



Opendoor Child Development Center

*4584 Reedy Branch Road
Winterville, NC 28590
(252) 321-1163*

2019-2020 Parent Handbook



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This handbook is subject to change at any time.

Parents will be notified of any amendments made.



GENERAL INFORMATION

Our Philosophy

We believe in providing a warm and nurturing environment with caring and experienced individuals that focus on the needs of the child, provide developmentally appropriate activities, and positive interaction and supervision. We believe in the development of the whole child: physically, intellectually, emotionally, socially and spiritually. We believe that embracing the whole family will assure a child's success and enhance growth.

*"Train up a child in the way he should go, and when he is old he will not depart from it."
Proverbs 22:6*

Programs & Minimum State Law Child/Staff Ratio and Group Size

Infants (6 weeks-1 year) 1 adult per 5 infants (10 children max)

Toddlers (1-2 year olds) 1 adult per 6 toddlers (12 children max)

Twos (2-3 year olds) 1 adult per 10 2-year-olds (20 children max)

Threes (3-4 year olds) 1 adult per 15 3-year-olds (23 children max)

Fours (4-5 year olds) 1 adult per 20 4-year-olds (25 children max)

Graduating to an Older Class

Children will graduate to the next class every August once they are beyond 2 years of age. Children younger than 2 are moved up according to their date of birth and developmental readiness as space is available. Our curriculum is age appropriate and builds throughout the school year.

*Children who are eligible by age to move to the 3-year-old room in the fall but are not potty trained will stay in the 2-year-old room until they are potty trained and there is a space available in the 3-year-old room.

Enrollment

In order to enroll, families must first apply online and pay the \$25 application fee. At the time of enrollment, you will be asked to sign our online tuition agreement and pay a \$50.00 registration fee online to hold your spot in our program(s). You will only be assessed one (1) registration fee per child per year.

The first day your child attends the center, the following forms must be on file:

- Completed application for enrollment
- Child's Care and Emergency Information
- Up-to-date Children's Medical Report signed by a licensed physician
- Up-to-date immunization record
- Tuition Agreement signed by both parents
- Consent for Treatment
- NC Child Care Law signed acknowledgement
- Any other forms included in the tuition packet

Tuition Payments

Tuition payments will be made via bank draft or credit card based on the parents selection in the FACTS billing system. Payments are made in advance of the child attending the program. The following options are available online for payment:

Monthly : you may choose between 2 dates

Weekly: Every Friday

1 lump payment: pre-pay for the entire year

You will receive an email from our business manager to confirm the date and amount(s) of your payment. Please respond to that email to confirm acceptance.

Tuition will not be discounted as a result of sickness, vacation, holiday, weather closings or delays, or any other absence that occurs during the tuition agreement period.

Late Fees

Opendoor CDC closes promptly at 6pm. We do not offer after-hours services. If your child is here beyond 6pm, you will be charged \$1 per minute.

Insufficient Funds Policy

We understand things happen, but if ***any*** type of payment is returned for insufficient funds, our policy is as follows:

1. First Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and give you the option for us to re-run the returned check or provide another form of payment

within forty-eight (48) hours. If you need to make additional arrangements, please discuss this with us immediately.

2. Second Offense (within a year from the first offense) – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and will need to make a CASH ONLY payment to cover the payment that was returned. Your account will be marked as CASH ONLY. After one (1) year from the date of the returned check, if timely payments have been made, we will remove your account from cash only.
3. Third Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and you will need to make a CASH ONLY payment IMMEDIATELY to cover the payment that was returned (or balance in full) along with the returned payment fee. We hold the right to remove your child from our facility and in order for them to return, you will need to pay a month in advance.

Terminating Contract

If, for whatever reason, you need to terminate your enrollment in our programs, we require a two (2) week notice starting on a Monday and ending ten (10) business days later. Opendoor Education may terminate this contract at any time depending on the circumstances in consideration of the welfare of the children and staff. Opendoor Education will refund any overpayments unless there has been a failure to give a two (2) week notice, which will result in forfeiture of refunding over-payment.

Photo and Video Consent

Photos and videos will be taken throughout the year. They may be posted on social media such as, but not limited to: Facebook, Twitter, and Instagram. We are very proud of the programs at Opendoor Education and these photos and videos can be used to promote our program in a positive way and give you a glimpse of the activities and fun that your child(ren) are having.

Closing and Delays

Upon enrollment, emails and phone numbers are entered into our data system. In the event of closings or last minute delays that may affect your drop off or pick up schedule, you will receive a message via our Kinderlime App System. You must have message notifications turned on for the app at all times for emergency situations.

Emails will also be sent as well as postings on social media to ensure that communication is at its highest form.

CDC Hours of Operation

Monday-Friday, 7am-6pm.

Holidays

Opendoor CDC will close for the following holidays:

- Labor Day
- Thanksgiving
- Christmas
- New Year's Day
- MLK Day
- Easter
- Memorial Day
- Independence Day

Teacher Workdays

Opendoor CDC will hold 2.5 teacher workdays per year. These dates will be announced in advance to allow for planning and alternative care for those days.



CDC GUIDELINES

Drop Off/Pick Up Procedures

Beginning at 7am, parents/guardian will walk and sign their child in upon entering the classroom using the 4 digit code provided through the Kinderlime app. Children may be picked up anytime throughout the day up until 6pm and must be signed out of their classroom. Children are to be escorted by a parent or guardian while in the center and in the parking lot.

Parents will be issued a key card at the time of their enrollment in Opendoor Education. This card can be used to enter the building at specified times. The CDC main entrance is always available for entry regardless of the time during the school day. Additional cards can be purchased for an additional fee at anytime.

If an individual without a card is picking up, the parent must sign the person in the child release log at the front desk or call the center to have the receptionist sign them in. The individual must bring a photo ID. We will not release a child to anyone unless their name has been authorized by a parent and/or guardian.

*For the safety and health of our infants and toddlers, we ask that children not enrolled in these classrooms not enter these rooms. If you need some assistance with an older sibling, we will keep them at the front desk until you have dropped off and/or picked up the younger child.

Please turn your vehicle off and take the keys out of the ignition before entering the center in the morning and afternoon.

Please do not leave your small ones or infants in the car while you take their older siblings to class and/or pick them up at the end of the day and also please accompany any siblings throughout the campus to ensure that they are always accompanied.

Visitors and Volunteers

If you plan to be on campus outside of your normal drop-off and pick-up time, any visitors and volunteers, (including parents) MUST check-in at the Main Office and receive a Visitor Pass upon arrival from our front desk. Your child's safety is of the utmost importance.

Absentees or Delays

Please call on the days your child will not be attending or will be delayed. This will help with meal preparation and we also want to ensure the well-being and safety of your child.

Hiring CDC Staff

If you hire a CDC employee to care for your child outside of the center, to bring your child to the center or take them from the center, please remember the following:

- You must add them to the Child Release Log at the front desk giving us permission to release the child to the employee's care.
- The staff member must sign-in and/or out the child in the classroom.
- The legal responsibility of your child has been passed from the CDC to the person you asked to pick up and care for your child.



HEALTH AND SAFETY GUIDELINES

Health Guidelines

Illness

When a child is not well, they will be more vulnerable to infection. It is in the best interest of your child and the other children and staff to keep your child at home when they are ill. A child needs to be well enough to participate actively in the program. Children and staff members showing any of the following symptoms will not be accepted at the center:

- 1.) **Fever** (101 degrees or higher)-if your child has had a fever, their temperature must be normal (98.6) for 24 hours without fever reducing medicine before returning to the center.
- 2.) **Diarrhea** (2 loose bowel movements and/or stool water)-your child must be free of diarrhea for 24 hours before returning to the center.
- 3.) **Vomit**-if your child vomits, they must stay out of the center vomit-free for 24 hours.
- 4.) **Strep Throat**-if your child has been tested for strep, they may not return until the test results are in and are negative. If your child has a positive strep test, they can return after 48 hours of being on an antibiotic.
- 5.) **Conjunctivitis/"Pink Eye"**-your child may return after 24 hours of using eye drops as prescribed by your physician.
- 6.) **Hand, Foot & Mouth**-if your child is showing symptoms of HFM such as blisters, bumps or ulcers in and around the mouth, hands and feet, it is best they stay home to allow the virus to run it's course. If the blisters or bumps are open or if your child is running a fever, they are considered contagious. As with any virus, this can be spread through secretions from the nose and mouth (saliva on hands or toys) and feces.

*If your child's symptoms are diagnosed as not being contagious, a written diagnosis by the child's physician will be required stating that the child has been seen, and the note will be reviewed at the front office before the child can be admitted into the classroom. If the diagnosis does not concur with the center policies, the child will still not be admitted.

*If your child is well enough to come to the center, they will be expected to go outdoors if weather is permitting.

*If your child becomes ill at the center, you will be called to pick up your child within **1 hour**.

Your child must be kept home if he has a contagious disease and the center must be notified. (Strep Throat, pinworms, viral infections, hand, foot & mouth, infected ears and/or glands, measles, mumps, chicken pox, scarlet fever, lice, etc. are among those conditions categorized as “highly contagious”)

Head Lice

Outbreaks of head lice can be common among children in child care facilities and schools, affecting all social and economic groups. Should a child be diagnosed with live head lice, the child’s parent(s) will be notified by Opendoor CDC right away and a general communication will be sent to the CDC parents to prevent further spread. Children will not be allowed to come back to the center until after a lice treatment has been performed and the head has been examined for lice.

Medications

Due to increasing NC Child Care rules and regulations, Opendoor CDC WILL NOT administer over-the-counter medications or prescription medications. According to the NC Child Care laws, programs are not required to administer medication, but there are certain situations in which providing that service to families might be needed according to the Americans with Disabilities Act. This act requires that programs make reasonable accommodations for children with special needs such as asthma, diabetes, epilepsy, anaphylaxis, etc. If this is done, proper and clearly understood arrangements for administering medications must be made. A meeting with the Director and parents prior to administering the medication is required. A written medical action plan signed by the child’s physician is also required. The prescribed medication must also be brought to the center in its original prescription box with all labeling visible. If more information about this policy is needed, please see front desk.

Medical Emergencies

In the event of a medical emergency or an accident, we shall contact the parents and may contact the doctor of the child. If it is not possible to reach either and should emergency treatment be required, emergency response (9-1-1) will be called and/or the child will be transported to Vidant Medical Center. Parental authorization will be required for the center to contact your family physician and to take whatever emergency medical procedures are deemed necessary. You will be asked to sign a “Consent for Treatment” prior to enrollment.

Safety Guidelines

Fire Drills

Fire drills are to be held monthly at various times during the day as required by NC Child Care Laws. The teachers and other staff will acquaint the children with the proper procedures to be followed during a fire drill. A map of the evacuation plan will be posted in each classroom. We realize this can be a scary event for some children. If your child is overly sensitive to noises or sirens, please notate this on your paperwork so that we can communicate with the teachers.

Tornado Drills (Shelter In Place)

Tornado drills are held quarterly. All children are to proceed to the place designated by the teacher, kneeling with their heads kept down and toward a wall.

Security/Lockdown Policies

A lockdown drill will take place quarterly. We take the safety and well-being of all our children and staff very seriously. We have therefore established policies and procedures in the unfortunate event of a “campus lockdown.” Given the multiple and varying situations that are possible in a “lockdown” scenario, it is not possible to outline all the details here. Please know that we have drafted, with plans to continually improve, our policies and procedures to the best of our abilities, after consulting with experts on this subject, including other schools, and especially various local law enforcement agencies. We realize that some of our younger children may be especially sensitive to “lockdown drills.” However, drills are absolutely necessary for adequate preparation for an actual emergency. Parents will be notified in advance, prior to a “lockdown drill” but the specific date and time will not be announced beforehand – per law enforcement agency recommendations.

Communication with Parents/Guardians regarding “LOCKDOWN DRILL”

The Director of Opendoor Education will email all parents about an upcoming lockdown drill at least a week in advance so that adequate preparation and instruction may be offered at home to the children. Details about the actual date and time for the lockdown drill will not be included in the communication (see above).

Communication with Parents/Guardians regarding “ACTUAL LOCKDOWN”

In the event of an actual lockdown situation, a member of the Opendoor Education’s administrative staff will notify the parents/guardians of the lockdown: by phone, email and/or text alerting them of the lockdown situation, as soon as it is possible. Please note that in an actual lockdown event, it may not be possible to act on this policy. Once lockdown is over, the administration will alert the parents/guardians, as soon as possible, or within a reasonable time frame. Parents should not attempt to come to school while school is in lockdown mode until the “All Clear” is communicated by phone, email and/or text.

Tobacco Free Campus

Opendoor Education is a tobacco free campus. For the health of the children, families, and staff tobacco products of any sort are strictly prohibited on campus. This includes parking lots and all buildings and grounds.



BEHAVIOR GUIDELINES

Discipline

At the CDC, we believe that teachers and parents must work together to create a pleasant atmosphere in order to fulfill our philosophy of offering a healthy and safe social experience to each child.

If a concern arises that any unsocial behavior begins to occur frequently, a conference with both parents, the director, and possibly the child's teachers will be scheduled to discuss ways to work together toward changing the unsocial behavior. Our goal is to get through these times successfully so the child will learn to respect others, their environments, adults, and to have self-control in any group setting.

***Opendoor CDC reserves the right to have immediate withdrawal of a child in extreme or repetitive circumstances of misbehavior.**

Behavior Goals for the Children

The following behaviors exhibited towards a child, teacher, parent or visitor will be considered unacceptable:

- Biting
- Hitting
- Spitting
- Kicking
- Throwing Objects
- Yelling
- Bullying Others

- Refusing to do what a teacher asks
- Using inappropriate language
- Pushing/Shoving
- Scratching
- Pinching
- Pulling Hair
- Treating toys and classroom furnishings with disrespect

We realize that certain behaviors mentioned above primarily occur with certain age groups and are considered developmentally appropriate. For example, toddlers might go through a “biting phase” which would be considered developmentally appropriate for a time. However, biting would not be considered acceptable and developmentally appropriate in our 4’s class. Although biting is developmentally appropriate with certain age groups and is to be expected, our goal is to take any acceptable measures to prevent this from happening all-together.

Staff Guidelines for Disciplining Children

Neither spanking nor physical punishment will be permitted at Opendoor CDC. Constructive techniques for managing behavior while maintaining a child’s self-worth will be applied. The administration will provide guidance in these skills with staff and parents. The purpose of discipline is to teach the child self-control and self-correcting techniques.

If at any time a member of Opendoor CDC’s staff or management must discipline a child, it is always done in love and an effort to set healthy boundaries and set the child up for success.

Opendoor CDC has standards that are to be respected and upheld in our daily environment to help encourage safety and a positive learning environment for all children.

In the event the CDC Director is not available to handle discipline, another Director in Opendoor Education will stand in their place.

Our process for discipline is:

1. Verbal Warning/Redirection
2. Time-out
3. Speak with the child outside the classroom
4. Time outside the classroom either at the front desk or in the director’s office.

Depending on the behavior and frequency of occurrence, the director reserves the right to send a child home for the day or longer if needed.

Child Abuse and Neglect

All staff will comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the director. If necessary, the director will report the suspected case to the County Department of Social Services. Periodic observations and written documentation will be made by the director and teachers when necessary.



OTHER INFORMATION

Clothing

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Athletic shoes are preferable for outdoor play. Please avoid flip flops and Crocs, as these may cause unwanted accidents/incidents during play.

Extra Clothing

We ask that you leave your child's cubby stocked with at least 2 extra changes of weather appropriate clothing and underwear. Accidents happen and we do not keep a stock of spare clothes in our center. If your child has soiled clothes that are sent home, please bring in more cubby clothes for the next day.

Potty Training

Potty training will take place in the 2's classroom. We start introducing the potty to the children at the age of 18 months and expect them to be trained by their 3rd birthday or when they move to the 3-year-old class. Both parents and teachers will need to support each other at this time for consistency.

Please dress your child so they can easily get to the potty without wetting themselves. Examples: bottoms with elastic waist bands. Overalls, jumpsuits, pants with belts, snaps, zippers and buttons are very frustrating to children.

Definition of 'potty trained':

- Wearing underwear; no pull-ups, diapers, potty pants, or plastic pants (even during rest time)
- Goes to the bathroom without being asked
- No accidents or very infrequent accidents
- Cleaning and dressing with little assistance after toileting

Food/Nutrition

The center will meet nutritional needs for the part of the day which your child spends at the center by providing a light morning snack, a well-balanced lunch, and a nutritious afternoon snack. This will be provided for children old enough for table food. We ask that your child's breakfast from home not be brought into the center (excluding the infant room). If your child is on formula and/or baby food, you will need to provide the center with labeled bottles and jars of food with sufficient formula and food to feed the child for each day.

Meal Schedule

The following is the schedule per classroom for serving meals:

	Morning Snack	Lunch	Afternoon Snack
Infants	8:00-8:15	11:00-11:15	Varies
1-2 year-olds	8:30-8:45	11:15-11:30	2:15-2:30
2-3 year olds	8:35-8:50	11:30-11:45	2:30-2:45
3-4 year olds	8:45-9:00	11:45-12:00	2:30-2:45
4-5 year olds	9:00-9:15	12:00-12:15	2:30-2:45

- We do not serve any meals after the children have eaten and everything has been cleaned away. However, a child may be served if they were brought in while eating, but not after it has been cleaned away.
- Children will need to be fed before coming to the CDC if they are going to miss that mealtime.
- **NO** outside breakfast food is to be brought to the CDC and into the classrooms.
- The staff will only put the food in front of the children at the time that classroom is scheduled to eat so no child will miss the scheduled snack.
- If a child will not be here in the morning, but will be here for lunchtime, the parents will need to call the CDC by 9am so that we can add your child to the lunch count.

Toys and Candy

Your child may want to bring a stuffed animal or doll for naptime, but other toys, candy, gum, or any small objects are not permitted. Please do not discard any food, gum, or candy in the parking area or on the grounds. This attracts insects and small children may pick it up.

Birthdays and Special Occasions

Parents are welcome to send cookies, cupcakes, or a cake to share with their children's friends on birthdays or special occasions. **By law, these foods must be prepackaged or prepared by a licensed kitchen.** Please consider white or yellow cake with white or pastel icings for easy cleanup of the children's face and clothes as well as avoidance of food dyes for children that may be sensitive to artificial dye. Also consider the age group you're preparing for. Due to possible choking hazards, the following would not be appropriate in any classroom: balloons, gum, and small items such as jawbreakers, hard candy, toy balls, money, etc. Please let your child's teacher know in advance that you will bring a treat. **IF YOU BRING GOODY BAGS, THEY WILL NEED TO BE GIVEN OUT UPON ARRIVAL OF EACH CHILD'S PARENT.**

Ideas to choose from: small cupcakes, chips, fruit, cookies, natural fruit juices or fruit boxes, brownies, stickers, note pads, unsharpened pencils, crayons, etc. Please read packages for age warnings.

We have many children with allergies varying from red dye, peanuts, eggs, and more, so please stick to what we've recommended to ensure their safety.

Rest Periods

Children in the toddler rooms, twos, threes, and four year olds will need to bring a crib sheet to cover their mats and a small blanket for naptime. Each child in the infant room will have individual rest and meal times and the sheets and blankets are provided by the center. The children in our Toddler to Preschool programs will be expected to rest on their mats for two hours following their lunch.

We realize that not all children will rest for a 2 hour period of time. However, they will be required to lay quietly on their mat during the rest period. Our policy is to let the child sleep for the entire rest time.

Parent Bulletin Boards/Participation

Communication is very important at Opendoor CDC. A parent bulletin board is located in every class and is used to display lunch and snack menus, program schedules, newspaper

and magazine articles, certificates, messages and other pertinent information. Please read these notices daily and remember, we welcome your thoughts and comments.

We encourage parents to be involved in their child's preschool life. Parents are invited to attend class parties, field trips, class performances, and are encouraged to volunteer by reading to the class, sharing about a special hobby, or assisting with special events. Special events are also held throughout the year to honor our Moms, Dads, and Grandparents. We hope that you can attend these events to fellowship with us!

Daily Reports

Daily reports are used primarily in our infants through 2-year-old classes (6 weeks-2 years old) who are in diapers or in the process of potty training. It is used to let parents know if their child has eaten well, napped (or not), and other miscellaneous information. This information is kept on an iPad in the classroom and will be sent electronically to you throughout the day. Daily reports will not be recorded and sent home after a child is fully potty trained.

Field Trips

Field trips and nature walks will be taken periodically with our 4-year-olds to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for these excursions as is available to the children while in attendance. Your permission for your child to participate in such on/off site excursions is part of this agreement. Parents will be notified in advance of all field trips. If your child is age under 8 and weighs less than 40 pounds, a booster seat will be provided. If parent's prefer to use their own, it can be left with the classroom teacher when the child is dropped off. Parent participation is welcomed and chaperones will be selected for trips needing additional adult supervision. They must drive separately (however, your child can ride with you). The trips are planned for your child's classmates only. No siblings are allowed on field trips. Parents/guardians who attend field trips are responsible for paying their way.

Conferences

Scheduled parent/teacher conferences will be held in the Winter and Spring months with our Three's and Pre-K classrooms. All classes will have a half-day conference day in February, but by no means should you feel these are the only times that you can visit with your child's teacher. We want to exchange thoughts and information on your child on a daily basis.

Cleaning

Opendoor Child Development Center implements a variety of cleaning procedures to ensure the most sanitary facilities for our children. We employ a cleaning crew that cleans our building from top floor to ceiling every night upon closing as well as a

disinfecting service that has been approved by the Department of Environmental Health that comes weekly. Our teachers use a sanitizer and a disinfectant solution to clean and sanitize the classroom, changing stations, tables, and any surfaces or toys throughout the day. A classroom cleaning checklist is available for review in the classrooms at any time. Sheets are washed daily in our infant classrooms and once/week in our toddler through pre-k classrooms according to the class's laundry schedule.

LOCAL REGULATION RESOURCES

Greenville Fire and Rescue

Fire Inspections-

500 S. Greene Street, Greenville, NC 27835. Inspector (252) 329-4390

Greenville Public Works Department

Building Inspections-

306 S. Greene Street, Greenville, NC 27835. Inspector (252) 329-4466

Health and Human Resources Division of Child Development

State and local child care consultant and inspection-

P.O. Box 8001, Greenville, NC 27835-8001. Inspector- Bolita Whitman (919) 736-0372

Pitt County Environmental Health

Health Inspections-

1717 W. 5th Street, Greenville, NC 27834. Inspector- Emily Robertson (252) 902-3200

Mental Health Area Program

203 Government Circle, Greenville, NC 27834. (252) 902-2100

Provides quality, community-based prevention, education, counseling, and treatment services, including intervention, support, residential, vocational and crisis services. Offers several programs for people with disabilities

- CAP/MR-DD (Community Alternatives Program): for children, teens, and adults with a profound mental retardation or developmental disabilities
- Developmental Disabilities Services: for toddlers, 3-year-old to adults with a developmental disability
- Early Intervention Program: a developmental program for children, ages birth to 7 years, who have or are at risk of having developmental disabilities
- Pitt County Respite Program: a residential program for infants and adults with a developmental disability, mental retardation, or traumatic brain injury

Pitt County Department of Social Services

1717 W. 5th Street, Greenville, NC 27834. (252) 902-1110

Assistance with daycare services. Treatment programs for children and families with special needs are also provided, such as parenting classes, education and child care, working with special needs children.

Pitt County Learning Disabilities Association

P.O. Box 1734, Greenville, NC 27835. (252) 321-5555

A nonprofit organization about learning disabilities in adults and children and attention deficit disorder.

TEACCH Center (Treatment and Education of Autistic and Related Communication - Handicapped Children)

108-D W. Firetower Road, Winterville, NC 28590. (252) 830-3300

East Carolina University Services

Developmental Evaluation Clinic- Test speech and for physical, mental and social disabilities

Irons Building - ECU Campus, Greenville, NC 27858-4354. (252) 328-4480

Family Support Network of Eastern NC, Inc. c/o Developmental Evaluation Clinic- A parent-to-parent support program for parents with a premature infant, a child with a developmental disability, a child with a chronic illness, or loss of a child. Trained volunteer support parents who have adapted in a positive manner to their child's illness or disability. (252) 328-4494

ECU Speech Language and Hearing Clinic- Diagnostic therapy clinic for school-aged children and preschoolers with speech, language, and/or hearing disabilities.

School of Allied Health, Belk Annex 1, Greenville, NC 27858-4353. (252) 328-4405

STATE REGULATION RESOURCES

Building Code Requirements Child Day Care Section, Division of Facility Services

701 Barbour Drive, Raleigh, NC. (919) 733-2083

Dept. of Health and Human Resources Division of Child Development

319 Chatanoke, Raleigh, NC 27603. Stephanie Fanjul (919) 662-4499

Environmental Health Service Section

P.O. Box 29534, Raleigh, NC 27626-0534. (919) 733-2870

Non-Public Education (Kindergarten)

503 N. Wilmington Street, Raleigh, NC 27604-1198. Rod Helder (919) 733-4276

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