



**Southeastern Preschool  
Educational Center**

**School-Age Program  
Educational Campus**

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## **Parent Handbook**

# **SPEC**



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## WELCOME

S.P.E.C. knows that your child is a very special person and needs an abundance of understanding and individual attention. Our major goal is to socially, emotionally, intellectually, and physically enrich the children in our care. We are committed to providing the best care possible for your child.

## PARENT HANDBOOK

Every parent who enrolls a child at S.P.E.C. will receive a copy of this handbook. This booklet provides important information concerning S.P.E.C. If there are any changes to the handbook, we will notify you in writing. However, at any time if you have a question or concern please stop by the office and talk to the director, she will be glad to assist you.

## DAYS OF OPERATION

The center will be open Monday through Friday, year round, except for the following holidays: New Year's Day, Easter, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day, and Christmas Day. When the holiday falls on a weekend we will be closed the Friday before or the Monday after the holiday.

Lead teachers are responsible for the cleanliness of the classroom. Closing teachers will sweep, mop, and sanitize the bathrooms daily. The S.P.E.C. maintenance department will be responsible for large jobs such as painting and waxing floors.

## CLEANING SCHEDULE

### Daily

Empty trash  
 Clean and sanitize bathrooms  
 Sweep and Mop Floors  
 Clean tables and counter tops  
 Straighten shelves  
 Check and fill paper towels, toilet paper, and anti-bacterial soap  
 Sort toys  
 Clean and sanitize infant toys  
 Clean high chairs, swings, and walkers  
 Vacuum rugs

### Weekly

Clean Mats and cubbies  
 Clean large toys  
 Wash basket toys  
 Wash baseboards and walls

### As Needed

Clean chairs and table legs  
 Wash windows  
 Clean air vents  
 Dust  
 Redecorate  
 Wax floors

In the case of severe weather the center will stay open as long as possible without compromising the safety of the children and staff. Severe weather closing announcements will be made on local radio and television stations. There is no refund for inclement weather days.

## HOURS

The center is open 6:30 AM to 6:30 PM Monday through Friday. Any child not picked up by closing is subject to a \$10.00 cash fee for every 15 minutes late per child. Please be prompt.

Our full time program has been designed to fulfill the needs of working parents. Your child may attend any time during those hours. Part-time and drop-in programs can be accommodated on a space available basis only. Due to the limited space and the special needs of infants we often limit enrollment to full time only in the infant rooms.

Our preschool programs accept children ages six weeks through five years. The school age programs accept students ages five through twelve

## ENROLLMENT

Prior to a child's attendance at the center an application form must be completed. This contains a fee agreement, emergency information, and rules.

We must also have on file a transportation agreement, shot record and physical. The shot record must be on file before the child can attend the center. The physical must be on file within 30 days of the child's enrollment. The director will discuss these forms with you and answer any questions that you may have.

It is the parent's responsibility to notify the office of any changes regarding this information. The center must receive a five day notice if the child is to be withdrawn or a week's tuition will be charged.

### TUITION / FEES

Tuition is due every Monday, if it is not paid by Wednesday there is a \$10.00 late fee added on. If your child attends full time, you may be eligible for a discount provided the tuition is paid on or before the Monday that is it due.

If your child will be absent all week, tuition paid in advance will be half price. If your child attends one day during the week, full price will be charged.

After school children are subject to an extra fee for teacher workdays and holidays that they attend.

We do ask your cooperation in helping us to comply with some of the sanitation rules. The health department states that frequent hand washing is the single most effective deterrent to the spread of disease, therefore the law requires that every child upon entering the center at the beginning of the day must wash their hands. We will encourage frequent hand washing throughout the day.

All baby bottles must be prepared and labeled with the date and name of child.

Crib sheets must be changed daily in the infant rooms..

There can be no medicine stored in the cubbies, diaper bags, or backpacks. Please make sure to leave all items labeled "Keep out of reach of children" at home.

## **REPORTING CHILD ABUSE**

North Carolina law mandates that all child care workers report any instance of suspected abuse or neglect. The health and well being of every child is most important to S.P.E.C. Any teacher or parent who suspects a child is the victim of abuse or neglect should bring their concerns to the director. The director will call Child Protective Services and make a report. If the teacher or parent prefers, they may call Child Protective Services directly.

Brunswick County DSS (910) 253-2077

Onslow County CPS (910) 938-5460

New Hanover County DSS (910) 341-4722

Pender County DSS (910) 259-1240

## **SANITATION STANDARDS**

The county health department does at least two unannounced inspections of the center every year. The approval notice is posted in or near the office. The classrooms are cleaned daily by our staff. Small toys for infants and toddlers are sanitized at least daily to keep germs away. Larger toys are cleaned and sanitized on a regular basis.

There is a \$25.00 cash service charge for returned checks; if this happens two times the center will accept cash only.

All tuition paid is non-refundable.

All field trips are included in the tuition for school age summer camp.

An initial and annual (September) registration fee of \$25.00 will apply.

Each center is able to provide different activities such as Growing Readers, Stretch and Grow, dance, gymnastics, karate, swimming lessons, etc. There is an additional charge for some programs. Please check with the director for activities available at your center.

## **SAFE ARRIVAL & DEPARTURE**

Parents are required to accompany their children to their classrooms. Children, regardless of age, are not allowed to enter the center unaccompanied. Please make contact with the teacher when dropping off and picking up your child. Parents will designate on the enrollment file who is able to pick up their child. If there is any change the director is to be notified.

For the safety of your child, identifications will be checked and children will not be allowed to leave with an unauthorized person. Children may only leave with authorized adults, 18 years or older.

### SCHOOL-AGE PICK UP

Our vans pick up from most of the area schools. If you do not need us to pick up your child on a particular day, please call the center by 2:00 of that day. Our vans cannot leave the school until every child is accounted for; therefore, a \$10.00 fee will be charged for failure to notify S.P.E.C. that school pick up is not needed.

It is very important that your child understand the proper safety rules on a van. Seat belts must be worn at all times and good decorum must be maintained.

### PARENT PARTICIPATION

At the time of enrollment, the director will familiarize you with the center and introduce you to your child's teachers. Prior to your child's first day, you are encouraged to observe the classroom daily routine. You may also bring your child to meet the teachers and children. We have an open door policy for parents and you may visit at any time. We do ask your cooperation in not disrupting the classrooms. For your convenience, schedules and lesson plans are always posted both inside and outside of the classrooms. Several times a year we have special events planned when we invite our parents to participate.

Parents must provide diapers and wipes for children who are not potty trained. We will work with you on potty training, just let us know.

### DISCIPLINE POLICY

The North Carolina law prohibits corporal punishment (hitting or spanking.) The law also prohibits any discipline related to food, toileting or rest. Discipline shall not be delegated to another child, nor will any child be put in a locked room or box.

Discipline at S.P.E.C. is a joint effort between parents, teachers, and the child. Good behavior is constantly praised; we like to emphasize the positive. Redirecting the child's behavior toward another activity is often very successful. If not, time out at the rate of one minute per year of age is used. This allows the child time to slow down and consider their actions. Every day preschool parents will receive a report which will tell you if your child's behavior is great, good, or could be better. We will talk with you about any behavioral concerns so that you are aware of any changes. Our goal is to provide a safe and enriching environment for all children. Extreme misbehavior that disrupts the class cannot be tolerated and the staff will confer with the parents to resolve the issue. Management will attempt to find a satisfactory solution before termination of care is considered.

## **BRING EVERY DAY**

Every day you must bring a change of clothing. Accidents and spills do happen. The clothes may be left in the cubbies if desired.

The state requires a change of clothing be available. If your child does not have a change of clothes, a \$5.00 fee will be charged to provide one.

Each preschool child in the center will have an afternoon rest period/nap.

All full day preschool children also need to have a blanket and sheet for their naptime mat, brought clean every Monday. A crib size sheet and blanket work the best. Infants must have a clean Port-A crib sheet available daily.

The state requires that all children have a sheet and blanket, if you do not bring one S.P.E.C. will provide one at a cost of \$5.00 per day.

Make sure that everything is labeled with your child's name. Please do not allow your child to bring any toys from home. S.P.E.C. is not responsible for any lost or stolen items.

These include our Fall Festival, Thanksgiving meal and preschool graduation in May. The classroom teachers may also invite you to participate in class parties and field trips.

Conferences with your child's teachers can be arranged at any time by contacting the office. We will make an appointment at your convenience and provide a substitute so that your child's teacher may spend as much time as needed with you.

An effort will be made by the office staff to distribute parent newsletters at least quarterly, if not monthly. These newsletters will inform you of events and happenings at SPEC as well as important reminders for parents. Special announcements will be posted on the parent board and/or distributed through fliers and email messages.

## **ILL CHILDREN**

Any child who shows signs including but not limited to: fever, diarrhea, vomiting, rash, deep cough, or sore throat should not be sent to the center. We are required to take the children outside every day, weather permitting. If your child is too sick to go outside, he/she is too sick to come to the center.

Any child who develops a fever of 101 degrees, vomiting, or diarrhea will be sent home. Ill children must be separated from the rest of the children, therefore we ask that the parent/guardian please come as quickly as possible when called. A child who is sent home for an illness must be fever free for twenty four hours, therefore cannot return the next day.

In the case of an emergency, the office personnel will call for an ambulance to transport your child to a hospital. During an emergency situation, the operator may authorize the physician of his/her choice to provide emergency care in the event that neither the parent/guardian nor the family physician can be contacted immediately.

### MEDICINE

Medicines are given at 11:00 and 3:00 only. A signed medicine form must be left with the medicine in the office. All medicine must be in the original container and have the child's name on it. Medicine slips are good for a limited time period and medicine must be taken home when no longer needed. Any medications that are not picked up must, and will be, disposed of. Please remember to take the medicine home when the permission slip has run out. Permission slips are also needed for suntan lotion and diaper creams, however they may be written monthly.

### NUTRITION

The center provides breakfast, lunch, and an afternoon snack, included in tuition. Lunch or snack is also provided for all children on field trips. The menu is posted weekly and was especially designed to appeal to children as well as meet all the nutritional guidelines. Children are not allowed to bring their own food to the center unless it is required by a doctor. If your child has a milk allergy we must have a note (there is a form in the office) from your doctor on file. If your child is unable to eat or drink the provided meal or snack, parent provided substitutions will be allowed. Please make arrangements with the office ahead of time.

For special occasions such as birthdays and holidays, parties are allowed (with prior approval) in the classrooms. Due to North Carolina Day Care Rules all food must be commercially prepared. Home baked goods are not permitted. The center is proud to be a member of the USDA food program and abides by all of its rules and guidelines, "Eat Healthy - Grow Strong."