

# Pitt County D D Program



Making a Difference  
One Child At A Time!

## Family Handbook

2017-2018



# Pitt County Pre-K Program

Child's Name : \_\_\_\_\_

My Teacher is: \_\_\_\_\_

Other Instructional Staff:  
\_\_\_\_\_  
\_\_\_\_\_

I go to a Pre-K class at \_\_\_\_\_ beginning \_\_\_\_\_  
(Date)

**SCHOOL DAYS are Monday - Friday each week.**

My school day starts at \_\_\_\_\_ AM and ends at \_\_\_\_\_ PM.

**THE TARDY BELL RINGS AT: \_\_\_\_\_ AM.**

Dear Pre-K Families,

WELCOME TO PITT COUNTY PRE-K PROGRAM! It is very exciting when a little one enters school for the first time. We are pleased that you have chosen us to be your child's first school experience.

The Family Handbook is your guide to important information about our Pre-K programs. Keep it handy; hopefully it will answer any questions you have about Pre-K.

The family is the child's first and most important teacher. We need to work together so that your child can get the most from his/her school experiences. We want you to be involved in what is happening at school.

The Pre-K staff is committed to providing developmentally appropriate learning experiences for all students. Our goal is to provide the experiences your child needs to increase his/her communication, academic, and social skills. We want our students to enter kindergarten well prepared for school success. We strive to provide a classroom environment where all students feel successful and happy as they learn and grow. We are counting on your support in the months ahead. Together we can do so much!

Sincerely,  
Pitt County Pre-K Staff

# PRE-K PROGRAM SUPPORT STAFF

(Phone # 758-4621)

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**Mission:** Pitt County Pre-K Program will provide high-quality educational experiences to enhance school readiness for eligible four-year-old children.

**Vision:** Pitt County Pre-K Program is committed to establishing a foundation of learning by inspiring, guiding and teaching at risk children while serving their families and the community.

**Motto:** Making a Difference One Child at a Time

**Philosophy:** Classes provide opportunities for young children to participate in experiences that enhance their success in home, school, and community environments. Songs, chants, poems, and nursery rhymes are used daily with the students to further their oral language development. Books are used as springboards for conversation as well as other reading, writing, role playing, and problem-solving activities. Children are exposed repeatedly to predictable books and learn to read along with the teacher or assistant. Music, art, and movement are a part of everyday allowing the students to express their feelings and experiences in many ways. The children are encouraged to use words to solve problems.

Our program is built around the developmental characteristics of young children. Pre-K children need encouragement, praise, and conversation to help them expand their knowledge of the world they live in. We work in partnership with the families of our students to support each child's individual educational growth.

**Program Design:** Pre-K Programs offered by Pitt County Schools are designed to provide developmentally appropriate learning experiences for three, four, and five year old boys and girls. Students are identified by an assessment process that documents a child's need for additional educational experiences before entering kindergarten. Funding is provided by the Title 1 Program, NCPK, and/or the Preschool Disabilities Program. By law, these classes must be used to help children with the greatest need for Pre-K education.

The children will be immersed in a print-rich environment where reading and writing are modeled daily. We want students to enjoy school and develop a strong sense of self-worth. The classroom experiences will include many opportunities for hands-on active learning with real objects.

**Developmentally Appropriate Activities:** Young children need time to fully explore their environment. They need to have many opportunities to work through various activities throughout the day. It is for this reason that our Pre-K program is built around large flexible blocks of time. **Routines such as arrival and departure, eating, and toileting are an important part of a child's day.** Routines contribute to the physical and emotional well-being of young children. Therefore, they require spotlights in the daily schedule and thoughtful planning. Our teachers create an environment where children learn to make choices, are encouraged to communicate with others, and learn to share and work together.

**Free Choice Activities**

- Dramatic Play
- Books/KLP
- Table Toys/Puzzles

**Gross Motor Activities**

- Indoors
- Outdoors
- Sensory Motor

**Rest or Quiet Activities**

- Library Corner/KLP
- Listening to Music
- Relaxation Techniques
- Sensory Integration

**Learning Centers**

- Small Group Activities**
- Art Activities
- Working on IEP goals

**Large Group Activities**

- Rhythm and Movement
- Songs and Finger play
- Picture Books
- Social Skills
- Nature Walks
- Class Visitors
- Librarian's Visits
- School Events

**Start the Day Activities**

- Music
- Sharing/Planning
- Stories

**Breakfast, Snack, Lunch**

- Clean Up
- Toileting Skills

***Attendance – Tardiness - Early Check Out – Late Pick-up***

1. Students will follow their individual schools' procedures and times for arrival and departure. Not all sites have the same arrival and departure times due to safety considerations with traffic flow.
2. **It is very important that your child come to school each day** he/she is scheduled. Please make school attendance a top priority in your family.
3. **If your child is not in their classroom room when the tardy bell rings, you must go to the front office to sign your child in.** You will receive a sticker that will admit your child to class.
4. **Children should be picked up at dismissal time.** No one is available to sit with your child after school hours. Teachers and assistants have other responsibilities in the afternoons. It is very important that you make arrangements for your child to leave school at the correct time. If an emergency comes up and you cannot pick up your child on time, please call the school as soon as possible so that arrangements can be made until you can get here for your child.
5. **Students should not be picked up early from school.** This disrupts instruction. Students need to be in attendance for the entire school day. A student leaving early during the school day must

be signed out at the office by the parent/legal guardian. The office staff will request a picture ID for verification before calling the student down to the office. Your child may leave the school only with people you approve in writing on the Pick-Up Form. They must have a picture ID with them to verify identity.

6. Be advised that the school cannot refuse to release a child to a biological parent unless a copy of a court order restraining that parent from picking up the child is in the child's file at school.

***Behavior & Expectations:***

- The Pre-K staff model appropriate behavior for students. Rules and routines are set, explained, practiced and reinforced. Rules are given in simple terms and reinforced with pictures.
- **To ensure the safety of all staff and students, acts of violence that endanger others will not be tolerated. At the discretion of the Director/Principal, a child may be sent home for these acts or any others deemed inappropriate. All efforts will be made to remediate inappropriate behaviors by consulting with behavior specialists, social workers, and parents on causes and possible solutions to these types of issues. Children who continue to exhibit behaviors that present a danger to themselves and others will be considered for removal from the program.**

***Expectations***

**Be Safe**

- Keep Hands, Feet and Body to Yourself
- Use Walking Feet
- Feet First on Slide

**Be Kind**

- Speak Nicely
- Share
- Wait & Take Turns

**Be Respectful**

- Clean Up
- Follow the Line
- Eyes Watching
- Ears Listening
- Voice Quiet

**Birthday Parties:** Student birthday parties may only be held during a student's lunch time in the cafeteria. Due to celebrating in the cafeteria, there is not enough time for bringing outside guests, clowns, opening gifts, etc. Parties must be scheduled with your child's teacher in advance.

**Cafeteria:** Breakfast and lunch are served in the cafeteria. Menus are sent home on a monthly basis. Children need healthy meals to learn. Pitt County Schools offers healthy meals every school day. **All students may apply for the Free and Reduced Lunch Program. Contact the school office if interested in an application.** Students may pay daily or on a weekly/monthly/yearly basis by having money placed in an account. Money is to be sent in a sealed envelope with the student's and teacher's name. The money is deducted each time the student purchases a meal or extra item. The account may also be flagged to indicate "no charging allowed" or "no snacks". This request needs to be sent to the Cafeteria Manager in writing.

**Calendar & Closing Information:** All Pre-K sites start later and end earlier than the Pitt County Schools calendar (August 30, 2017 to May 31, 2018). This gives the teachers time to conduct mandated home visits at the beginning of the year and screen new students for the following year. Pre-K classrooms will follow the regular school calendar with regards to teacher workdays and early dismissal days.

In the event of a closing, delayed opening, or early dismissal of school for any reason, Pre-K sites will follow procedures outlined in the Pitt County Schools policy. Area radio and television stations will

announce specific details. You can also call the Pitt County Schools' Information Hotline at 252-830-3535 for updates.

***Change of Information:*** If you change your address, phone number or persons listed as emergency contacts, please send the information to your child's teacher **immediately**. It is important that we have accurate information in case of emergencies.

***Dress Code:*** NC Pre-K students are not required to wear Pitt County School uniforms. Children should wear seasonably appropriated clothing. Footwear must be appropriate for active indoor and outdoor play. **Flip flops and heels cause tripping hazards for young children and limit their ability to participate in educational activities. Therefore they are NOT appropriate footwear for Pre-K classrooms.** Clothing with drawstrings, spaghetti straps or like items that tie around the neck present a potential choke hazard if they become entangled while climbing on outdoor play equipment. **These clothing items also are not appropriate for NC Pre-K students.**

***Lost and Found:*** Please label coats, sweaters, book bags, lunch boxes, etc. with the student's name so they can be returned. Items left unclaimed are donated to a charitable organization.

***Parties*** - Teachers may hold 3 classroom parties per year. Only pre-packaged, commercially prepared foods may be eaten in the classroom. Parents are encouraged to help teachers with the planning and implementing of parties. Please contact your child's teacher if you are interested in helping.

***Program Evaluation:*** Federal and state regulations governing our Pre-K programs require that an evaluation be conducted each year to determine whether the programs are successful or not. In order to complete the evaluation, **the Pre-K staff will conduct an assessment of each child at the beginning, middle and end of each school year.** Teachers share results and explain how assessments are used to determine students' strengths and areas of need. Assessment results are summarized for all Pre-K students in Pitt County, along with parents' opinions and comments, to help us make improvements in our Pre-K programs.

***Safety & Security:*** Children who come to school by car must follow established procedures. **Children are never to exit cars and come into the building alone.** Children must be walked to the building in the company of an adult and left in the care of Pre-K staff. When driving on school property you must follow directions from school personnel.

Many schools now have security systems to monitor buildings and limit access during the instructional day. Main doors are locked after school starts. To gain entry you must press a door bell button to speak to a secretary to open the door. Please look at the camera above the door and be prepared to identify yourself and state the purpose for the visit.

**Pre-K students will not be released 30 minutes prior to dismissal. This is also a Pitt County Schools' practice. The last 30 minutes of the school day are very busy and there is no time to call classrooms for numerous students. Staff is also not available to pack up and escort students. Allowing this causes confusion and can compromise proper/safe accountability of students.**

**In the case of a planned early dismissal, you must discuss arrangements with teachers prior to the pick-up date. All efforts should be made to schedule appointments after the instructional day or when school is not open.**

### ***Student Services***

- **School Social Workers** serve as liaison between home, school and community, with a primary focus on encouraging parental input and involvement. Assistance is provided in identifying and addressing concerns through assessment of the influences in a student's total environment that may impact the educational setting. Direct services are provided to students and families in the school and home that includes individual, group and family counseling. Community support is provided to address student's needs, school board policy and procedures as well as ensuring family and child welfare laws are followed.
- **School Health Specialists** are Registered Nurses who coordinate health care services to promote healthy lifestyles and behaviors, disease and injury prevention education, evaluation of specific medical concerns affecting student's achievement, linking students to health care providers, medication management and assisting with coordinating care of children with exceptional needs.

***Visitors/Volunteers Security Procedures:*** For the protection of all students and staff, all visitors/volunteers must sign in and have a pass to enter classroom areas. **Parents and authorized personnel picking up children must have a picture ID in order for students to be released.**

1. Sign in at the office. Receive a badge and let the secretary know which teacher and/or classroom you will be visiting. Office staff will check the teacher's schedule to make sure you are listed as a volunteer.
2. If you would like to visit/observe in your child's classroom, an appointment must be scheduled in advance with the teacher.
3. Visitor badge must be worn at all times while in the building during the instructional day.
4. Please park in a designated parking area, not on the yellow curb, fire lane or loading zone.
5. Don't forget to sign out and leave your badge in the office.

***It is very important to remember that teachers are preparing for the instructional day between 7:30-7:50 AM. If you need to meet with your child's teacher, please call and schedule an appointment in advance.***

# PITT COUNTY EC PRE-K PROGRAM

## Family Handbook Acknowledgement

**I have read the handbook and agree to the following requirements, rules, and procedures.**

- I have read and received a copy of the Pre-K Program's **Discipline & Behavior Management Policy** (p.16)
- I have read and received a copy of **The Family Educational Rights and Privacy Act (FERPA)** (p. 17).
- I have read and received a copy of the **Summary of North Carolina Child Care Law and Rules** (p. 18-20)
- I will sign in and out in the main office when I visit during school hours.
- I will keep my child's teacher informed of any phone number and address changes. This includes phone numbers for my Emergency Pick-Up contacts.
- I understand that after 5 consecutive absences without contact from a parent/guardian, documentation must be presented before a child will be allowed back in class. Ten consecutive days without contact will result in removal from the program.
- I am responsible for providing transportation to and from school.
- My child will be on time, attend every day, stay until the final bell and picked up on time.
- I understand that pre-school students will not be released 30 minutes prior to dismissal.
- I understand that repeated Late Pick-Ups are cause for removal from the program.
- I will not send my child to school sick. If my child is sick at school, I am responsible for picking him/her as soon as possible.
- I understand that children who have life threatening conditions that may require emergency medication to be administered at school **will not** be allowed to attend until current medical authorization forms and medication are provided to the school.
- I am responsible for providing notes when my child is absent, tardy or picked up early. I understand that undocumented absences, tardiness and early dismissals are UNEXCUSED.
- I will ensure provisions are made for my child to eat breakfast and lunch every day.
- I understand that if my child becomes a danger to himself and others while at school I will be called to pick him/her up. I will work with the teacher to look for ways to prevent these behaviors.
- A Health Assessment and updated immunization record **MUST** be turned in no later than 30 calendar days after the first day of school. **I understand that in accordance with State Policy, my child will not be allowed to attend class starting on the 31<sup>st</sup> day if either of the above are not turned in.**
- I acknowledge that flip flops, heels and clothing with drawstrings, spaghetti straps or like items that tie around the neck will not be worn by Pre-K students due to safety concerns.
- I recognize that my involvement with my child's education is essential to his/her success. Therefore, **I accept as a condition of my child's enrollment that I attend all parent conferences and a minimum of 4 family activities during the school year.**

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Parent/Guardian Signature

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Date



## PITT COUNTY PRE-K ATTENDANCE AGREEMENT

I acknowledge that good attendance is critical to the success of my child in this program. Good attendance means being on time and staying the whole instructional day. PCS recognizes nine valid/lawful excuses for being absent, tardy or dismissed early from school: **1. Illness or Injury, 2. Medical/Dental Appointments, 3. Court or Administrative Proceedings, 4. Death in Immediate Family, 5. Quarantine, 6. Educational Opportunity, 7. Deployment Activities, 8. Religious Observance, 9. Short Term Suspensions.**

**Absences:** Parents must send in notes with explanations for student absences upon returning to school. If a note is **not** sent in, the absence will be recorded as **Unexcused**. Students absent for one day for illness will be excused with a parent note. Students absent two or more days for illness will need a doctor's note for an excused absence. **Students with 6 or more excused absences due to illness will be required to start providing doctor's notes for absences to be excused.** Documentation (court order, appointment slip, etc.) is necessary for excused absences 2-9.

NOTE: After 5 consecutive absences without contact from a parent/guardian, documentation must be presented before a child will be allowed back in class. Ten consecutive days without contact will result in removal from the program.

### Unexcused Absence Consequences:

- 3 Teacher will contact parent/guardian
- 6-9 Social Worker referral
- 10-11 Parent/Guardian mediation with administrator
- 12 Consideration for removal from program

**Tardiness & Early Dismissals: Students must be in class before the Tardy Bell rings** and stay until the release bell.

- Students arriving **20 minutes after the Tardy Bell will NOT** be admitted to class that day. Parents will be provided instructional activities for their child to complete at home.
- Parents will provide the same documentation required for excused absences.
- Parents must bring Appointment Notes when picking up children early.
- All early dismissals without a valid note are counted as unexcused tardiness.

### Unexcused Tardiness, Early Dismissals & Late Pick-Up Consequences

- 5 Teacher will contact parent/guardian
- 10-11 Social Worker Referral
- 12-14 Parent/Guardian mediation with administrator
- 15 Consideration for removal from program.

**Late Pick-Up:** It should be noted that leaving a child for more than 30 minutes after dismissal on multiple occasions can be considered neglect. Consequences for frequent late pick-ups:

- Two late pick-ups, parents will receive a note and phone call from the teacher.
- Three late pick-ups (total), parents will receive a letter or phone call from the Director. This action can be sooner if late pick-ups are 30 minutes or more.
- Five late pick-ups (total), consideration for removal from Pre-K Program.

I have read and will abide by the conditions of this Agreement.

---

Parent / Guardian Signature

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Date

## Pitt County Pre-K Program Health, Immunizations & Medication Policies

A Health Assessment completed by a doctor or the Health Department and updated immunization record **MUST** be turned in by **30 calendar days after your child's first day of school**. In accordance with State Policy, children **will not be allowed to attend class starting on the 31<sup>st</sup> day if either of the above are not turned in**.

- **Children should not be medicated** and sent to school if any of the following symptoms are present:
  - ✓ Fever of 100 degrees or higher
  - ✓ Vomiting or diarrhea within the last 24 hours
  - ✓ Yellow or green nasal drainage
  - ✓ Persistent cough
  - ✓ Undiagnosed rashes
  - ✓ Ear ache
  - ✓ Red, watery, glassy or crusting eyes

All of the above may be signs of a contagious illness and need immediate attention. You will be called to pick up your child if any of these symptoms exist. Additionally, children who exhibit an inability to participate in daily activities at school due to illness/feeling bad will be sent home. When deciding whether to keep your sick child out of school, the two most important things to think about are: Does the child's illness keep him/her from comfortably taking part in activities? Does the sick child need more care than the staff can give without affecting the health and safety of other children? If the answer to either of these questions is yes, then the child should not go to school. If he/she is sent to school, then the teacher may not let the child stay. A third question to ask is: Could other children get sick from being near your child?

If a child becomes ill at the school, you will be notified immediately so you can make arrangements to pick up your child right away. It is very important that we have three emergency contact numbers. If all measures to contact you fail, we will seek medical attention for your child. If this occurs, you will need to go to Med Direct Center on Arlington Road to pick up your child.

- **Medication:** Children who have life threatening conditions that require medication **will not be allowed to attend without current medications available at school**, i.e. Asthma, allergies (bee sting, peanuts, etc.) and diabetes. Teachers require immediate notice of food allergies because they require extra precautions in both classrooms and cafeteria to protect your child.
  - ✓ **Administering Medication at school:** If, under exceptional circumstances, a child is required to use medication (including oral or topical medication) during school hours, only the Pre-K teacher or assistant may administer the medication. **A Medication Form signed by the parent and physician must be on file with the teacher and will include: child's name, name of medication & dosage, purpose of medication, and time to be administered.**
- **Return to School:** Children may return to the school when they have
  - ~Been without diarrhea, vomiting or fever without medication for 24 hours
  - ~Doctor's written report stating that skin condition is not contagious
  - ~clear nasal drainage and eyes
  - ~reduced coughing or ear ache with medication
- **Participation:** Children who cannot fully participate in outdoor activities due to cold weather asthma, pollen allergies, or other weather/environmental related medical conditions **cannot be brought to school on days when it may not be safe for them to be outside**. We do not have the space or personnel to supervise students, in accordance with State Licensing requirements, who cannot stay with their class.
- **Lice & Ring Worm:** Parents will be notified to immediately pick up their child if head lice or ring worm are discovered. Children must be treated at home as outlined by the Pitt County Health Department. Evidence of treatment (box top or receipt for medication) must be presented upon readmission to school. Students with chronic head lice infestations will be referred to a social worker.

I understand that the above policies help ensure the health and welfare of all Pre-K students.

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

**PITT COUNTY PRE-K PROGRAM  
PERSONS AUTHORIZED TO PICK UP CHILD FROM**

CHILD'S NAME \_\_\_\_\_ SCHOOL \_\_\_\_\_

1. Name of person picking up child \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

This person is my child's \_\_\_\_\_

2. Name of person picking up child \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

This person is my child's \_\_\_\_\_

3. Name of person picking up child \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

This person is my child's \_\_\_\_\_

4. Name of person picking up child \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

This person is my child's \_\_\_\_\_

5. Name of person picking up child \_\_\_\_\_

Phone Number \_\_\_\_\_ Address \_\_\_\_\_

This person is my child's \_\_\_\_\_

I understand that the above person(s) have been authorized by me to pick up my child and that other persons must have written parental permission or the child will not be allowed to leave the center. I am aware that the school cannot refuse to release a child to any biological parent unless a copy of a court order restraining that parent from picking up the child is in the child's file at school.

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

\_\_\_\_\_  
**Date**

# PITT COUNTY PRE-K EMERGENCY INFORMATION SHEET

Name of Child \_\_\_\_\_ Birth date \_\_\_\_\_  
(Last) (First) (MI) (Nickname)

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

## INFORMATION ABOUT THE FAMILY:

Mother/Guardian's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Where Employed \_\_\_\_\_ Email \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Where Employed \_\_\_\_\_ Email \_\_\_\_\_

## INFORMATION ABOUT YOUR CHILD:

Does your child have any known allergies or medical conditions: NO \_\_\_\_\_ YES \_\_\_\_\_

Explain: \_\_\_\_\_

Please give any information concerning your child which will be helpful in his experience in-group setting (play, sleeping/eating habits, fears, likes or dislikes, how they handle disappointment or difficult situations)

## EMERGENCY CARE INFORMATION:

Name of child's doctor \_\_\_\_\_ Office Phone \_\_\_\_\_

Name of child's dentist \_\_\_\_\_ Office Phone \_\_\_\_\_

If neither father nor mother (or guardian) can be contacted, call (please list relationship):

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

I agree that the school may authorize the physician of his/her choice to provide emergency care in the event that neither the family physician nor I can be contacted immediately.

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)

## Pitt County Pre-K Program Family Engagement Policy & Plan

**Family Engagement Policy:** The education of children is a cooperative effort between families and schools. Parents are their children's first teachers and involvement of parents improves educational achievement. The involvement of families increases the effectiveness of the educational program and contributes significantly to the success of children. **Therefore, family members of students in the Pre-K Programs are required to attend Parent Conferences and participate in monthly activities.** Activities will be planned for afternoons and evenings to provide opportunities for all family members to participate. For most students, this will be their first school experience. Parents are expected to get involved from the beginning. Our goal is to help your child be the best student he or she can be. We need to work together to make this happen.

**Family Engagement Plan:** A child has the best chance of achieving in all areas of development when there is good communication between the parents/guardians and other adults who help in the child's care. To achieve this end:

1. It is important for parents and guardians to demonstrate that education is important to them by participating in activities with their children at the school during the year.
2. Two parent/guardian conferences will be scheduled throughout the year to discuss your child's progress and how you can help at home. **Your attendance is mandatory.** As a family member, you may also request a conference at any time.
3. Parents/Guardians must attend a minimum of 4 family activities. There is an activity scheduled for each month of school. This is a special time for you to be with your child in an educational setting. Your child will show you what they are learning in the classroom and give you an understanding of the things they do at school each day. We ask that siblings be left at home.
4. Communication folders, notes and other written correspondence sent home for you to respond to or acknowledge receipt (with a date & signature) **MUST be completed and returned to school in a timely manner.**
5. Talk to your child's teacher about activities you can do at home with your child. Ask how you can help the classroom operate more effectively. Collecting materials per teacher's request and sending craft items to school are all ways the teacher may need your assistance. Let the teachers know you are willing to participate in your child's education.
6. A newsletter will be sent home monthly giving family members information on activities occurring in the classrooms. This sheet will tell you about what is happening at school and will provide ideas for reinforcing school learning at home.
7. The adult bringing the child to school should personally handle important messages for the teacher or staff. Important messages from the school will be given to the adult picking up the child at the end of the day. In the event that your child rides a bus, we suggest you place important messages in a sealed envelope in your child's book bag.
8. **Our Pre-K staff is required to conduct home visits** to help establish a bond between the home and school. The first visit should occur before your child's first day of school.
9. Parents have a right to see information about their child that is kept on file at the school. All information in the files is confidential. Parents must sign a release form before any information can be given to another agency or person.

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Parent/Guardian Signature

---

Date

## PITT COUNTY PRE-K PROGRAMS CONSENT, WAIVER, AND RELEASE

Child's Name: \_\_\_\_\_

I hereby give my consent to the Pitt County Pre-K Programs to prepare, use and reproduce, publish, exhibit my child's name, picture, portrait, likeness, or voice, or any or all of them in or in connection with the production: **1. Polaroid or snapshots 2. Video taping of school activities 3. Photographing at special events and field trips. Any photograph, photo transparency, audio-visual tape or any audio-visual illustration may be used without my prior examination of the finished product.**

I hereby waive my rights to privacy in connection with the consent above given and I hereby release, discharge, and agree to hold harmless all the parties to whom this consent is given from any liability whatsoever and agree that this consent and waiver will not be made the basis of the future claim of any kind against the education staff and personnel of the Sadie Saulter Pre-K Center or Pitt County Schools.

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

\_\_\_\_\_  
Date

### PITT COUNTY PRE-K EDUCATION PROGRAM RELEASE AGREEMENT

- I hereby grant permission for my child to use all of the play equipment and participate in all of the activities of the school.
- I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks or for field trips in an authorized vehicle.
- I hereby grant permission for the Director, Principal, or staff member to take whatever steps may be necessary to obtain emergency medical care if warranted. These steps may include, but are not limited to, the following:
  1. Attempt to contact a parent or guardian
  2. Attempt to contact the child's physician
  3. If a parent or the child's physician cannot be located, you may do any of the following:
    - a) call another physician
    - b) call an ambulance
    - c) take the child to an emergency hospital in the company of a staff member with any health forms that are on file.
- I understand that any expenses incurred for medical care will be the responsibility of the child's family.
- I understand that the school will not be responsible for anything that may happen as a result of false information given by me at the time of enrollment.
- I understand that the school will assume responsibility for the child from the time the child is checked into the classroom by a teacher until the parent or other authorized person comes for the child at the end of the day.
- I hereby agree to deliver and pick up my child promptly at the beginning and ending of each day. If my child rides a school bus, I will have him/her ready to go when the bus arrives. I will have an adult ready at home to receive the child when the bus returns and to assist the child in getting on and off the bus.

Signed: \_\_\_\_\_

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

Parent / Guardian)

**PITT COUNTY PRE-K  
PARENT – TEACHER - DIRECTOR AGREEMENT  
WORKING TOGETHER TO INCREASE STUDENTS' SKILLS**

Pre-K will be your child's first public school experience. We want your child to enjoy school and to get the most from the opportunities offered here. We know that by working together as a team, the family and the school, we will enable children to make greater gains and feel more successful at home and at school.

As a parent or guardian, I \_\_\_\_\_, promise to:  
**Signature**

- ◆ Read the Family Handbook and will ask questions for clarification if necessary.
- ◆ Talk to my child about his/her school activities each day.
- ◆ Attend scheduled parent/teacher conferences as per Family Involvement Policy
- ◆ Attend special events at school for parents and children.
- ◆ Check my child's book bag each day he/she attends (for toys, medications & weapons)
- ◆ Respond to teacher notes in a timely manner and sign off on my child's Folder.
- ◆ Share books with my child.
- ◆ See that my child goes to bed early on school nights.
- ◆ Send my child to school on time every day unless he/she is sick.
- ◆ Maintain open lines of communication in a positive and respectful manner.

As a teacher, I \_\_\_\_\_, promise to:  
**Signature**

- ◆ Keep parents informed of student's progress
- ◆ Respond to inquiries in a timely manner.
- ◆ Provide age appropriate experiences for the children I teach.
- ◆ Focus on the positive when teaching your child.
- ◆ Help each child follow the school and classroom rules.
- ◆ Provide a safe and interesting learning environment for children.
- ◆ Communicate with parents monthly about school activities.
- ◆ Communicate respectfully with all children and adults.
- ◆ Follow the behavior management policy in the Family Handbook.

As the Pre-K Program Director, I, Victor R. Coffenberry II, promise to:  
**Signature**

- ◆ Foster a welcoming environment for children and parents.
- ◆ Ensure a safe and orderly learning environment for children.
- ◆ Reinforce the partnership between the home and school.
- ◆ Provide appropriate in-service training for teachers and parents.

**MOST IMPORTANT, WE PROMISE TO HELP EACH OTHER CARRY OUT THIS AGREEMENT.**

DATE: \_\_\_\_\_

## PITT COUNTY PRE-K PROGRAM

### Discipline and Behavior Management Policy

Our program uses various strategies to manage student behavior with an emphasis on preventing inappropriate behavior from occurring. A balance of quiet and active learning times is planned, which maximizes students' ability to successfully practice attending and on-task behavior. Children are encouraged to use non-violent ways to handle disagreements and problems.

Modeling, praise, and positive reinforcement are effective methods of 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:

<p><b>We:</b></p> <ol style="list-style-type: none"> <li>1. DO praise, reward, and encourage children.</li> <li>2. DO reason with, listen to, and set limits for children.</li> <li>3. DO model appropriate behavior for children.</li> <li>4. DO modify the classroom environment to attempt to prevent problems before they occur.</li> <li>5. DO provide alternatives for inappropriate behavior to the children.</li> <li>6. DO provide children with natural and logical consequences of their behaviors.</li> <li>7. DO treat children as people and respect their needs, desires, &amp; feelings.</li> <li>8. DO ignore minor misbehaviors.</li> <li>9. DO explain things to children on their levels.</li> <li>10. DO stay consistent in our behavior management program.</li> <li>11. DO use effective guidance and behavior management techniques that focus on a child's development.</li> <li>12. DO use short supervised periods of time-out sparingly.</li> </ol>	<p><b>We:</b></p> <ol style="list-style-type: none"> <li>1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish children.</li> <li>2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children.</li> <li>3. DO NOT shame or punish children when bathroom accidents occur.</li> <li>4. DO NOT deny food or rest as punishment.</li> <li>5. DO NOT relate discipline to eating, resting, or sleeping.</li> <li>6. DO NOT leave children alone, unattended, or without supervision.</li> <li>7. DO NOT place children in locked rooms, closets, or boxes as punishment.</li> <li>8. DO NOT allow discipline of children by children.</li> <li>9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.</li> </ol>
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I understand that if my child becomes a danger to himself and others while at school I will be called to pick him/her up. I will work with the teacher to look for ways to prevent these behaviors.



## Annual Notification of Rights Under FERPA for Pitt County Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day Pitt County School receives a request for access.
  - Parents or eligible students should submit to the school principal [or appropriate official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent of eligible student believes are inaccurate or misleading.
  - Parents or eligible students may ask Pitt County Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal; clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading.
  - If Pitt County Schools decides not to amend the record as requested by the parent or eligible student it must make written notification of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.
  - One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Pitt County Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Education; a person or company with whom Pitt County Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
  - A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.
  - Upon request, the Pitt County Schools discloses education records with consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify student of records request unless stated in its annual notification that it intends to forward records on request.]
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Pitt County Schools to comply with the requirements of FERPA. The Office that administers FERPA is:
  - Family Policy Compliance Office
  - U.S. Department of Education
  - 600 Independence Avenue SW
  - Washington, DC 20202-4605

# Summary of the North Carolina Child Care Law and Rules

Division of Child Development and Early Education  
North Carolina Department of Health and Human Services  
820 South Boylan Avenue  
Raleigh, NC 27699  
Revised March 2016

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services

**What Is Child Care?** The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

**Star Rated Licenses:** Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

**Family Child Care Homes:** A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid, complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually. All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

**Child Care Centers:** Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licensed centers must meet requirements in the following areas.

**Staff:** The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

**Staff/Child Ratios:** Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age Teacher:	Child Ratio Max	Group Size
0-12 mths	1:5	10
12-24mths	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

**Space and Equipment:** Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

**Curriculum:** Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

**Health and Safety:** Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.

The following requirements apply to both centers and homes.

**Transportation:** Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

**Program Records:** Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

**Discipline and Behavior Management:** Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

**Parental Rights:**

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined. The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov). For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at: [ncchildcare.nc.gov](http://ncchildcare.nc.gov)

**Reviewing Files:** A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during business hours (8 a.m. -5 p.m.);
- requested via the Division's web site at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov); or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829 -800-859-0829.

**How to Report a Problem:** North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

**Child Abuse, Neglect, or Maltreatment:** Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-527-6335 or 1-800-859- 0829.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Parent or legal guardian)