



NORTHWAY  
CHRISTIAN CHURCH

NORTHWAY CHRISTIAN DAY SCHOOL



DAY SCHOOL  
PARENT HANDBOOK

# MISSION STATEMENT

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The purpose of Northway Christian Day School is to give every child the opportunity to learn and grow emotionally, physically, socially, and spiritually while having fun in a well-supervised Christian environment. We also provide each child with early developmental experiences to promote their academic growth.

# GOALS OF THE SCHOOL

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Our program strives to enable each child to:

*Learn about God's love*  
*Become self-confident*  
*Become comfortable in a group setting*  
*Experience a feeling of success*  
*Develop self-expression*

*Develop self-control*  
*Develop creativity*  
*Exhibit responsibility*  
*Enjoy learning*  
*Prepare for kindergarten*

# ORGANIZATION OF THE SCHOOL

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## Leadership

Northway Christian Day School (NCDS) is operated by Northway Christian Church. All of the staff at NCDS are employees of Northway Christian Church (NCC). The Director is in charge of the daily operation of the school and supervises all of its employees. The Director's immediate supervisor is the Executive Minister of NCC. NCDS does not practice discrimination on the basis of race, religion, or creed.

## NCDS Committee

The Northway Christian Day School Committee (comprised of NCDS Director/Teacher/Parent, Northway Christian Church Member, and NCC Minister Representatives) is responsible for the operational management of our Parents Day Out and Preschool programs at NCDS. They are led by the NCDS Board Chair who is appointed by the NCC Board Chair and elected by the NCC congregation. The NCDS Committee reviews all proposed updates and oversees voting processes for the following areas: tuition fees, calendar and hours of operation, property maintenance, equipment improvement, and curriculum. They are also in charge of administering the NCDS evaluation survey.

## Child Care Licensing

The Texas Department of Protective and Regulatory Services (TDPRS) licenses Northway Christian Day School. There is a copy of the minimum standards and the latest inspection report in the office for review at any time.

# PROGRAMS

## School Year

The Parents Day Out (PDO) program provides classes for 6 months to two-year-old children, which are offered Monday through Friday from 8:45 a.m. to 2:45 p.m. Children will be placed in classes according to their date of birth as of September 2nd. Infants must be at least 6 months old by this date as well. Tuition is based on the number of days your child attends school.

The Preschool program includes classes for three-year-old children through Transitional Kindergarten (TK). Curriculum is taught from 8:45 a.m. to 11:45 a.m. Children will be eligible for classes according to their date of birth as of September 2nd. All children must be 3 years old and toilet-trained to attend these classes. Tuition is based on the number of days your child attends school.

The Stay & Play program (preschool only) is an optional extended day from 11:45 a.m. to 2:45 p.m. only available the specific days your child attends preschool class. To enroll in this program, complete and return the Stay & Play Registration Form included in your mailed Important Information Packet by the deadline. Tuition is based on the number of days your child stays until 2:45 p.m.

## School Year Class Options

		AVAILABLE DAYS	M-F	M-TH	M/W/F	T/TH/F	M/W	T/TH	F
		TOTAL	5	4	3	3	2	2	1
AGE*	PDO	Infants (6-11 months)							
		Toddlers (12-23 months)							
		2s (24-35 months)							
	Preschool	3s							
		4s					**		
		TK							

\*Age as of September 2<sup>nd</sup>

\*\*Dependent on interest in given year

## Summer

The Summer program is 10 weeks long and provides classes for all PDO and Preschool children between 9 months and 6 years old of age, which are offered Monday through Thursday from 8:45 a.m. to 2:45 p.m. Children will be placed in classes according to their date of birth as of June 1st. Children must be 3 years of age and toilet-trained to attend preschool classes. Tuition is based on the number of days your child attends school. NCDS is closed on Fridays.

## Summer Class Options

		AVAILABLE DAYS	M-TH
AGE*	PDO	Infants (9-13 months), Toddlers (14-23 months), 2s (24-35 months)	Choice of 1-4 days
	Preschool	3s, 4s, 5s, 6s	

\*Age as of June 1<sup>st</sup>

# ENROLLMENT

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## Current Students

Current student enrollment for the upcoming summer and following school year programs will begin in mid-January of the present school year. After school resumes from Christmas break, each current student will receive an enrollment packet including specific program information, tuition and fees, refund policy, school year and summer enrollment forms. Siblings of current students not presently attending NCDS may pick up an enrollment packet in the Main Office at this time. The enrollment form and payment (non-refundable registration fee and last month's tuition) may be returned on a FIRST COME, FIRST SERVED basis during enrollment week. The enrollment form also requires a parent signature which authorizes financial commitment and confirms acknowledgment of the NCDS Tuition, Fees, and Refund Policy.

## Church Members and Returning Students

Church members and returning students may complete admission cards for both the upcoming summer and following school year programs during the fall semester of the present school year (prior to January enrollment). After current student enrollment is complete, these admission cards will be entered into a lottery system. If your child's admission card is drawn, an official enrollment offer will be communicated via phone and email. If one does not receive an official enrollment offer, your child will then be placed on our Wait List in lottery draw order. All wait listed children will be sent an email confirmation of their status. Official enrollment offers will be given 48 hours or two business days to communicate acceptance of offered space, complete enrollment form, and make payment of non-refundable registration fee and last month's tuition to officially confirm your child's enrollment in NCDS. *Failure to accept space within the given time frame will result in your child being placed on our Wait List.* The enrollment form also requires a parent signature which authorizes financial commitment and confirms acknowledgment of the NCDS Tuition, Fees, and Refund Policy.

## New Students

New students tour the school and complete admission cards for both the upcoming summer and following school year programs after November 1st of the present school year (prior to January Enrollment). After current student enrollment and church member/returning student lottery are complete, these admission cards will be entered into a separate lottery system. If your child's admission card is drawn, an official enrollment offer will be communicated via phone and email. If one does not receive an official enrollment offer, your child will then be placed on our Wait List in lottery draw order. All wait listed children will be sent an email confirmation of their status. Official enrollment offers will be given 48 hours or two business days to communicate acceptance of offered space, complete enrollment form, and make payment of non-refundable registration fee and last month's tuition to officially confirm your child's enrollment in NCDS. *Failure to accept space within the given time frame will result in your child being placed on our Wait List.* The enrollment form also requires a parent signature which authorizes financial commitment and confirms acknowledgment of the NCDS Tuition, Fees, and Refund Policy.

# TUITION, FEES, AND REFUNDS

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## School Year Program

Enrollment in the school year program requires commitment to monthly tuition: nine equal payments based on the total number of "in-session" days divided by the total number of months (September-May). The non-refundable registration fee and last month's tuition payments are DUE at the time of enrollment. Tuition is DUE on the 1<sup>st</sup> of each month. The Fall Supply Fee is DUE on September 1st and the Spring Supply Fee is DUE on January 1st. Tuition and fees are the same for church members as non-members. All payments MUST be made through our automated payment processing program Tuition Express®. A \$25 fee will be assessed for all insufficient funds.

If you decide your child will not be attending our NCDS school year program, you are eligible for:

- a. 100% refund of last month's tuition when written notice is received by first printed deadline
- b. 50% refund of last month's tuition when written notice is received by second printed deadline
- c. All monies paid are non-refundable when written withdrawal notice is received after second printed deadline
- d. All monies paid are non-refundable when child is enrolled after second printed deadline

*Students withdrawn during the program MUST submit written notice to the Main Office 30 days prior to your child's last day of class. Funds paid toward your registration fee and last month's tuition will be retained at this time.*

### **Summer Program**

Enrollment in the summer program requires financial commitment to the entire 10 weeks (nine weeks of class and one vacation week). The registration fee is non-refundable once enrollment is received.

*If you decide your child will not be attending our NCDS summer program, you will no longer be responsible for any additional payments when written notice is received by the printed deadline. However, your registration fee is non-refundable. Students withdrawn from the summer program after the printed deadline are still responsible for full tuition (including Payments 1 and 2). A \$25 fee will be assessed for all insufficient funds and for all returned NSF checks.*

## **ARRIVAL AND DEPARTURE**

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### **Drop-Off Time**

Instructional time for the PDO and Preschool programs begins at 8:45 a.m. However, children may be dropped off starting at, but no earlier than, 8:40 a.m. We ask all parents to respect the time prior to 8:40 a.m. as our teachers are preparing for the day's curriculum and activities. Children should arrive no later than 10:00 a.m. Arrival after this time must be cleared through the Main Office.

### **Pick-Up Time**

Preschool pick-up time is 11:45 a.m. for those NOT participating in Stay & Play. Pick-up time for all other programs is 2:45 p.m. If a child is not picked up by closing time, he/she will be brought to the Main Office at 2:55 p.m., a late fee of \$1 per minute will be charged.

## **COMMUNICATION**

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Communication is a two-way process. We will make every effort to keep you informed in a variety of ways: newsletters, bulletins boards, classroom letters, conferences, phone calls, emails, website, social media, etc. It is your responsibility to read the information and to keep the school informed. Any special problems or situations affecting a child will be brought to the attention of the parents. Likewise, your child's teacher would appreciate being informed of any special situations at home which might affect your child at school. Your child's teacher will tell you her desired method of communication about the day-to-day events in her classroom.

### **Newsletter**

Monthly newsletters are emailed by the Main Office and include important information about upcoming events at NCDS. Newsletters include monthly event calendars and outline the overall direction of our classroom activities. It is important that parents make a special effort to read the newsletter each month.

### **Take Home Information**

Each classroom has a system for sending home the child's art, work, and notices from the school. Parents are expected to pick up these items as instructed.

### **Daily Information Sheets**

Daily information sheets will be completed for each child attending PDO classes (Infants, Toddlers, 2s). This half sheet provides information on your child's daily eating, toileting, sleeping and behavioral habits. Preschool Classes do not use daily information sheets. Parents may discuss their child's daily habits at pick-up, by teacher email or conference.

### **Change of Information**

Any policy changes affecting you or your child will be sent to you via email or in writing. It is very important that the school office be made aware, in writing, of any changes to the home address, phone numbers, or emergency contact information.

### **Progress Reports and Parent Teacher Conferences**

Progress reports are sent home once a year for children beginning with the 3s classes. The progress report is a general indication of how your child is progressing towards reaching the goals for his or her age level. For a more detailed discussion, we schedule parent conferences to coincide with the progress reports. Your child's teacher is available for conferences at any mutually agreed upon time. We encourage all parents to request a conference with the teacher whenever they feel the need.

### **Visitors**

Parents are welcome in the school at any time to visit. We welcome parent involvement. To ensure the safety of our children, please check in the Main Office upon arrival. The Main Office may refuse to allow a person without legitimate business to enter school property and may eject any person that refuses to leave peaceably upon request from teachers or other personnel.

### **Grievance Procedure**

Every effort is made to minimize misunderstandings and disagreements. If you have any concerns about classroom activities, please discuss these with your classroom teacher or the Director. Concerns regarding general policy, procedure, and operation should be addressed with the Director. We are confident that by communicating with one another directly, we can resolve any difficulties that may arise. If for some reason, you are not satisfied that your concerns have been addressed, you may bring it to the attention of the NCDS Committee.

## **HEALTH AND SAFETY**

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### **Food**

Morning snacks are provided by the school for ALL classes. Afternoon snacks will be offered to only Infant, Toddler, and 2s classes. Lunch is not provided by NCDS. Lunch items should be kept cold with an ice pack or be items that will keep at room temperature. The Infant and Toddler classes are equipped with a refrigerator and microwave oven in their rooms. All other classrooms do not have access to a refrigerator nor microwave oven therefore please do not bring food which require refrigeration or heating in the 2s, 3s, 4s, or TK classrooms. Please do not send candy items in lunch.

## **Allergies**

NCDS is an Allergy Aware school, though is NOT Nut Free. Please communicate your child's allergies in writing to the Main Office and submit your child's Allergy Action Plan signed by their pediatrician.

## **Nursing Mothers**

The Day School supports breastfeeding by complying with the following procedures:

- a. NCDS accepts, stores, and serves expressed breast milk for feedings.
- b. NCDS only accepts breast milk in ready-to-feed sanitary containers.
- c. Breast milk is labeled with the infant's name and date and is stored in a refrigerator for no longer than 24 hours.
- d. NCDS will gently mix, not shake the breast milk before feeding to preserve special infection-fighting and nutritional components in breast milk.
- e. NCDS staff will work to coordinate feedings with nursing mothers.
- f. Nursing area for you to breast feed.

## **Clothing**

Children should be dressed appropriate to the weather. Play clothes are best for school. Your child should be able to play, work, and climb without worrying about getting good clothes soiled or torn. Jackets and sweaters should be labeled. Tennis shoes or rubber-sole shoes will enable your child to run and climb without slipping. Native™ shoes and sandals are not good for school because they do not offer enough support and easily fill with mulch – please avoid these shoes.

## **Toilet Training**

Toilet training begins at home, starting around 20-24 months old. We have a specific letter that explains our policy with suggestions to help the parent in this important milestone. Talk with the Director or your child's teacher if you think your child is ready and you want to start the process. Our staff is here to support you and your child to ensure success.

We require that children enrolled in the Preschool program be toilet trained. We know that toilet training can be a stressful topic for some parents. However, being toilet-trained is an important developmental requirement that signifies your child's readiness for Preschool as well as providing a positive experience within a group setting. In addition, State of Texas Licensing requires a diaper changing facility and running water within the classroom; therefore, it is the policy of NCDS to have three-year-olds be potty-trained. Accidents can and do happen even after a child is considered toilet trained. We ask that you send a complete change of clothes including socks to school with your child that are labeled so that we can handle "toileting accidents." If your child has a bowel movement accident, we will ask you to come up and change their clothes. The Preschool classrooms have regular toileting times in their daily schedule. The child needs to wear clothes that they can pull down when it is time to use the bathroom. We will allow children in the 3s class to wear pull-ups the first month of school (September ONLY) provided that they are able to put on, pull up and pull down on their own. Be sure you are working with your child to help them learn how to wipe after a bowel movement. They should be able to redress themselves after they have toileted. If toilet accidents occur on a regular basis, we suggest that you discuss a strategy and timetable with the Director that will allow additional time at home for toilet training before returning to the school group.

## **Accidents and Emergencies**

We take every precaution to ensure a safe environment; however, the active play of children may lead to accidents. Our staff is trained in basic first aid and can competently attend to minor scrapes and bumps. Parents are provided written accident reports for all injuries requiring first aid. If a more serious accident should occur, immediate steps are taken to notify parents and secure appropriate medical attention. It is important to maintain accurate and current information in your child's file. Special contact numbers or directives for a short period of time (day, week) are noted on the Classroom Sign-In sheet. In the event that we are unable to reach parents, guardians, or emergency contacts, or we reach them and we learn that they cannot come to assess the child in a timely manner and we believe that it is appropriate for the injured child to be examined by medical practitioners, we will contact emergency medical services to transport the child to the

emergency room for assessment. In such a case, the school representative, based on the emergency medical treatment authorization that the parent signed upon enrollment, will make treatment decisions as necessary.

### **Emergency Drills/Evacuation Procedures**

Emergency drills are scheduled every month. Fire drills are practiced monthly and at various times of the day. Tornado drills are practiced in the fall, spring, and during “tornado season.” Emergency exit primary and secondary routes are posted in each room near the classroom entry door, near the classroom light switch. Children are closely supervised during drills and each drill is treated as though it were an actual emergency until authorized personnel signal the teachers that all is clear and gives the OK to resume regular activities.

When an evacuation of the building occurs:

1. The first responsibility of staff is to move the children to a designated safe area or alternate shelter.
2. Our designated shelter (next door across the parking lot):  
HPISD Elementary  
8385 Durham St.  
Dallas, Texas 75225
3. Teachers will follow the exit guidelines located on the evacuation plans located throughout the school.
4. Teachers will walk the children to the front steps of the HPISD school where the administrative staff of NCDS will receive directions for the appropriate location of the NCDS children.
5. Teachers will keep their students in class groups. They will have their Sign-In/Out sheet and emergency bags with them so that we know at all times who is present and who has been signed out by a parent. The office has a notebook that contains contact information for every child in the class.
6. Teachers will remain calm and keep the children calm.

### **Tornados**

Northway Christian Church has a youth center that is below ground level. In case of a tornado or other severe weather, we will implement our process of bringing the children immediately to Youth Hall.

### **Reporting Abuse and Neglect**

Texas Law requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make confidential reports. Failure to report abuse or neglect is a crime and employers are prohibited from retaliating against caregivers who make reports in good faith.

### **Gang-Free Zone**

Under the Texas Penal Code, any area within 1,000 feet of a center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **ATTENDANCE**

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### **Sign-In/Out Process**

Children MUST be signed in and out of their classrooms each day. At morning drop-off, the person(s) will need to be provided: time of day, their signature, and specific phone number for “in case of an emergency” contact on that day’s Sign-In/Out sheet. At afternoon pick-up, the person(s) signing your child out for the day will only need to provide the time of day and their signature to complete the Sign-In/Out sheet for the child.



## Release of Children

Children attending NCDS will only be released to their parents/guardians and person(s) listed as “Authorized Pick-Up or Emergency Contact” on the signed Carpool, Emergency Authorization, and General Release form. Changes or additions to your child’s form may be made in person with the Main Office. Person(s) picking up children for the first time MUST show Driver’s License for identification. Children will not be released to any person who appears to be under the influence of drugs or alcohol.

## Absences

In the event your child is ill or will not be able to attend school, please email your child’s teacher or call the Main Office at 214-369-1423 by 8:45 a.m. to let us know your child will be absent. It is also important to inform us when your child has been diagnosed by a medical professional with a contagious illness, so we can take the proper precautions to avoid further spreading. An Illness Information Sheet including symptoms and date of exposure will be sent home with each child in the appropriate class. You will still be financially responsible for the day(s) tuition of which your child did not attend school.

# WELLNESS POLICY

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Children in attendance at NCDS must be well. Children who are ill must be kept at home. If a child develops a contagious disease at home, NCDS should be notified. Parents will be notified if a child becomes ill while at school. Timely arrangements must be made to pick up ill children from NCDS. A child is considered ill when the following conditions occur:

- Occurrence of three consecutive loose stools or vomiting
- Temperature at or above 100.0 degrees
- Unusual listlessness or drowsiness which prevents participation in the daily program
- Symptoms which suggest a contagious disease

When a child is sent home because they are ill, they must remain out for 24 hours unless a physician verifies that the child is not contagious. The school reserves the right to determine when a child, who has been ill, can return to school. Children with clear runny noses are presumed to have allergies. A yellow/green discharge is considered contagious and your child needs to remain at home. If your child presents with an excessively runny nose, which interrupts daily classroom routine and instruction, you will be asked to pick him/her up from school. Parents or guardians will be notified if a communicable disease is diagnosed in a classroom.

Our children play outdoors daily. Children stay healthier when they have fresh air and physical activity each day. If a child is not well enough to play outside, he or she should be cared for at home. Please do not send your child to school if your child cannot play outside or participate in school day routines and activities.

## When to Keep Your Child at Home

Certain symptoms in children may suggest a communicable disease. Children who have experienced the following symptoms WITHIN 24 HOURS of school should be kept home:

- FEVER – Oral temperature of 100.0 degrees or higher, especially when accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.
- RESPIRATORY SYMPTOMS – Difficult or rapid breathing or severe coughing; child makes high pitched croupy or whooping sound after they cough; child is unable to lie comfortably due to continuous cough.
- DIARRHEA – An increased number of abnormally loose stools in the previous 24 hours. Observe the child for other symptoms such as fever, abdominal pain or vomiting.

- VOMITING – Two or more episodes of vomiting within the previous 24 hours.
- EYE/NOSE DRAINAGE – Thick mucus or pus is draining from eyes or nose.
- PINKEYE – Child can return 24 hours after the treatment has begun and there is an absence of drainage.
- SORE THROAT – Especially when fever or swollen glands in the neck are present.
- STREP THROAT – Child can return 24 hours after treatment has begun.
- CHICKEN POX – Each sore must be crusted over and no fever present before child can return to class.
- APPEARANCE, BEHAVIOR, UNUSUAL COLOR – Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken, etc.
- LICE – Child can attend after treatment and when all nits have been removed. Please bring your child to the Main Office for permission to return to class.
- RASH – Skin rashes, undiagnosed or contagious.

### **Physician Statement and Immunization Requirements**

Immunization records and the health requirement form for your child must be on file prior to the first day of school. NCDS must have written documentation that each child enrolled has been examined by a physician within the past year, and that he/she is physically able to participate in our program. Children must remain current on his/her immunizations and the child's parents/guardians are required to provide the school office with the necessary documentation.

### **Vision and Hearing Screening**

The Special Senses and Communication Disorders Act of the Texas Health and Safety Code requires that all 4 and 5-year-old children enrolled in a licensed facility have a vision and hearing screening. NCDS contracts and pays a professional clinician to provide testing onsite for our students. Speech screening is provided once a year, there is a small fee for onsite speech screening. Parents who elect not to have their child screened through NCDS are required to provide documentation to the school office that their child has had the required screenings.

### **Medication**

If your child needs a medication for the day, the parent must fill out a Medication Request Sheet which is kept in the Main Office. The sheet, along with the medication, is also left in the Main Office. This includes topical ointments or any other pharmaceutical products. Parents of infants should indicate their child's medicine on the Daily Information Sheet, but it must also be on the Medication Request Sheet. Medicine must be in the original container and labeled with the child's name. Medicine that has expired or that is not intended for the age of the child cannot be given. Medicine may not be kept in any classroom except for an EpiPen®, which will be held in the classroom with the Allergy Action Plan. Please talk with your teacher IF your child has allergies.

## **CURRICULUM FRAMEWORK AND RESOURCES**

Our curriculum and teaching strategies provide a framework for establishing specific age-appropriate goals. These goals encompass the skills, attitudes, and understandings to be mastered to ensure continued successful learning. Due to age differences and previous experiences, children will have diversity of knowledge and abilities. Children's strengths and skills serve as a starting point for new instruction rather than becoming a limitation. In addition, academic achievement cannot be separated from social growth. Children learn in the context of their social relationships as they observe and interact with peers and adults.

NCDS has a curriculum guide and a set of learning objectives for children 18 months through the Transitional Kindergarten classes. The Preschool classes use the Creative Curriculum by Diane Trister Dodge and Laura J. Colker as a basic starting point. Children learn by actively exploring their environment. Each classroom is set up in interest centers. Academic enrichment is added to the program through the weekly or monthly units and the Sound of the Week program.

### **Toys from Home**

No toys or other personal belongings should be brought to school unless requested for a lesson by your child's teacher. They are distracting and are often the source of disagreement in the classroom. Additionally, we cannot be responsible for lost, stolen, traded, or broken items.

### **Celebrations**

Several class parties are organized over the course of the year. Details will be in the monthly newsletter. Be sure to read it so that you will know the details. Parents should coordinate and pre-arrange any individual festivities in the classroom. Decorations, plates, napkins, juice, and activities are all permissible when pre-arranged. Afternoon celebrations will replace afternoon snack and treats should be comparably appropriate. Avoid cake and cupcakes with icing because the children will eat the icing and the cake becomes a large mess. Large cookies, cookie bouquet, fruit snacks, ice cream, rice crispy treats, donuts/donut holes all make good treats. If party favors are distributed, they must be in a bag and every child must receive one.

We love to celebrate birthdays and special events. Every effort is made to be sensitive to cultures and beliefs. Please let us know if your child's participation in a particular celebration is inappropriate due to your family's beliefs.

### **Policy on Child Care Staff Babysitting for Children Enrolled in the Day School**

Many parents like to use our staff to babysit their child(ren) when NCDS is not in session – i.e. after school, evenings, days the school is closed. We understand that this is a convenience for the parents and the staff enjoys the extra compensation. NCDS is not responsible for the health, safety, or well-being of any child when they are not attending the school. NCDS does criminal background checks on all staff, but we cannot assume responsibility for the staff person when the service they are providing is not a part of their regular work day. NCDS has certain criteria that must be followed:

- The staff at NCDS may not babysit for any child(ren) that is currently enrolled in their class. The staff may babysit for other children enrolled NCDS.
- If the child is transported from the school by a staff person, NCDS must have written authorization so that the child may be released to the designated staff. The note is to be given to the Main Office. The note must state that the parent does not hold the school responsible for the health, safety, and well-being of the child when the child is in the care of the "babysitting" staff member.

## **BEHAVIOR POLICY**

The basic philosophy and policy at NCDS is that children need positive guidance rather than punishment. Children are learning to develop their own inner controls, and it is the responsibility of staff to guide them in this process. Limits (the rules of the classroom) are explained to the children and applied consistently. When children overstep these limits, positive guidance techniques are used. These include redirection to another activity or brief separation from the current activity. Staff may separate a child from a group for some "alone" time for not more than 2 minutes for each year of age. When alone time is used as a consequence, the teacher must be able to supervise the child visibly and audibly at all times. No physical punishment, such as spanking, hitting, biting, or shaking is allowed. Children are not shamed or made fun of by other children or adults. Aggressive behavior in children must not be overlooked because it sends a

message to children that aggressive behavior is acceptable. A child needs to know that it is never “okay” to hurt another child or adult. Staff helps children to express their feelings and wants with words.

**Goal: To ensure a safe and secure environment where children can learn and thrive.**

NCDS offers group care with a focus on the individual child. It is our concern for the group that we have developed the following guidelines for working with individual children that have behavioral issues. If a child is having a difficult day and the teacher cannot help the child regain control of their actions, the parent may be asked to pick up their child for the day. If unacceptable behavior continues and we are not successful in working with the child, or we determine that the needs of the child cannot be met effectively, the child will be asked to leave our program. A lack of cooperation and support from parents or guardians with the philosophy, policies, or procedures of the program will also result in discontinuation of care. Some behavior may be so unacceptable that the care of the child is discontinued immediately, and the following steps are not followed.

**Behavioral Expectations**

Teachers use positive guidance and redirection as basic discipline measures. We work with parents to ensure that each child feels safe and secure in his or her environment. There is never any use of physical or corporal punishment. Children are redirected towards activities, and if a child displays repeated aggressive or unacceptable behavior towards the other children or teachers, we will inform the parents and pursue further disciplinary action. Teachers will use the Behavior Incident Form to keep the parents informed on what is going on with their child and to provide documentation for our records. The following steps are to be followed:

1. Teacher keeps a record of the unacceptable behavior, tries to determine what triggers the behavior, and informs the Director of the situation.
2. Teacher redirects, lets parents know if and when behavior continues; teacher asks for parent input and ideas.
3. Teacher meets with Director to discuss the child in question.
4. Director or designee observes and then discusses observations with teachers; offers ideas and support.
5. Director, teachers, and parents meet to plan classroom and home follow-through.
6. A follow-up conference is scheduled for two weeks later to check on progress.
7. Check in periodically as needed to assess situation.
8. Depending on results, follow-through, and parent cooperation, ability to meet child’s needs dictates continuation or discontinuation of care.

The Incident Form is filled out by the teacher and signed by the Director. The responsible staff member is to review the form with the parent in person or by phone. The parent signs the Incident Form. A copy of the Incident Form is made for our records and the original is given to the parent. When to use this form is determined by the teachers and Director working together. Sometimes it will be used with the first occurrence of unacceptable behavior and at other times when the unacceptable behavior is being repeated and the basic guidance, redirection, and time away from the group steps are not effective. It depends upon the severity of the behavior.