:

- Home address
- Telephone numbers
- Email address
- Emergency contacts
- Authorized pick-up persons
- Medical information and emergency contacts

Please notify the office immediately whenever any of this information changes.

Emergency Procedures - The safety of the children entrusted to our care is our highest priority. KMBC Christian Child Care Center maintains written emergency preparedness plans and conducts regular emergency drills in accordance with North Carolina Child Care Rules.

Fire Emergencies

- Fire evacuation plans are posted in every classroom.
- Fire drills are conducted monthly as required by state regulations.
- In the event of a fire or fire alarm, all children and staff will immediately evacuate the building and assemble at the far side of the playgrounds.
- Children will remain under staff supervision until it is safe to re-enter the building or until they are released to an authorized adult.

Severe Weather - When severe weather threatens the area, children and staff will move to designated shelter locations within the building until the danger has passed.

Other Emergencies - In the event of an emergency requiring evacuation or relocation (such as a gas leak, power outage, hazardous material incident, or other unsafe condition), staff will follow the center's Emergency Preparedness Plan and relocate children to a designated safe location if necessary. Parents will be notified as soon as it is safe to do so using ProCare, telephone, text message, or other available means of communication.

Lockdown Procedures - If circumstances require a lockdown to protect the children and staff, all classrooms will immediately follow the center's lockdown procedures. Exterior doors will remain secured, and children will remain safely supervised until emergency personnel determine that the situation has been resolved.

Emergency Drills - To help children and staff respond appropriately during emergencies, the center conducts regular emergency drills, including fire, evacuation, shelter-in-place, and lockdown drills as required by North Carolina Child Care Rules.

Working Together for Safety - The cooperation of every family helps us maintain a secure environment for all children. We appreciate your patience and understanding as we follow these procedures consistently. While some policies may occasionally seem inconvenient, they exist to protect every child in our care. Anyone whose behavior is disruptive, threatening, or creates a safety concern may be asked to leave the premises. Law enforcement will be contacted if necessary to protect the safety of the children, families, and staff.

Sanitation - Maintaining a clean, sanitary environment is essential to the health and safety of every child in our care. The following cleaning procedures will be followed daily to reduce the spread of germs and provide a safe learning environment.

Laundry - The following items must be laundered after each use:

- Center-owned linens
- Smocks
- Bibs
- Burping cloths
- Blankets
- Any other washable fabric items used by children

Sleeping Equipment - the following must be cleaned, sanitized, and allowed to air dry:

- Mattresses (daily)
- Cribs and crib rails (weekly)
- Cots (weekly)
- Nap mats (weekly)

Infant & Toddler Equipment: The following equipment must be washed and sanitized:

- Infant swings (weekly)
- Jumpers (cleaned weekly and sanitized after each use)
- Other infant equipment used by multiple children (in between each use)

Diapering Areas - After every diaper change:

- Wash the diaper changing surface.
- Rinse the surface.
- Disinfect the surface according to licensing requirements.
- Allow the surface to air dry before the next use.

Toys

Infant, Toddler, & Toys

- Toys must be sanitized after each use **or** placed immediately into the designated dirty toy bin; All toys remaining in the dirty toy bin must be sanitized at the end of each day.
- Dirty toy bins must always remain out of children's reach.

School-Age Toys

- Toys and equipment must be cleaned and sanitized after children leave for the day.

Food Preparation & Eating Areas - Tables and countertops used for food preparation or meals must be cleaned and sanitized:

- Before use
- After use

End-of-Day Classroom Closing Procedures - After all children have departed:

- Return all classroom materials, art supplies, and equipment to their designated locations.
- Ensure puzzles, games, and other multi-piece learning materials are complete before storing them.
- Clean, sanitize, and allow to air dry:
 - Tables
 - Chairs
 - Toys
 - Cabinets
 - Sinks
 - Other frequently touched surfaces
- Sweep or vacuum all classroom floors.
- Return all furniture and equipment to their designated locations so classrooms are clean, organized, and ready for the next day.

Infant Room - Shoes can carry dirt, bacteria, and other contaminants into the classroom.

Infants are just learning to move around and do so often on their hands, then place their hands in their mouths. To reduce the spread of germs at this age we have implemented a no-shoe policy in the infant classroom. Please remove your shoes or put on shoe covers prior to entering the classroom. Every person must immediately wash their hands upon entering the infant room. According to the Centers for Disease Control, the proper method to wash hands is to wet them, rub soap into a lather and rub together for 15 seconds then rinse. The faucet should be turned off with a paper towel after drying hands.

BODY FLUID SPILL PROCEDURE -

- Control bleeding by applying pressure with a clean towel or cloth and care for the injured appropriately depending on the severity of the situation.
- In order to protect everyone, disposable gloves are to be worn when handling any accident involving blood or body fluids. This includes:
 - Cleaning a cut or scrape, wiping a runny nose, and checking a diaper
 - Assisting a child with toileting needs
 - Any time there is a risk of touching blood, vomit, mucus, urine, or stool
 - If an emergency prevents the use of gloves, immediately clean the exposed skin with soap and water to reduce the possibility of infection.
 - Any teacher with an open wound or lesion will keep it covered until the area has healed.
 - Clean any affected surfaces with a disinfectant solution and wash hands.

DIAPER CHANGING PROCEDURE - Children should be brought in with clean and dry diapers daily. If your child uses the bathroom ensure they have done so prior to entering the care of their teacher to ensure minimal disruptions to the classroom.

- Gather all necessary items.
- Lay the child on clean changing paper on a changing table. (No child is to be left unattended while on the changing table)
- Put on a new pair of disposable gloves for every diaper change.
- Remove wet/soiled diapers and use wipes or damp paper towels to clean the child. (Use only wipes provided by the parent or wipes labeled hypoallergenic.)
- Place wipes and diapers in a plastic bag or lined trash can with a lid. (All BM diapers should be put in a diaper plastic bag before putting them into the trash can.)
- Remove gloves by pulling the glove inside out from the wrist so that all residue remains inside the glove.
- Wipe the baby's hands with a clean wipe.
- Put on a clean diaper.
- Wash hands with soap and water after each diaper change. Wash, Rinse, and Disinfect the changing station.
- Record changing time and indicate "BM, WET, DRY, POTTY or TRIED" on the child's ProCare account.
- Place the child in a secure situation following change.
- No males at this facility will be allowed to change diapers or assist with toileting needs. (with the exception of the Parent/Guardian of that child)
- Send all babies home dry! (The same applies to children who are wearing "Pull-Ups".)

Before and After School Care - Children must arrive no later than 8:05am in order to ride the van to school. Before School Care - Children will receive breakfast and a bible lesson. After School Care - Children will receive snack, a bible lesson, and outside time.

- Sibling discount rate will only apply to full-time summer camp students who have a sibling enrolled in the preschool program.
- Full day care will be available for drop in care as needed for school age children for \$40 per child per day contingent on availability. Spots will be given on a first come, first serve basis with enrolled children having the first opportunity to take those spots.
- Full day care will only be available on days that Johnston County Public Schools are closed and children must be signed up in advance. They must be dropped off before 9:00am unless there is a field trip that requires them to arrive earlier.
- We will pick up all enrolled children on early release days at no additional charge.

Summer Camp - KMBC CCCC coordinates a fun and educational Summer Camp. This summer camp experience allows children continued opportunities to work on skills developed throughout the school year as well as skills specialized by the Learning Center (Biblical, academic, and social). This is a wonderful opportunity for your children to learn the truths of Jesus Christ while also implementing what they have learned throughout the school year. This will provide a continuity of schedule, making it easier at the end of the summer for children to transition back to their fall schedules.

Our summer camp program is made up of many diverse summer activities according to our summer theme. We have a different summer theme every year. The one recurring theme is the love of Jesus Christ. This theme will be taught consistently every year. There will be field trips and daily outside time (weather permitting) scheduled. There are no vacation weeks for the summer camp program. Vacation weeks are reserved for our year-round, full-time enrollees.

Activity Fee to register (non-refundable).....\$80 per child
Tuition.....\$165/week



ANNUAL SUMMER CAMP AGREEMENT

1. Children must be at least 5 years old and have completed Kindergarten. Children may attend up through the summer after completing 5th grade as long as he/she is under 13 and meets staff/child ratio requirements.
2. Signing up for Summer Camp at KMBC CCCC is a summer long commitment. You will be responsible for tuition every week even if you do not attend. Tuition is due on Monday prior to receiving care. Camp starts the Monday after JCPS's last day. You may pay all weeks in advance or pay by the week.
3. We have a strict illness policy. Any child with a fever over 101.0 will have to go home immediately. This is also the case with vomiting and diarrhea. Please be aware that this is not an exhaustive list. A sample of the illness policy will be given to you during orientation.
4. Children must arrive a minimum of 20 minutes before the departure time on field trip days or they will not be allowed to stay. There will be no one to care for them at the center once their class has departed.
5. Children may not bring food into the center unless it is wrapped in a nondescript container or placed in a lunch box labeled with their name. It will not be refrigerated, so please make sure there is an ice pack in it if it needs to stay cool. We cannot use a microwave to heat food. No drinks other than juice boxes or plain milk will be allowed into the center. Only the items listed on our menu will be allowed unless it is a healthier option than the food we are offering that day. Please pack meals according to these policies.
6. On pool days children must come already dressed in their suits with a change of clothes and with the first layer of sunscreen applied. Each child will be required to bring their own towel and sunscreen. No aerosol sprays are allowed. Only creams labeled with the child's name will be allowed as long as there is a permission form on file. Non-aerosol bug spray is also allowed. (Girls must wear a one piece or wear a t-shirt over their suit.)
7. All children must arrive before 9:00 on non-field trip days unless a phone call to the director has been made and approved before 8am. Children must arrive before 8:15 if they would like to eat breakfast with their class. Any children arriving after 8:25 with breakfast in hand will have to eat with their parents in the car before they can enter the center.
8. Please be aware when you fill out the application that every adult eligible to pick up your child must be on the list. New state laws mandate that names cannot be added over the phone or by letter. Names may only be added in the safety of the director's office.
9. Each summer camp slot is for ten hours a day and will end at 6pm. If extended care is needed, it will be available for purchase at \$5 per hour in one hour increments beyond the ten hours. There is a \$1 per minute late charge after 6pm on the first occurrence.
10. There will be field trip forms that need to be signed weekly.
11. Make sure your child keeps a pair of tennis shoes on campus as summer camp activities involve rigorous play.

SUSPENDING OR TERMINATING ENROLLMENT - The Center reserves the right to suspend or terminate enrollment when continued enrollment is not in the best interest of the child, other children, staff, or the ministry. Examples include repeated late payments, repeated late pick-up, unsafe behavior, failure to follow handbook policies, or situations requiring care beyond what the Center can reasonably provide.

UPDATING POLICIES - KMBC Christian Child Care Center reserves the right to revise, amend, or update the policies and procedures contained in this handbook as needed to comply with changes in state law, licensing regulations, church policies, or operational needs. Families will be notified of significant policy changes in writing.

MANDATORY REPORTING OF SUSPECTED NEGLECT OR ABUSE
NC General Statute 7B301 reads:

Duty to report abuse, neglect, dependency, or death due to maltreatment.

“Any person or institution who has cause to suspect that any juvenile is abused, neglected, or dependent, as defined by G.S. 7B101, or has died as the result of maltreatment, shall report the case of that juvenile to the director of the department of social services in the county where the juvenile resides or is found.”

This law applies to every citizen and institution in the state of NC. It does not mean that the citizen or institution has to know that abuse or neglect has occurred, only that it is suspected. Whenever KMBC Christian Child Care Center staff suspect that a child has been neglected or abused (via visual observation, statements from the child, or third-party information) then we will comply with the requirements of NCGS 7B-301 and immediately report it to the child protective services unit of the local department of social services.

What Constitutes Child Abuse? (Information gathered at www.legalmatch.com)

Child Abuse can take many forms and each can result in criminal prosecution and civil penalties. Common forms of child abuse include physical abuse, sexual abuse, emotional abuse, and neglect.

Physical Abuse

A child is being physically abused when they are:

- Hit with a belt or paddle (spanking is generally not against the law)
- Pinched hard enough to leave a mark that doesn't go right away
- Burned (for example with cigarettes, a lighter, an iron or the stovetop burner)
- Bitten hard enough to leave a mark or break the skin
- Pushed into walls or knocked to the floor, choked, kicked, or punched

Sexual Abuse

A child is being sexually abused when a person:

- Improperly touches the child's private parts
- Shows a child improper nude pictures
- Takes a picture of the child with his/her clothes off or partly off

Emotional Abuse

A child is being emotionally abused when the caretaker:

- Calls the child names that are really mean
- Tells the child that they are worthless, stupid or "a mistake"
- Tell the child that they are never good enough or can't do anything right
- Tell the child they wish the child had never been born

Neglect

A child is neglected when the caretaker leaves the child:

- Hungry much of the time without enough food or water
- Without medicine or medical care
- Without warm clothes for winter, or cooler clothes in summer
- Home alone when the child is too young to take care of his/her self safely
- Locked in a room for hours or even days at a time