

Early Intervention and Family Services of PCS

1397 Hurdle Mills Road
Roxboro, NC 27573
336-597-2218
Fax 336-597-2124

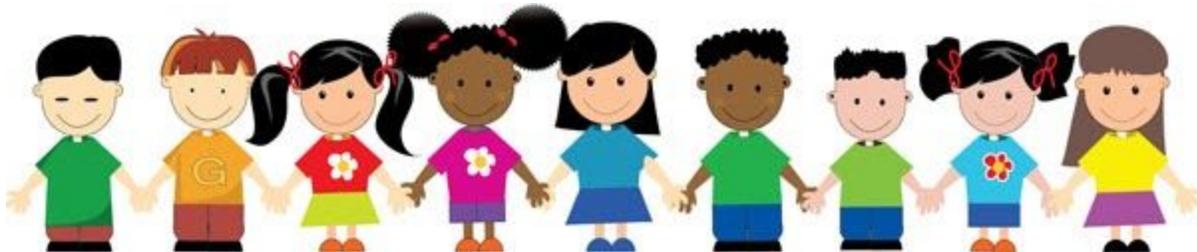
Thank you for choosing Early Intervention and Family Services (EIFS) to meet your family's preschool needs. This handbook is designed to help you understand the goals and daily operations of our program. We hope you refer to it often. If you have questions, concerns or suggestions you would like to share, please feel free to contact us.

Dana W. Faulkner, Director

Who we are...

Person County Schools administers the Early Intervention and Family Services Preschool Program. A comprehensive and an inclusive program is provided to meet the needs of children ages three to five who have typical development, identified developmental delays, atypical development and/or social-emotional problems. The typically developing children are integrated into the classroom with children who have special needs in order to provide an inclusive learning environment. The program provides developmentally appropriate activities to facilitate children's growth and development in all areas including cognitive, social, emotional, language, motor and self-help.

Special therapies are provided to children with special needs including Physical Therapy, Occupational Therapy and Speech/Language Therapy. Special services are also offered to meet the social, emotional and/or behavioral needs of the children. Transportation is available as needed to children with special needs.



EIFS MISSION STATEMENT

Our mission is to provide the best quality services for children who are at risk for or who have special needs and children who are typically developing through supporting families in ways that meet the needs of the child and family. This is accomplished through using a family-centered approach in which we work together to create opportunities for the achievement of family-driven goals. Partnerships are developed between parents and staff based upon a relationship that includes respect, trust, and compassion.

We believe:

1. All children are first and foremost children, regardless of their special need.
2. Parents are the first teachers of their children and are the most important people in their child's life.
3. All children can learn.
4. Children with special needs and their families have the right to an individualized plan for services and supports (Individualized Education Plan) based on child and family needs.
5. Children and families should be offered services and supports designed to occur within the most natural setting for the child and family.
6. Children with special needs should have opportunities that promote their full involvement in the community.
7. In supporting families, we are responsive to their unique strengths, needs, beliefs, values, and cultural diversity.
8. In collaboration with other agencies to insure the best system of services for families.
9. An array of service options should be available for individual family choice.
10. Families have the right to be informed of all options and to make the final decision regarding which services they choose to receive.
11. Support for families should be built upon natural support systems, which may include informal, formal, and community resources to meet the unique needs of all family members.



OPERATIONAL GUIDELINES

Operational Hours 6:30 am to 5:30 pm

INCLEMENT WEATHER / EMERGENCY CONDITIONS NOTICE

When there is inclement weather, EIFS will follow the Person County Schools schedule for delays and closings. If Person County Schools are closed to children, EIFS will also be closed. PCS will send a mass message/ phone call to all students. This call may be from PCS Central Office and/or South Elementary. Please also listen to local radio and television stations for school announcements. Announcements will be made as follows:

Mass Message from Superintendent
WRXO - 1430 (AM-LOCAL)
WKRX - 96.7 (FM LOCAL)
WRAL – (RALEIGH)
WTVD- (DURHAM)

(LOCAL STATIONS WILL BE CONTACTED FIRST)

If Person County Schools are delayed, EIFS is delayed also. If it is a one hour delay, we will open at 7:30 a.m. If it is a two hour delay, we will open at 8:30 a.m. Breakfast will be served on one hour delayed opening. Breakfast will **not** be served on a 2 hour delayed opening. If Person Co. Schools close early because of inclement weather, EIFS will also close early for children and staff. **There will be no After School care provided when school closes early because of inclement weather.**

When there is inclement weather, EIFS will follow the Person County School schedule for delays and closing:

****If there is a 1 hour delay, school starts at 9:00 a.m. and we ask that all students arrive at that time. Even though we are starting later, lunches have to be ordered daily, so if your child will be arriving later, you must contact your child's teacher to request a lunch order. Children should arrive to school by 9 a.m. unless there is an emergency or difficulty with transportation/ road conditions. If you do not call and arrive after 9 a.m., you will need to find alternate child care for your child for the day.***

****If there is a 2 hour delay, school starts at 10:00 a.m. and we ask that all students arrive at that time. Even though we are starting later, lunches have to be ordered daily, so if your child will be arriving later, you must contact your child's teacher to request a lunch order. Children should arrive to school by 10 a.m. unless there is an emergency or difficulty with transportation/ road conditions. If you do not call and arrive after 10 a.m., you will need to find alternate child care for your child for the day.***

Please make sure your child's teacher knows who will pick him/her up if schools close early. You may need to update your child's Emergency Information form.

CLASSROOM TELEPHONES

Each of the three classrooms has a telephone. The telephones are put on "Do Not Disturb" from 9:00 AM

through 12:00 noon and from 2:00 to 2:30 PM to help ensure that your child will have a quality and an uninterrupted educational experience. If you need to call during these times, please plan to leave a voicemail message and staff can return your call when they're not with the children. If it is urgent or an emergency, dial 336-597-2218 ext. "0" and ask for a staff member you wish to speak to. If you need to call after 2:30 to change your child's afternoon arrangements, please dial 336-597-2218, ext. "0" instead of the classroom since staff and children are usually out of the classroom at that time.

STAFF QUALIFICATIONS

Employees are required to meet Person County Schools' as well as North Carolina's State Child Care Guidelines to be considered for employment. North Carolina State Law requires that every employee submit information for a Criminal Background Check before beginning employment.

STAFF DEVELOPMENT PLAN

A staff development plan is developed annually which outlines staff development activities. These activities fulfill requirements for Health and Sanitation, North Carolina Child Care Requirements/ NC DHHS- the Division of Child Development, NC PreK and NC Department of Public Instruction requirements. Staff is encouraged to pursue further educational opportunities.

SAFE ARRIVAL AND DEPARTURE OF CHILDREN

Arrival and Departure

Some parents provide transportation for their children to attend EIFS. Parents are to bring children **into** the center each morning **and** come **into** the center each afternoon to pick up their children. Parents need to escort their child to the classroom each morning. No child shall be left unattended in the center or on the playground. When entering and leaving the center, always be sure to close the doors behind you in order to prevent accidents. Parents and visitors should enter the building through the main entrance (under the canopy) during arrival and departure times. Those doors will be locked at 9:00 am and reopened at 2:00 pm. If you arrive between 9:00 am and 2 pm please use the intercom system located to the left of the doors unless otherwise instructed. Before school (6:30 am -7:30 am) and afterschool care (4:00 pm-5:30 pm) children will need to knock to gain entrance, as these doors are locked for safety reasons.

Children with an Individualized Education Plan (or IEP) slot should arrive at EIFS no earlier than 8:00 AM **and** should be picked up by 3:00 PM. NCPreK students should arrive no earlier than 7:30AM and should be picked up by 3:00 PM. Arrangements should be made in order for your child to receive Before and After School services (Before School care hours are 6:30 AM until 8:00 AM and After School care hours are 3:00 PM until 5:30 PM, See pages 14-16 for fee information.). All other children receive services from 6:30 AM to 5:30 PM. Lunches are ordered every day, so if your child will be arriving later, you must contact your child's teacher to request a lunch order. Children should arrive to school by 9 a.m. unless there is an emergency or the child has a doctor's appointment. Staff needs to be notified the day before if your child has a doctor's appointment and will be arriving after 9:00 a.m. If you do not call and arrive after 9 a.m., you will need to find alternate child care for your child for the day. We do ask all children to be here by 10:30 a.m. to attend school for the day. Please let staff know ahead of time if your child will not be attending school or will be late.

Arrival and Departure with Authorized Persons

The name and address of any person who may drop-off or pick-up your child should be listed on the Emergency Authorization and Information Form and updated as often as changes occur. **All authorized individuals must be 18 years of age and have a valid picture ID.** If you cannot pick up your child before closing, you are responsible for notifying the staff that someone else will pick him/her up. The name and phone number of that person must be listed on your child's Emergency Authorization and Information form and ID will be required. Your child will not be allowed to leave the center with anyone else unless we have your permission.

*We must have custody/ guardianship forms to restrict parents from picking up children. If they are listed on their birth certificate or emergency form without the proper forms, we cannot restrict them from picking up the child.

Sign In/Sign Out Procedure

All children must be signed in upon arrival at the center and signed out upon departure by an authorized adult. A Sign In/Sign Out board is located on the desk as you enter through the main entrance. Parents/Guardians shall sign daily upon drop-off and pick-up, indicating the time of arrival or departure on the sheet. A clock is located just above the desk for easy reference.

Transportation

Limited transportation services are provided to EIFS students. Parents are to be at the bus pick up at assigned times. The third incident of failure to comply with meeting your child at the stop could result in suspension from transportation services. If a child is returned to the school because no one is there to receive them off the bus, there will be a late fee as they will be considered attending afternoon care. Late fees page 15-17

Items Needed Upon Admission and Available At All Times for All Children

- Authorization forms completed upon admission and updated as necessary annually
- Current Medical (not older than 1 year), including immunization record completed (and updated annually)
- Copy of your child's birth certificate
- Two (2) complete change of clothes (pants, underwear, socks and shirt)
- Diapers, Pull-Ups, etc. (if appropriate) - Please maintain an ample supply of diapers at EIFS
- Box of tissue and face/ body wipes
- Teachers may request other supplies or "wishlist"

Children's clothing (including underwear), coats, jackets, backpacks, mittens, etc., should be labeled to ensure that your child's clothing is not lost.

Also, EIFS is not responsible for lost personal items such as coats, hats, backpacks, jewelry or other items your child may bring to school. Adaptive devices such as eyeglasses, hearing aids, wheelchairs, or personal computers will maximize your child's learning opportunities at EIFS; however, EIFS is not responsible for repair or replacement of these devices in the event of damage or loss.

Children are requested to use a standard size backpack to carry personal belongings, notes, medications,

etc. to and from school. Each child will be given a folder to be used by center staff and parents to communicate important information, such as notes from teachers or from parents (these items only will be placed in this folder/ envelope and then placed into the child's backpack). This folder/envelope will remain the property of EIFS. Teachers and parents are encouraged to check bags daily.

Dress Code

Children are required to follow the Person County Schools' dress code. Students are expected to adhere to standards of dress that are compatible with the requirement of a good school environment. If a student's dress is such that it constitutes a threat to health or safety, the principal or principal's designee may require the student and the student's parents /guardians to take appropriate action to remedy the situation. If a student's dress or appearance is so unusual, inappropriate or lacking in cleanliness that it clearly disrupts class or learning activities, the student may be required to change his or her dress or appearance.

- Any outward article of clothing that covers the lower extremities (legs) must not be more than three (3) inches above the top of the knee when a student is in a standing position. This includes, but is not limited to, dresses, skirts, jeans, pants, shorts, skorts, and slacks.
- Sleeveless shirts, blouses, and dresses must come up to the armpit. All shirts and blouses must go past the waistline to overlap pants/skirts, covering the back, with no cutouts or see-through elements. (No halter tops, spaghetti strap or one shoulder strap tops)
- Dresses shall cover the back with no cutouts or see-through elements. Please put a pair of shorts on under girls' dresses. Most children this age do not understand how to play and sit in a dress without exposing undergarments.
- Undergarments are not to be visible.
- Proper street footwear is required. Shoes that have laces must be laced, tied and fit. **Sneakers/ closed toed shoes are the best form of foot wear for active and safe play.** It is difficult to run and play wearing sandals, Croc type shoes and flip-flops.
- We are required to have outdoor play time if the weather permits. Please dress your child appropriately for outdoor play.

DISCHARGE OR SUSPENSION FROM SERVICES

A child will be recommended for discharge/suspension when:

- There is non-payment for services rendered.
- Child is suspended from services when parent is unable to pay childcare fee and misses at least one monthly payment
- Child reaches upper age limit
- Child enters program that provides like or more appropriate services
- Child moves out of Person County
- Parents choose to withdraw child

EDUCATIONAL PROGRAM

Supporting Children's Development

Early Intervention and Family Services supports full and successful access to education, and other supports and services for young children and their families that promote full participation in community life. We value the diversity of families and support a family-guided process for determining services that are based on the needs and preferences of individual families and children.

Staff values the importance of play in the development of social, emotional, cognitive, and physical skills. Children are able to express ideas, thoughts, and feelings when engaged in play activities. During play children learn to deal with emotions, to interact with others, to resolve conflicts and to gain a sense of competence. Play also fosters children's imaginations and creativity. Child-initiated, teacher-supported play is encouraged.

Our classrooms are organized around interest areas or learning centers- dramatic play/ housekeeping, blocks, manipulative play (math/games/ tabletop activities), art, science, music, books/ literacy, computers, and sand & water/ sensory. These defined areas allow children to play and explore materials with the guidance of the teacher either individually or groups. The outdoor space/ natural space is an extension of the classroom. The outdoor environment provides a special stage for action and can stimulate children's play, learning, and outdoors uniquely contribute to learning physical activity. Children learn social skills by interacting with other children, with adults, and even with objects and natural materials found in the environment. The environment can serve a valuable purpose when it is set up to expose children to opportunities to explore, question, and develop theories about how things work. Negotiation, language, and cooperation are all skills that develop through diverse opportunities.

EIFS staff partner with families, communicating regularly to build mutual understanding and ensure that children's learning and developmental needs are met. Teachers request and incorporate parents' knowledge about their children into ongoing assessment, evaluation and planning. If there is a holiday or activity that you would prefer your child did not participate in for religious or cultural reasons, please talk with classroom staff so that another activity can be provided.

Future Planning Assistance

Early Intervention and Family Services staff provides assistance to families in planning for their child's future educational, medical, and vocational needs.

Developmental Screening and Assessment

(This section applies to children enrolling for special education services)

Before enrolling in EIFS, your child will be evaluated to determine his/her current level of developmental functioning. A multidisciplinary evaluation is a process that is completed with you and your child by specialists from a variety of backgrounds such as medicine, teaching and special therapies (ST, PT, and OT). The number and types of specialists involved in the evaluation will depend on your concerns and the needs of your child. EIFS will coordinate along with the Person County School system a full evaluation for children enrolling into the preschool program. It will most likely involve talking with you about your child, learning about your child by watching him/her play, and working with your child. Because you know your child, you will be a very important part of the evaluation.

The multidisciplinary evaluation will cover areas such as cognitive, physical, communication, medical, social-emotional, adaptive development, vision screening and hearing evaluation. The IEP team includes: Parents, Preschool Program Coordinator, Teacher, Psychologist, Physical Therapist, Speech Therapist, Occupational Therapist and other disciplines as needed.

EIFS staff may assist you in making referrals to other community agencies such as the local Child Care Resource and Referral Agency, Family Support Network, Chapel Hill TEACCH Center, the Person Co. Chapter of Autism, etc.

Individualized Planning

The IEP Team along with the family writes an Individualized Education Plan based on a multidisciplinary evaluation. This plan will outline the special services your child needs in order to meet his/her developmental and educational goals. Additional information regarding these plans can be found in the Handbook of Parent Rights.

Inclusive Educational Preschool Services

Early Intervention and Family Services provides a nurturing and inclusive environment where all children can learn, grow and develop together. Staff creates an environment that appreciates and fosters the many stages of children's development. Children are active learners, so through a variety of developmentally appropriate play activities they are given opportunities to advance their development in all areas of learning: speech/language, cognitive, motor, social-emotional and self-help.

Field Trips

Special outings into the community or to special events in the community are viewed as a valuable source of program enrichment. Teachers are encouraged to include field trips whenever possible in their classroom unit plans. Field trips are an excellent opportunity to familiarize children with the community and to facilitate their inclusion into community life. Field trips also acquaint members of the community with our program and our children.

Routine or Special Field Trips: Each time a field trip is planned, authorization must be obtained from the parent/guardian. Specific information regarding destination, departure and arrival schedules will be noted. These authorizations will be kept in the child's file.

Volunteers for Field Trips: Parents are encouraged to participate in field trips and other special activities. EIFS volunteers must complete the Person County Schools' volunteer form and be approved by the Board of Education. EIFS activities are for EIFS students only. Siblings and other small children are not allowed to participate.

If the parent chooses not to allow their child to participate in a field trip an alternate child care placement should be arranged for that day, for EIFS staff will not be available to provide child care.

Safe Staff: Child Ratios

In case of staff absence, substitute caregivers are obtained in order to meet minimum staff/child ratios required by the Division of Child Development. Volunteers, Person High School students and regular staff will be called on as a first choice whenever possible since they are most familiar with the children. A list of substitute teachers is maintained to cover absences. Classroom teachers assume primary responsibility for their group of children.

* In order to provide a safe environment with the required ratio of staff to children, all children are required to participate in all activities including outdoor time. If there is a holiday or activity that you would prefer your child did not participate in for religious or cultural reasons, please alert the staff in a timely manner so that we may provide adequate supervision. However, outdoor time is a part of the daily schedule and is required by NC DHHS- the Division of Child Development.

FAMILY SERVICES PLAN

Program Coordinator and EIFS Educational Staff

The Program Coordinator serves as a liaison between the family of a child with developmental disabilities, typically developing and the center. Initially, when a family is interested in services provided by EIFS, information is shared over the telephone, in a face-to-face discussion and/or through a tour of the preschool program. If the parents decide to enroll their child, additional information is shared during an Orientation Parent Social. The Program Coordinator and Educational Staff advises parents of other appropriate community resources and assists parents in applying for and obtaining information about these services. Parents of children who are typically developing may request this information, also.

The Program Coordinator will assist families in obtaining funding and benefits to which they may be entitled to, medical assistance, assessments by other disciplines and other services as needed. The Program Coordinator will coordinate your child's admission, IEP meetings, transition to public school services and discharge from services.

Parent Participation

We consider the parents and family to be the most important people in their child's life. Active parent involvement is essential and encouraged. Parents are encouraged to visit the center to observe their child in the classroom and to participate in field trips to help with the children. There are many opportunities for parents to volunteer in their child's program. Such opportunities may include: special events, field trips, helping out in the classroom, reading with children, assisting with fundraising activities, sharing a special talent or hobby, etc. Newsletters, notes, daily journals, telephone conversations and center visits also help maintain good communication with the family.

All volunteers must complete the Person County Schools' volunteer form. The form must be approved by the Board of Education.

The child's teacher will review progress and update goals and services. Parents are asked for suggestions to add to their child's goal plan. The family approves the individual educational plan before it is signed and implemented. Parent Conferences are scheduled once a year and parents receive a written progress report during these meetings. Meetings can be scheduled as needed.

Parent Meetings are held as a forum for family and school interactions and information sharing. Parents can help determine the topics by completing questionnaires and suggesting topics of interest to them. Information sharing may include topics such as child rearing, behavior management, laws concerning people with disabilities, community resources, etc. Information on Toilet Training and Feeding are regularly offered to parents of young children. Childcare is sometimes offered for the parent meetings.

DISCIPLINE AND BEHAVIOR MANAGEMENT GUIDELINES

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

Early Intervention and Family Services' staff facilitates the development of social skills, self-control, and

self-regulation in children by using positive guidance techniques, such as modeling and encouraging expected behavior, redirecting children to more acceptable activities, setting clear limits, and intervening to enforce consequences for unacceptable, harmful behavior. Staff expectations respect children’s developing capabilities. Teachers are patient, realizing that not every minor infraction warrants a response. Staff believes in working with families to maintain consistent discipline practices between home and school. The Division of Child Development prohibits the use of restrictive interventions in any licensed childcare facility. (See Appendix - *Encouraging Self-control in Children: Guiding Behavior*)

WE DO:	WE DO NOT:
<ol style="list-style-type: none"> 1. DO praise, reward, and encourage the children. 2. DO reason with and set limits for the children. 3. DO model appropriate behavior for the children. 4. DO modify the classroom environment to attempt to prevent problems before they occur. 5. DO listen to the children. 6. DO provide alternatives for inappropriate behavior to the children. 7. DO provide the children with natural and logical consequences of their behaviors. 8. DO treat the children as people and respect their needs, desires and feelings. 9. DO ignore minor misbehaviors. 10. DO explain things to children on their levels. 11. DO use short supervised periods of “time-out”: 12. DO stay consistent in our behavior 	<ol style="list-style-type: none"> 1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children. 2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children. 3. DO NOT shame or punish the children when bathroom accidents occur. 4. DO NOT deny food or rest as punishment. 5. DO NOT relate discipline to eating, resting or sleeping. 6. DO NOT leave the children alone unattended or without supervision. 7. DO NOT place the children in locked rooms, closets or boxes as punishment. 8. DO NOT allow discipline of children by children. 9. DO NOT criticize, make fun of or otherwise belittle children’s parents, families or ethnic groups.

HEALTH GUIDELINES

Children’s health is very important to the EIFS Staff. The following health guidelines are designed to meet the health needs of all children at EIFS. It is important to understand that these policies are written to protect the children and the staff. Some of the children at our center are at risk of complications from common childhood illnesses and it is very important that we work in partnership with parents by following these policies in order to protect all children. It is our aim to maintain an environment that is conducive to children remaining as healthy as possible, thus enabling children to spend more time at school rather than

at home sick. The procedures may seem difficult at times, but are necessary in order to make it possible for all children to have a healthy environment for playing, learning, eating and sleeping. All staff will be informed of your child's health status and needs and their role in carrying out specific recommendations.

Medical Examination

Each child must have a health assessment on file **within 30 days of enrollment** to EIFS. We will accept the health assessment from your child's doctor if it is not over one year old from the time the child is enrolled. **The health assessment must be updated each year thereafter.** The medical report form provided by the Program Coordinator or Educational Staff member must include your child's current immunization record, allergies to food or medication noted, vision/hearing screenings provided, specific medication being administered (if applicable) and must be signed and dated by a licensed physician. Children who come to school sick or whose immunizations are not up to date will not be allowed to stay at school.

Immunizations

North Carolina State Law requires that children enrolled in childcare centers have written proof of up-to-date immunizations. Children whose immunizations are not current will not be admitted or allowed to continue to attend EIFS. Once immunizations are up-to-date, the child will be allowed to return to school. ****A written statement must be on file for any children who have medical or religious exemptions.**

Illness of Children

Children should not attend school if any of the following are present:

- The child's illness prevents him/her from participating in daily, routine activities
- The illness requires more care than the childcare staff is able to provide without compromising the needs of the other children in the group
- If keeping the child in care poses an increased risk to the child or to other children or adults with whom the child will come in contact as defined in the ***Isolation of Children Guidelines***. (See Appendix)
- If he/she is not eating, playing, or sleeping in a normal way or again unable to participate in group activities. It is recommended that he/she should be kept at home, as the Center does not have enough staff to provide on-going care for children who do not feel well.

If the child care staff is uncertain about whether the child's illness poses an increased risk to others and has any of the symptoms listed below, he/she will be isolated from the other children until the parents are contacted to pick him/her up. (See *Isolation of Children Guidelines*)

The following are also guidelines for parents to go by in determining whether you should keep your child at home:

- Suspected signs of communicable disease
- Nausea and vomiting (**24 hr. Exclusion is required and child should display additional behavior changes and/or signs of illness**)
- Diarrhea - greater than 2 - 3 stools in a day/night that are looser than usual or are watery. *****Child should be feeling well enough to tolerate a regular diet. (24 hr. Exclusion is required and child should display additional behavior changes and/or signs of**

illness)

- Constant cough or difficulty breathing, complaints of sore throat, or chest discomfort
- Excessive runny nose accompanied by fever and/or general malaise or "not feeling well"
- Discharge from ears or eyes
- Temperature of more than 100 F (under the arm), 101 F (by mouth), and/or temperature of more than 102 F (rectally), and/or other behavior changes and/or signs of illness **(24 hr. exclusion is not required when a child has only an elevated temperature. When other symptoms are present, i.e. vomiting, diarrhea, etc. exclusion is required).**
- Any visible rash or skin sore with suspicion of communicable nature
- Continuing headache and general malaise or "not feeling well"

These measures are taken for each child's well being. When children are given individual attention and adequate rest, recovery is likely to be much faster. **No child should be brought to school when there are signs of contagious disease or very bad cold or cough** (See Appendix for Communicable Disease Chart of signs and symptoms of common illnesses and conditions). If you are unsure whether your child is well enough to attend school, please call your family physician. Children who come to school sick will not be allowed to stay at school. We use the **"Handbook for Healthy & Safe Child Care in Person County"** as a resource for determination of when to ask parents to consult their physician.

EIFS is required by law to report certain illnesses to the County Health Department. If your child or other family member(s) are ill, please let us know the type of illness and symptoms so that we can monitor other children for similar symptoms. (See Appendix for list of Communicable Diseases).

Contagious Diseases

If a communicable disease has been diagnosed, parents should notify the center so that other parents can be alerted. A written statement is required from your child's medical provider or a satisfactory proof of health is required before a child can re-enter the center. Or, if parents/guardians choose, they may follow the number of days listed under "period of communicability" of disease on the chart included in the *Appendix* of this manual. Parents will be notified if any children become ill while in care or who is suspected of being ill with a communicable condition.

Medications

Teachers and Program Coordinator should be notified in writing of all medications that children are taking regularly either at school or at home only. This will allow us to monitor them for any side effects. Since children's health needs change with time, please notify us in writing as your child's medication changes.

When a child needs medication administered by the center staff, the parent must do the following:

- Parents or PFSC must provide Authorization to Administer Medication form to the child's physician for completion and signature before EIFS Staff is able to administer medication.
- Only send medication in its original, pharmacy, and child-resistant container with the instructions on the label; non-prescription (over-the-counter) medication must also be sent in labeled container with doctor's written dosage and administration instructions
- Inform the Center when the medicine is to be discontinued and of any possible side effects
- Take responsibility for maintaining an adequate supply of medications that must be given
- Please ask your pharmacist to fill the prescription in two separate containers - one for home and one for school. This will make missed doses less likely
- EIFS Staff can not administer/apply over the counter non-prescription medications such as *Chapstick lip balm*, sunscreen, lotion, *Vaseline*, *Pepto Bismol*, Bug Repellent, etc. Please do not allow your child to bring these types of items to school.
- Please be mindful of fragrances from personal care products (lotions, cologne, perfumes, etc.), air fresheners, candles and cleaning products. These have been associated with adversely affecting a person's health including headaches, upper respiratory symptoms, shortness of breath, and difficulty with concentration. People with allergies and asthma report that certain odors, even in small amounts, can cause asthma symptoms. We will work with all staff and families to ensure that everyone's personal health are of the utmost importance, and products used in the workplace are fragrance-free.

Medical Treatments and Procedures

If your child requires medical treatments or procedures (such as nebulizer treatments/inhaler, catheterizations, tube feedings, receiving O2, suctioning, chest physiotherapy, etc.) while attending our center, we must have your child's doctor complete and sign the **Medical Procedures** form prior to center staff administering the procedure. This form must be updated annually or more often if your child's doctor changes the instructions or frequency of a procedure. The school nurse may wish to contact your child's doctor for clarification.

Exposure to the Blood of Another Person

If your child is involved in an incident in which he/she is exposed to the blood of another person, staff will take precautions to protect all individuals involved. At the time of the incident (such as bites that break the skin); the parents of any children involved will be contacted to inform them of the incident. Parents will be informed of their right to pursue medical treatment and to discuss with their physician any possible health risks. If a treating physician has concerns about the type of injury or exposure, the physician may request information regarding the others involved in the incident. In the event that a physician requests such information, center staff is obligated to release to the requesting physician the name of the others involved and the name of the individuals' physicians. The physicians of the individuals involved may discuss possible risks and the need for further evaluation or treatment.

Emergency Information

***Parents must provide current emergency information for their child, which states how the

parent(s) or another responsible adult can be reached at all times in the event of an emergency. All parents should have a back-up plan, but it is most important that a reliable back-up person be available for those children with medically fragile conditions. We must have the name, phone number, and office address of your child's **current** physician, and preferred hospital. Parents will be asked to sign the *Authorization for Disclosure of Protected Health Information* form at admission to allow EIFS staff and school nurse to contact your child's physician.

PARENTS MUST REPORT IMMEDIATELY ANY CHANGE OF ADDRESS, TELEPHONE NUMBER, PLACE OF EMPLOYMENT TO THE CENTER OR CHANGE IN PHYSICIAN.

Policy on Insurance Coverage at Developmental Day Programs

Illnesses and minor injuries are a routine part of childhood. We encourage all parents to arrange for health or accident insurance to cover the financial cost of these events. EIFS is not financially responsible for the cost of caring for routine illness and injury.

Accident and Emergency Procedures

In case of accidental injury, we will make an immediate attempt to contact a parent and 911. If we cannot reach a parent, we will call the child's physician (*listed on the Emergency form*). If necessary, we will also call the rescue squad (911). Until the arrival of the parent, the physician, or ambulance or rescue squad, the Program Coordinator, or teacher will be in charge and will make all decisions about the care of the child. The center will maintain a parent's signed consent form agreeing to emergency medical treatment. All emergency phone numbers are posted by our telephones and the staff is instructed in the procedures to follow in case of illness or injury. At least one staff person is available at all times who is trained in CPR and Basic First Aid. First Aid kits are maintained and available at all times. Slight injuries at EIFS will receive first aid from a staff member, and the child's parent will be notified as soon as possible. Staff and parents will sign a written report to be then filed in the child's record and a copy will be given to the parent.

In case of an accident or severe illness requiring emergency medical treatment, EIFS staff will call 911 and appropriate medical treatment will be obtained. In cases of communicable diseases, EIFS staff will consult with the school nurse. If a significant number of children have the same contagious disease or illness, it may be recommended that the center close for a period of time. We ask that parents cooperate in helping us follow the recommendations regarding the health policies of the center.

EIFS Emergency Preparedness/Evacuation Plan Policy

It is Early Intervention and Family Services' responsibility to prepare plans whereby the facility can be evacuated quickly and safely in case of an emergency. Causes for an evacuation could be fire, bomb threats, explosion, flood, severe thunderstorm, severe winter storm, hurricane, tornado, toxic fumes, electrical failure or structural failure. In the event the EIFS staff and children will need to be evacuated parents will be able to pick up children from EIFS (**In-place/on-site location**), South Elementary School (**Off-site/nearby evacuation location**) or Southern Middle School (**Off-site/out of the area evacuation location**). Parents shall contact EIFS or listen to the local television and/or radio stations. Floor plans are included for each type of evacuation in the *EIFS*

Emergency Preparedness/Evacuation Plan. **Parents can request to see a copy of the evacuation plan.**

Diapers and Toilet Training

Parents must provide disposable diapers and wipes for children who are not toilet trained. Parents are responsible for maintaining their child's supply of diapers/Pull Ups. EIFS staff will make every effort to notify parents when their child's supply is low.

Individualized goals for toilet training will be developed according to each child's level of functioning. When staff and parents agree that a child is ready, positive reinforcement techniques are used along with regular toileting schedules to encourage toilet training. Parents must supply all training pants/underwear needed for the toilet training program.

****If your child has a toileting accident at school, we will change his/her clothing and send the soiled clothing home. Parents must return a clean set of spare clothing the next day. This is a result of the following daycare requirement: 15ANCAC 18A .2819 under Child Care Requirements from NC Department of Health and Human Services – Division of Child Development: “Caregivers may dispose of feces in diapers in the toilet, but shall not rinse soiled cloth diapers, or training pants or clothes. Soiled cloth diapers, training pants or clothes shall be sent to a diaper service or placed in a tightly closed plastic bag or other equivalent container approved by the Department, stored out of reach of children, and sent daily to the child's home to be laundered.”**

Health and Nutrition Practices

All staff use proper handwashing techniques and universal precautions at all times during their work with children. Sanitation guidelines are followed and sanitation inspections of the program occur on an annual basis.

Person County Public School provides balanced meals and snacks for EIFS children. Children receive two balanced meals (breakfast and lunch) each day in accordance with the regulations for Meal Patterns for Children in Child Care. Children attending After school care receive a PM Snack. Menus are posted in our classrooms and kitchen area. Menus are sent home to families monthly. If your child has allergies to certain foods, we can request a substitute meal. If you prefer to send food from home, please coordinate with your child's teacher. We must adhere to the "*General Nutrition Requirements*" (Section .09000 - Nutrition Standards) of the North Carolina Department of Health and Human Services - Division of Child Development.

The center participates in the *Child and Adult Care Food Program (CACFP)* sponsored by the USDA and administered by the North Carolina Division of Public Health. In order for children and the center to be considered eligible for program benefits, an adult household member of each child enrolled at EIFS must complete the "***Family Application for Free and Reduced Price Meals***" form at enrollment and annually thereafter. Eligibility for benefits is based on a family's income and number of people in the family.

Children are taught good health, nutrition and hygiene habits through activities/routines followed throughout the day. Staff model appropriate hygiene practices in their work with the children and

children are encouraged to be as independent as possible in carrying out these activities/routines.

Hand Washing Procedures

Effective January 1, 2006, North Carolina Child Care guidelines require all persons (children and adults) entering into a classroom to adhere to the following hand washing procedures.

1. Use liquid soap and tempered water
2. Rub hands vigorously with soap and tempered water for 15 seconds
3. Wash all surfaces of the hands, to include the backs of hands, palms, wrists, under fingernails and between fingers
4. Rinse well for 10 seconds
5. Dry hands with a paper towel or other hand-drying device
6. Turn off faucet with a paper towel or other method to avoid recontamination of hands
(Refer to G.S. 110-91, Rule .2828 for history)

Special Diets

Children who are not yet able to eat solid foods will be provided with specially prepared meals. Foods for these children will be processed in a food processor to get the consistency required, if needed. Consultations with an Occupational, Speech, or Physical Therapist assist the staff in determining the appropriate consistency for each child. The child's pediatrician may be consulted, as well. When appropriate, the amount of processing is decreased, with the ultimate goal of every child eating solid foods.

Any special dietary needs must be specified in writing from your child's doctor (this includes allergies to milk or milk products, vegetables, fruits, etc.) *****Please note that special foods must be provided on a daily basis by the parent.**

CHILD ABUSE/NEGLECT REPORTING GUIDELINES

North Carolina law requires that anyone who has cause to suspect child abuse or neglect is required to report their suspicions directly to the child protective services section of the local county Department of Social Services. These reports must be made as quickly as possible and notification must not exceed 24 hours from an alleged incident or of obtaining knowledge thereof. It is also required that people and institutions make a report when they have cause to suspect that a child is dependent or that a child has died as a result of maltreatment.

ABUSE occurs when any child less than 18 years of age whose parent or caretaker inflicts (or allows to be inflicted) a physical injury by other than accidental means which causes a substantial risk of death, disfigurement, impairment of physical health or loss or impairment of a body organ, or who created (or allows to be created) a situation in which there is substantial risk that one of the above events will occur, or who commits (or allows to be committed) a sex act upon a child in violation of law; or who allows (or allows to be created) serious emotional damage to the child and refuses to permit, provide for, or participate in treatment; or who encourages, directs, or approves of delinquent acts involving moral turpitude committed by the child.

NEGLECT occurs when any child less than 18 years of age does not receive proper care or supervision or discipline from his parent or other caretaker; or has been abandoned; or is not provided necessary medical care, or other remedial care; or lives in an environment injurious to his welfare; or has been placed for care or adoption in violation of the law.

DEPENDENCY occurs when the child has no parent, guardian, or custodian responsible for his or her care or supervision, or the child's parent, guardian, or custodian is not able to provide for the child's care or supervision because of both physical or mental incapacity and the absence of an appropriate alternative child-care arrangement.

****All staff have been trained to recognize the signs and symptoms of abuse, neglect and dependency and are mandated by law to report if there is suspicion.**

Incidents involving suspected abuse or neglect of clients by persons who are not employed either directly by Person County School (PCS) or by an agency under contract to PCS should be reported directly to the Department of Social Services. An employee of EIFS making a report may inform his/her supervisor of the report, but this is not required as the law mandates that anyone with suspicion must make a report. An Incident Report shall be submitted to the Program Coordinator within 24 hours. The report should not name the alleged perpetrator of the abuse/neglect but will state the date when the Department of Social Services was notified and to which county the report was made.

Employees who observe or obtain knowledge of a situation of suspected abuse or neglect of a child by persons who are employed by PCS or its contract agencies are required to immediately inform his/her supervisor and the local county Department of Social Services. In the absence of the supervisor, employees should report suspected abuse or neglect to a designee on site. Allegations of suspected abuse/neglect are required to be reported to the Program Coordinator at EIFS within 24 hours on the Incident Report.

To the extent possible, the Preschool Program Coordinator or Educational Staff member will notify families when a referral to DSS is made.

LATE PICK-UP POLICY

Early Intervention and Family Services closes at 5:30 p.m. Parents are to notify the staff when circumstances won't allow them to pick their child up before closing time. In the event that a child has not been picked up by 5:30 and no message has been left for the teacher or After-school staff (336-597-2218, ext. 24223 or 0), the following guidelines are recommended:

- EIFS Staff will call both home and work numbers and people who are listed on the child's Emergency Form. This happens after the child's regular pick-up time or between 5:30-5:45 pm.
- If **successful** the staff will meet the parent/authorized person at the door under the canopy. Authorized people will follow regular procedures to sign the child out.

· If **unsuccessful**, staff will remain with the child at EIFS site until 6:30 PM. At 6:30PM, if still no communication from the parents or authorized persons, EIFS Staff will notify the Department of Social Services (DSS) and the Sheriff's Department.

· If the child is removed by an authorized person listed on your child's Emergency form, the Sheriff's office or to DSS, the parent will find a note on the inside of the door at EIFS (placed so it can be read from the outside). The note should state where you would need to go to pick up your child.

PRESCHOOL FEE POLICIES

Parent fees are one source of funding that enables us to provide services for children and families at Early Intervention and Family Services. We must collect fees for our services in order to provide meals, transportation, educational supplies, cleaning supplies, the required number of staff needed to educate your children and in order to keep our program operating, etc. Below are things that are important to know about the fees:

- No child will be enrolled until the family has secured funding.
- Eligible families should apply for child care subsidy through the local DSS. Families must present verification of income and family size. Eligible families will be charged the fee set by the local DSS. Fees are to be paid directly to EIFS. The center will report non-payment of fees to DSS.
- Families receiving child care subsidy from DSS should satisfy previous debt or balance if the child was enrolled in another day care facility in the county before enrollment at EIFS.
****Please note you will not be eligible for Child Care Subsidy through Person Co. DSS until previous child care debt is paid.**
- The fee for services is **\$665.00** per month. Please note that this fee includes Before and After school care for Typically Developing children.
- Families of children with developmental delays or in the NC PreK program will be charged for Before and After school services and for summer childcare. The **Before and After School Care is a flat rate of \$225.00 per month**
- When preschoolers (3 - 5 years old) meet the eligibility requirements established by the State Board of Education families will not be charged fees for screenings, evaluations, educational instruction, specialized services/related services, transportation, or any other services related to education services. When evaluation services are requested for the purpose of determining eligibility for preschool services, families will not be charged. When evaluations are requested for other purposes, fees may be charged in accordance with state statutes or policies established by the involved agencies. Children placed at the Center by the local school

system will not be assessed a fee for the educational component of the program (8:00 AM - 3:00 PM).

- Fees for services for Typically Developing and Developmentally Delayed children (applies to DD children for summer care, only) are based on a 19-day month. Children enrolled part-time or for less than a full month will be billed on a daily rate (not to exceed \$30.26/day). There will be no additional deductions for non-billable days since fees are being charged based on a 19-day month. Fees will be charged for child's absences, snow days and unexpected closings. Exceptions to this rule will be considered on a case by case basis.
- Once your fee is determined and your child begins attending E.I.F.S., your fee will be due by the **10th of each month**. Fee should be paid at E.I.F.S. Families must consult with the Administrative Assistant when requesting a payment plan; otherwise all fees are due. For DD children failure to pay may result in your child becoming suspended from Before and After School Care until his or her fee is paid.
- TD children will be suspended for non-payment of fees for the school day until the balance is paid in full.
- The Center **must** be notified when a payment is going to be late.
- If you bring your child to the center, it is preferable that you take your payment to the Administrative Assistant's office, but you can give the payment to an EIFS staff person to give to the Administrative Assistant. If your child rides a bus, you can send your payment in your child's book bag. A receipt will be returned in the book bag.
- If a parent has paid a monthly fee and chooses to withdraw a child from the program during that month **no** reimbursement is made to the parent.
- If a parent is **at least one month** behind in payments and decides to withdraw the child from the program, the parent is responsible for paying account balance. If a child leaves the program for another reason or ages out of the program family is responsible for paying account balance.

Early Arrival and Late Departure Fees

- Parents will be charged **\$10.00** for each fifteen (15) minute interval (or part thereof) that their child remains at EIFS after the scheduled closing time of 5:30 PM. This applies to children who are not enrolled in Afterschool care and are not picked up by 3:00 PM. This will also include children riding the bus when they are returned to the center because no one is available to meet the driver at the end of the school day.
- Parents will be given a reminder for Before School or After School fee after one (1) occurrence of a child arriving before 8:00 AM or/and remaining after 3:00 PM. Any occurrences after the

reminder will constitute a late fee charge. This will include children riding the bus when they are returned to the center because no one is available to meet the driver at the end of the school day.

- The Preschool Program Coordinator may use discretion in making allowances for emergencies.
- Payment should be made directly to EIFS.
- Late fees must be paid within two (2) weeks.
- Non-payment of the late fees will result in the child being suspended from Before and/or After School care

Faculty/Staff:

PROGRAM COORDINATOR/DIRECTOR and

EC PRESCHOOL COORDINATOR FOR PCS

DANA W. FAULKNER - EXT. 24240

faulknerd@person.k12.nc.us

ADMINISTRATIVE ASSISTANT

LISA ANDERS - EXT. 24227 or 0

andersl@person.k12.nc.us

BIG WHEELS CLASS -EXT. 24222:

LYNETTE McCOY-WILLIAMS, TEACHER

mccoysl@person.k12.nc.us

LISA B. TORAIN, TEACHER ASSISTANT

ROJON PETTIFORD, TEACHER ASSISTANT

LITTLE PEOPLE CLASS -EXT. 24223:

SONIA BAILEY-ODOM, TEACHER

baileys@person.k12.nc.us

DORIS THORPE, TEACHER ASSISTANT & MORNING CARE

SHANTIEGA LEA, TEACHER ASSISTANT & AFTERNOON CARE

TYRIANA CRUTCHFIELD, TEACHER ASSISTANT & AFTERNOON CARE

RAINBOW KIDS CLASS -EXT. 24225:

LISA YARBROUGH-HENDERSON, TEACHER

yarbroughl@person.k12.nc.us

MITZI MILLER, TEACHER ASSISTANT & MORNING CARE

CHERYL BOWES, TEACHER ASSISTANT & AFTERNOON CARE

EDUCATIONAL SPECIALIST:

MICHELLE WHITT - EXT. 24235

whittmi@person.k12.nc.us

SPEECH PATHOLOGISTS:

MICHELLE DAY - EXT. 24233

daym@person.k12.nc.us

PHYSICAL THERAPIST:

TESSA GENTRY, EXT. 24239

gentryt@person.k12.nc.us

OCCUPATIONAL THERAPIST:

SHANNON DAVIS, EXT. 24234

davissh@person.k12.nc.us

SCHOOL NURSE:

ANN GROCE, EXT. 24238

grocea@person.k12.nc.us

EARLY CHILDHOOD BEHAVIORAL SPECIALIST:

DEBORAH MITCHUM, EXT. 24241

mitchumd@person.k12.nc.us

APPENDIX

- Isolation of Children Who Are Sick
- Communicable Diseases
- Grievance Procedure
- Encouraging Self-Control with Student Behaviors ??

GUIDELINES REGARDING THE ISOLATION OF CHILDREN WHO ARE SICK

Purpose: To protect against the spread of infection and contagious illness

Children can become sick quickly. If there are any unusual symptoms, parents/guardians may be asked before they leave or called at home or work to find out about any different health or behavior issues that were present before the child arrived at the center. **If your child is not well enough to participate in all daily activities with his / her peers, your child should not be brought into the center that day.**

Because infections spread easily among children, your child will be isolated from the group and you will be notified to come pick him or her up if any of the following appear:

- **Fever** – Fever is defined as having a temperature of 100 F or higher taken under the arm, 101 F taken orally, or 102 F taken rectally
- **Diarrhea** – greater than 2-3 stools in a day / night that are runny or watery
- **Vomiting** – 2 or more times in a 24-hour period
- **Body rash with fever**
- **Sore throat with fever and swollen glands**
- **Severe coughing** – child gets red or blue in the face or makes high-pitched whooping sound after coughing
- **Eye discharge** – thick yellow or white mucus or pus draining from the eye or “Pink Eye”
- **Yellowish skin or eyes**
- Child is irritable, continuously crying or requires more attention than you can provide without hurting the health and safety of other children in your care

If your child will need to be separated during the school day due to illness:

- Child will be taken to the sick room staffed by an adult where they will remain until the parent arrives.

The parent or guardian will be given notice of the day and time that the child can return to school. This will be in accordance with our health policies. Exceptions can be made with doctors' notes and signatures. The staff may contact the EIFS nurse consultant if needed to ask health-related questions about your child.

If your child does not respond to the adults, is having trouble breathing or is having a convulsion, the staff will call 911 and contact you. If staff are unable to reach you or any one on your child's emergency list the staff may call DSS.

Please refer to the section in this parent manual on Health Guidelines and Illness of Children (pages 11 - 15).

COMMUNICABLE DISEASE CHART AND EXCLUSION GUIDELINES

DISEASE & EARLY SYMPTOMS	INCUBATION PERIOD	PERIOD OF COMMUNICABILITY	EXCLUSION PERIOD
Scabies – very itchy skin rash (groups of pimples with small holes in centers, often seen as red track along skin). Located on parts of body that are frequently handled (backs of hands, wrists, fingers, abdomen)	3 –30 days	Upon appearance until 24 hours after treatment	24 hours following initial treatment. Others in the family to be seen by physicians.
Strep Infections – sore throat, vomiting, fever, headache – rash usually appears on second day (red, sand-papery, blotchy rash on trunk – darker in swimming surface of arms) – usually accompanied by red cheeks Scarlet Fever – is a form of strep infection	5 – 6 days	2 – 3 days prior to appearance of symptoms – until 24 hours after antibiotics	24 hours following initial treatment or as determined by doctor
Impetigo Contagiosa – scabs or crusts, partly brown, partly honey colored, begins with a pimple with a yellowish or white blister on top	2 – 5 days	As long as lesions are present – 24 hours after antibiotics have begun	Determined by a doctor (if in exposed areas, 24 hours following initial treatment; if unexposed, exclusion not essential)
Lice – small white-grayish insects or rice-like particles (nits) on head or eyelids	Immediate	While lice or nits are present	Children may return after appropriate treatment
Meningitis – fever, intense headache, nausea, vomiting, stiff neck, rash, characterized as small purplish-like spots	1 – 7 days	As long as agent is carried by case or carrier	Determined by doctor
Mononucleosis Infectious – irregular fever, sore throat, lymph glands enlarged	1 – 2 weeks	Unknown	Determined by doctor
Pinworms – rectal itching; eggs can be airborne		While present	24 – 48 hours following initial treatment. Good handwashing; do not shake bedding and clothing when removing to launder
Ringworm:	Unknown	While present	Determined by doctor

Scalp – round patches of scaly skin in which hair is broken off short, most commonly nickel-size, usually farm related			24 – 48 hours after oral medications are begun
Ringworm: Skin	Unknown	While present	Refer to physician May return 24 hours after ointment therapy is begun
Athlete’s Foot			No exclusion Keep socks on
Chicken Pox – rash or pimple-like eruption on body and face, base of pimple is red with raised yellow blister on top, headache, fever	About 2 weeks	1 week after rash appears	7 days after the appearance of vesicles. All lesions must be scabbed over.
Eye Infection (“Pink Eye”) – Discharge from eye. Eye usually bloodshot, itchy, burning	Usually occurs after a cold, sore throat, or ear infection	Until discharge has stopped. 24 hours after treatment	Until discharge has stopped – 24 hours following beginning of treatment
Hepatitis Infections – fever, stomach-upset, lack of appetite, nausea, followed within a few days of jaundice. Must be reported to the Health Department.	About 3 weeks	Unknown	14 days after the onset of jaundice. All people in close contact <u>should</u> be referred to physician for probable treatment

GRIEVANCE PROCEDURE

The grievance procedure may be used to address any situation occurring within the operation or normal procedures of the school which causes a parent or guardian to believe that the child has been wronged (except in the case of long-term suspension or expulsion), including cases of alleged discrimination on the basis of race, color, gender, age, national origin or disability.

Initiation.

A parent or guardian may initiate a grievance procedure when the parent or guardian believes that a violation, misapplication or misinterpretation of School Board policy or state or federal law or regulation has occurred.

Procedure.

The procedure for initiation and conduct of a grievance shall be:

A. Step I - Principal Conference

A parent or guardian wishing to invoke the grievance procedure shall make a written request for a conference with the principal/director to discuss the grievance and seek resolution. The following guidelines shall be observed in Step I:

1. A grievance shall be filed in writing as soon as possible but in no event longer than ten (10) school days after disclosure of the facts giving rise to the grievance.
2. The request shall include a statement describing the grievance and naming the specific policy, rule or law believed to have been violated.
3. The EIFS Director shall grant the conference within five (5) school days following receipt of the request.
4. The EIFS Director shall state her position on the question in writing to the parent or guardian within five (5) school days following the conference.
5. Only the parent or someone acting in *loco parentis* shall be permitted to join or represent the student in the conference with the EIFS Director.

B. Step II - Appeal to the Superintendent

If the grievance is not resolved at Step I, the parent or guardian may appeal the EIFS Director's decision in writing to the Superintendent.

1. The appeal must be made within five (5) school days following receipt of the EIFS Director's position statement at Step I.
2. The Superintendent or his designee shall review the grievance within five (5) school days following receipt of the appeal.
3. A written response from the Superintendent or Designee shall be made to the parent or the guardian within ten (10) days following the Superintendent's review.

C. Step III - Appeal to the Board of Education

If the grievance is not resolved at Step II, the parent or guardian may appeal the Superintendent's decision to the Person County Board of Education in writing within ten (10) school days following the response from the Superintendent at Step II. The Board may designate a hearing panel composed of not fewer than two (2) Board members to hear and act on the appeal by majority vote on behalf of the Board. The Board shall offer a final written decision within forty-five (45) days of the hearing.

Encouraging Self-Control In Children: Guiding Behavior

Corporal punishment (spanking, hitting, etc.), or the threat of corporal punishment, is not used by anyone at Early Intervention and Family Services. Staff uses proactive means to guide the behavior of your children such as planning activities appropriate for the attention span of preschool children. Clearly stated, positive classroom rules are developed, by the teaching staff and posted in the classroom. Teaching staff practice reinforcement and redirection with the children. Children are encouraged to use conflict resolution skills (problem solving) with others and teaching staff to model appropriate language and use eye contact along with close proximity when speaking to others.

No child is left alone or unsupervised. The basic needs of children are not denied at any time. A child may be required to sit in time out for a short (three-five minutes) period of time if he or she has misbehaved in instances where a natural consequence is not possible. Time out is not used frequently and certainly not as the only form of guiding behavior of the children.

Families are notified concerning positive behavior as well as misbehavior on the part of their child. Staff documents specific incidences, shares with the family and places notices in the child's file. When a child is experiencing difficulties with his or her behavior, families are notified and the situation is discussed. Referrals are made, with the consent of families, to appropriate sources such as the school system or the Community Services Team. Families must work together, closely with EIFS staff to ensure the child has his or her needs met. If, after obtaining this additional support, the undesired behavior continues to occur, the family meets with staff in a conference to develop an Individualized Behavior Action Plan for the child.

It is the goal of staff at Early Intervention and Family Services to ensure all children and families have a positive experience and are prepared to enter kindergarten. When difficulties in behavior occur, families must agree to work cooperatively with staff to ensure a smooth transition from the preschool setting to school age setting.

"Time-Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College
and the Division of Child Development website -
www.ncechildcare.dhhs.state.nc.us/pdf_forms/discipline.pdf