



Parent Handbook – Operational Policies 2017 – 2018

School Street Early Learning Center

**415 Virginia Street
Goldsboro, NC 27530
(919) 731-5960**

**Karen Whichard, Coordinator
Antoinette Relaford, Teacher
Youlanda Claude, Teacher Assistant**



BUILDING BRIGHTER FUTURES

Wayne County Public Schools Pre K

North Carolina Pre-Kindergarten

The *North Carolina Pre-Kindergarten Program* (NC Pre-K) is a high-quality program that serves children who are at risk and prepares them for success in school. Pre-kindergarten is a research-proven strategy for school readiness.

Children served by NC Pre-K attend a full school day, full school year program that meets high-quality state standards. The program is community-based. It is integrated with other early childhood programs in the community and administered at the county or regional level. Children participating in NC Pre-K may be served in classrooms in the public schools, licensed child care centers or Head Start programs.

The NC Pre-K program is especially beneficial for those children most at risk of school failure. According to independent evaluation findings by the FPG Child Development Institute, University of North Carolina at Chapel Hill, children served by NC Pre-K exhibit substantial growth in key areas including language, literacy, math and social skills.

North Carolina is one of the top two states nationally for state pre-kindergarten quality standards, according to the National Institute for Early Education Research, including standards such as teacher education and training, class size, staff-child ratio, and early learning standards. Children's experiences in NC Pre-K are rooted in North Carolina's early learning standards for preschoolers, called *Foundations*. These standards incorporate the five domains of development and learning fundamental to school readiness: approaches to learning, emotional and social development, health and physical development, language development and communication, and cognitive development. NC Pre-K teachers engage children in active learning with a focus on each domain.

Children in NC Pre-K

- Learn about letters, colors, shapes and numbers
- Learn to develop positive relationships with peers and teachers
 - Listen to stories and learn about books
 - Explore math, science, art and music
 - Expand language skills
- Develop a positive sense of self and an enthusiasm for learning
 - Explore and play outside daily

NC Pre-K staff values the diversity of children and their families and are responsive to the needs of individual children.

(Information above was copied from the 2016 NC Pre-K Pre-Kindergarten Program Guidelines and Requirements. More information is available at The Partnership for Children of Wayne County, 800 North William Street Goldsboro, NC phone: 919-735-3371 or go to the NC Pre-K website: http://northcarolinachildcare.nc.gov/general/mb_northcarolinaprek.asp

Instructional Staff of Public School NC Pre-K Programs

Administrator - Principal Licensure is required

Teacher – All teachers will hold Birth-Kindergarten (B-K) teaching license or Preschool Add-on teaching license.

Instructional Assistant – Meet the Department of Public Instruction requirements outlined by the federal “No Child Left Behind” legislation and have a minimum of 48 transferable semester hours, or an Associate Degree.

Curriculum and Instructional Assessment for NC Pre-K

- The Creative Curriculum for Preschool (fifth edition)
 - Opening the World of Learning (OWL)
 - Teaching Strategies Gold is the current assessment.
- NC Foundations for Early Learning Development (NCFELD)

Please Note: Religious activities will not be practiced during the NC Pre-K school day.

Days and Hours of Operation

All WCPS NC Pre-K classrooms follow the Wayne County Public School Calendar. A copy of the calendar is provided with this handbook. See the program opening and closing times below:

Pre K Site	School Opens	Pre-K Opens	Pre-K Closes	School Closes
<i>BPS</i>	8:15	8:30	3:00	3:30
<i>CES</i>	8:15	8:45	3:15	3:30
<i>EDG</i>	8:20	8:20	11:30	2:50
<i>EDG</i>	8:20	12:30	2:50	2:50
<i>EWE</i>	8:15	8:30	3:00	3:30
<i>FRE</i>	8:00	8:15	2:45	3:15
<i>MLE</i>	8:15	8:30	3:00	3:30
<i>NDE</i>	7:45	7:45	2:15	3:00
<i>NEE</i>	8:00	8:30	3:00	3:15

<i>RWE</i>	7:45	7:45	2:15	3:00
<i>SSE</i>		8:30	3:00	
<i>SCE</i>	8:30	9:00	3:30	3:45
<i>TRE</i>	8:00	8:00	2:30	3:15

Service Days

- Up to five of the 180 NC Pre-K service days may be used for county/region sponsored professional development, to the extent that additional hardships are not created for children and families in the NC Pre-K classroom.
- Parents will be informed of these closed service days in advance so that other arrangements can be made for their child.

Age Range of Children Served

All NC Pre-K classrooms serve children that are 4 years old on or before August 31st of the program year. Children who are eligible for kindergarten cannot be served with NC Pre-K funds.

- There is no cost for the six and a half hour instructional day to the families with children in the NC Pre-K program.

Admission Requirements, Eligibility Determination, and Enrollment Procedures

Students must meet the eligibility criteria for the NC Pre-K Program. Eligibility determination is made through an application process at The Partnership for Children of Wayne County. The Partnership will notify you of acceptance to this program.

Family Involvement

Family involvement is critical to the success of children during the preschool years. Wayne County Public Schools has an open door policy to parents and welcomes parental visits and involvement in school activities. Home visits, classroom visits, and parent/teacher conferences are encouraged. We look forward to your participation.

Parent Participation in Group/Individual Activities

Staff members encourage parent participation in the classroom. Parents can participate and assist in various activities – reading to the children, playing with the children on the playground, attending field trips, planning special activities, etc. All Ideas Are Welcome !

Parent Meetings with Staff

Occasionally, parents and teachers will meet throughout the year to discuss the child's progress. Either the teacher or the parent may request a meeting at any time. Meeting times will be scheduled to best meet the needs of both the parent and the school staff.

The Partnership for Children of Wayne County will provide the school with the following enrollment requirements:

- Completed application for enrollment including emergency information
- Current physical – must be dated within the last 12 months of entry to NC Pre-K Program. Otherwise, a physical must be completed and received by the school within 30 days of enrollment.
- Current immunization record (shot record) – must be completed, signed, and dated by the child's doctor.

Parents will be asked to complete and return the following forms on or before the first day of the child's enrollment:

- Signed statement regarding the discipline policy of the classroom
- Signed statement that the parent has received a copy of the Parent Handbook
- Signed statement that the parent has received a copy of the Summary of NC Child Care Law for Licensed Public School Programs
 - Completed free/reduced lunch application for the child
- Current physical – must be dated within the last 12 months. Otherwise, a physical must be completed and received by the school within 30 days of enrollment (if not received when application was completed).
- Current immunization record (shot record) – must be completed, signed and dated by the child's doctor (if not received when application was completed).

Items to be Provided by the Parents

The following list contains items that your child will need to bring from home:

- Full change of clothes (shirt, pants, underwear, and socks – need to change type of clothing with the season)
 - Large towel or small blanket for nap time
- Diapers/pull-ups and wipes for children who are not yet fully potty-trained

Please label all items with child's name.

Transportation

Wayne County Public Schools does not provide transportation for NC Pre-K students. It is the parents' responsibility to provide transportation.

Children with Special Diets or Food Allergies

- Children's special diets or food allergies must be posted in the food preparation area and in the child's eating area.
 - The food required by special diets may be provided by the center.
- If the diet is prescribed by a health care professional, a statement signed by the health care professional shall be on file at the center and written instructions shall be provided by the child's parent, health care professional, or a registered dietician.

Please let the director and classroom staff know if your child is allergic to any food(s) or if there are any other food concerns: (examples: religious beliefs, medical condition).

Pre-K Nutrition

North Carolina Pre-K classes will be provided with USDA approved meals and snacks.

NC Pre-K Nutrition Rule (Opting Out)

North Carolina Child Care Rule section 10A NCAC 09 .0901 General Nutrition Requirements state:

When children bring their own food for meals or snacks to the center, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the center must provide additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the center as set forth in G.S.110-91(2)h1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the center signed by the child's parent or guardian shall be kept on file at the center. Opting out means that

the center will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the center's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the center shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

Procedures for Reporting Suspected Child Abuse & Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned.

- ***Any allegations of abuse or neglect received by the Division shall be referred to the county department of social services within 24 hours of receipt of the complaint or on the next working day. Even if the county department of social services determines the allegation does not warrant investigation according to G.S. 7B-302, the complaint shall be investigated by the Division.***

In addition, any person can call the NC Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care center. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Care for Sick Children

This facility does not provide care for sick children. If symptoms indicating the child is becoming ill begin while the child is in care, or if the child's condition changes after arrival at the center, the child will be separated from the other children and the parent will be notified of the child's condition. Parents are expected to pick up their sick child as soon as possible. This procedure protects the sick child as well as the other children.

Children with any of the following symptoms/illnesses will be excluded from school:

- Fahrenheit temperature over 100 degrees underarm, 101 degrees orally or 102 degrees rectally
- Have the sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water; or

- Have two or more episodes of vomiting within a 12 hour period; or
- Have a red eye with white or yellow discharge until 24 hours after treatment; or
 - Have scabies or lice; or
 - Have known chicken pox or a rash suggestive of chicken pox; or
- Have tuberculosis, until a health professional states that the child is not infectious; or
 - Have strep throat, until 24 hours after treatment has started; or
 - Have pertussis, until five days after appropriate antibiotic treatment; or
- Have Hepatitis A virus infection, until one week after onset of illness or jaundice; or
 - Have impetigo, until 24 hours after treatment; or
- Have a physician or other health professional's written order that the child be separated from other children.

Please speak to the teacher or principal if you have any questions about symptoms your child may have. We request that parents inform the teacher or school office as soon as possible when children are absent from school due to illness.

School Staff Schedule of Daily, Weekly, & Monthly Cleaning Duties

All teachers, instructional assistants and custodial staff are responsible for keeping the classroom areas clean. If you have any questions or concerns about the cleanliness of your child's classroom, please share them with the teacher or principal.

Cleaning duties may include, but are not limited to, the following:

- DAILY
 - Clean and sanitize tabletops
 - Sweep and mop floors
 - Vacuum carpets
 - Empty trash cans
 - Clean and sanitize bathrooms and sinks
- WEEKLY
 - Clean the inside and outside of any appliances (refrigerator, microwave, etc.)
 - Change mat sheets
 - Clean cubbies
- MONTHLY
 - Clean the windows
 - Clean the windowsills

- Clean the window blinds
- Clean the walls, especially areas that are obviously soiled or marked and the area near the trash cans
 - Wash and sanitize toys
 - Toys, equipment, cribs, or other items accessible to children, shall be free of peeling, flaking, or chalking paint.

Discipline Policy for Behavior Management

The use of corporal punishment – the use of physical discipline on the body of a child, such as spanking – in this program is strictly prohibited and will not be used on any child at any time.

- The discipline policy developed by the child care center must assure that no child is subjected to any form of corporal punishment or physical discipline.
 - Discipline must be age and developmentally appropriate.
- The use of physical restraints is strictly prohibited and may not be used on children at any time.
- The following behaviors are prohibited in all child care settings and by all caregivers:
 - No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
 - No child shall ever be placed in a locked room, closet, or box or left alone in a room separated from staff.
 - No discipline shall ever be delegated to another child.
 - Discipline shall in no way be related to food, rest or toileting.
 - No food shall to be withheld, or given, as a means of discipline.
 - No child shall ever be disciplined for lapses in toilet training.
 - No child shall ever be disciplined for not sleeping during rest period.
 - No child shall be disciplined by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms or floors or emptying diaper pails.
- Physical restraints also include the use of therapeutic holds, even in Developmental Day Centers. Therapeutic holds can only be used if indicated in a child’s Individualized Education Program (IEP) and the caregiver must follow the documented procedures indicated in the IEP.
- Other forms of physical restraint that are prohibited could include putting a child in a high chair for purposes other than feeding or in a bed or crib for purposes other than sleeping.
- In an emergency situation, it may be necessary to intervene by physically separating or removing a child from a situation to prevent the child from harming him or herself or others.

- Nap/rest periods should be limited to no more than two hours. Children must be given alternative activities if they are unable to sleep during nap/rest time. It is not appropriate for children to be forced to remain on their cot or mat for the entire rest period if they are awake.

This center uses the following forms of behavior management:

- Use of appropriate room arrangement, constant adult supervision, and sufficient amount of toys/learning materials.
 - Positive reinforcement for appropriate behavior.
 - Re-direction to appropriate activity.
 - Time-out (only as necessary and as a last resort).
- Note: Time-out is the removal of the child from his/her current situation to allow time to regain control of behavior.

How to Obtain Information or File Complaints:

We are always striving to provide the highest quality of care possible to the children and families we serve. Please share your comments, suggestions, concerns or complaints with the teacher and/or principal. Together, we can find the best solution. If you need further information regarding this NC Pre-K Program, please speak to your child's teacher or school principal. Additional assistance is also available at School Street Early Learning Center at 919-731-5960.

Information about any licensed classroom is provided through the State of North Carolina Department of Health and Human Services, Division of Child Development in Raleigh, North Carolina. For more information, complaints or general questions, please call 1-800-859-0829.

Change of Policy

The NC Pre-K Program reserves the right to change any policy if/when the need arises. Parents will be notified in writing of any changes.



2017 – 2018 WCPS NC Pre-K Staff

Broden Primary

Veronica Lopez, Teacher
Stephanie Cox ,
Instructional Assistant
Youlanda Wynn, Principal

Carver Elementary

Regina Brehon, Teacher
Melanie Powell,
Instructional Assistant
Lori Goodman, Principal

Eastern Wayne Elementary

Mina Steed, Teacher
Debbie Denton,
Instructional Assistant
Robert Yelverton, Principal

Fremont Stars

Shalaunda Smith, Teacher
Mary Stancil,
Instructional Assistant
Kelly Capps, Principal

Meadow Lane Elementary

Susan Steiner, Teacher
Eliza Gregory,
Instructional Assistant
Wendy Hooks, Principal

North Drive Elementary

Teresa Lewis, Teacher
Amanda Gregory,
Instructional Assistant
Charlenia Bennet-Carter,
Principal

Northeast Elementary

Whitnie Brown, Teacher
Glenda Thomas,
Instructional Assistant
Julie West, Principal

Rosewood Elementary

Lisa Herring, Teacher
Amber Mursch, Instructional
Assistant
Charles Smith, Principal

Spring Creek Elementary

Tammy Braswell, Teacher
Lorena Esparza, Instructional
Assistant
Nicole Barrett, Principal

Tommy’s Road Elementary

Wanda Reid, Teacher
Ashley Presson, Instructional
Assistant
Tameka Allen, Principal

School Street

Early Learning Center
Alison Hubbard, Teacher
Tabitha Lewis,
Instructional Assistant

School Street

Early Learning Center
Antoinette Relaford, Teacher
Youlanda Usher,
Instructional Assistant

PARENT CHECKLIST

_____ Pick up and drop off times

_____ Full change of clothes (shirts, pants, underwear, socks, etc. –
according to the season)- *label all items*

_____ Large towel or small blanket for nap time – *label all items*

_____ Diaper/pull-ups and wipes for children not yet potty trained

_____ Notified teacher of food allergies or special diet

_____ Completed all forms as required by center

_____ Provided updated contact and emergency contact info

NOTES:

WAYNE COUNTY PUBLIC SCHOOLS 2017-2018 SCHOOL CALENDAR TRADITIONAL

H = Holiday
AL = Annual Leave (built-in)
WD = Teacher Workday
DWD = Designated Workday
ED = Early Dismissal

First / Last Day



JULY						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	H	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

AUGUST						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	WD	WD	18
19	DWD	DWD	DWD	DWD	WD	24
25	28	29	30	31		

SEPTEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	H	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	ED	21	22	23
24	25	26	27	28	29	30

OCTOBER						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	ED	19	20	21
22	23	24	25	26	WD	28
29	30	31				

NOVEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	
5	6	7	8	9	H	11
12	13	14	ED	16	17	18
19	20	21	AL	H	H	25
26	27	28	29	30		

DECEMBER						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	AL	AL	23
24	H	H	H	AL	AL	30
31						

JULY	
July 4	Holiday
AUGUST	
Aug. 17, 18	Teacher Workdays
Aug. 21, 22, 23, 24	Designated Workdays
Aug. 23	Open House for Middle/High Schools
Aug. 24	Open House for Elementary Schools
Aug. 25	Teacher Workday
Aug. 28	First Day for Students
SEPTEMBER	
Sept. 4	Holiday
Sept. 20	Early Dismissal
OCTOBER	
Oct. 18	Early Dismissal
Oct. 26	End of 1st Grading Period
Oct. 27	Teacher Workday
NOVEMBER	
Nov. 3	Report Card Distribution (K-12)
Nov. 10	Holiday
Nov. 15	Early Dismissal
Nov. 22	Annual Leave
Nov. 23, 24	Holidays
DECEMBER	
Dec. 21, 22	Annual Leave
Dec. 25, 26, 27	Holidays
Dec. 28, 29	Annual Leave
JANUARY	
Jan. 1	Holiday
Jan. 12	End of 2nd Grading Period
Jan. 15	Holiday
Jan. 16	Designated Workday
Jan. 23	Report Card Distribution (K-12)
Jan. 31	Early Dismissal
FEBRUARY	
Feb. 19	Teacher Workday
Feb. 28	Early Dismissal
MARCH	
Mar. 21	Early Dismissal
Mar. 22	End of 3rd Grading Period
Mar. 29	Report Card Distribution (K-12)
Mar. 30	Holiday
APRIL	
Apr. 2, 3, 4, 5, 6	Annual Leave
Apr. 18	Early Dismissal
MAY	
May 28	Holiday
JUNE	
June 7	Last Day of School/Early Dismissal K-12 Report Cards Distributed (or as determined by individual school)
June 8, 11	Designated Workdays
June 12, 13	Teacher Workdays
Graduation	As Determined by Each School

Students do not report to school on holidays,
annual leave days or teacher workdays.

JANUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
	H	2	3	4	5	6
7	8	9	10	11	12	13
14	H	DWD	17	18	19	20
21	22	23	24	25	26	27
28	29	30	ED			

FEBRUARY						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	WD	20	21	22	23	24
25	26	27	ED			

MARCH						
SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	ED	22	23	24
25	26	27	28	29	H	31

APRIL						
SUN	MON	TUE	WED	THU	FRI	SAT
1	AL	AL	AL	AL	AL	7
8	9	10	11	12	13	14
15	16	17	ED	19	20	21
22	23	24	25	26	27	28
29	30					

MAY						
SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	H	29	30	31		

JUNE						
SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	ED	DWD	8
10	DWD	WD	WD	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

*Missed days will be made up on the first available workday or as designated by the Superintendent.

OUR MISSION

All Wayne County Public Schools holds high expectations for all students by collaborating with parents and the community to provide individualized support.

INCLEMENT WEATHER POLICY/SchoolMessenger INSTANT Messaging SYSTEM

The Wayne County Public School System may make the decision to close early or cancel school when weather conditions make driving hazardous. Using the SchoolMessenger system, decisions will be communicated to parents/guardians as soon as possible. Announcements regarding inclement weather and how it is affecting the schedule of Wayne County Public Schools can also be accessed by visiting www.waynecountyschools.org or tuning to the following stations:

Radio Stations: WGBR-1150 AM; WFMC-730 AM; Q97.7 FM
Television Stations: Channels 5, 7, 9, 11, 14, 17, WCEA 18 (Time Warner Cable)

If no announcement is made, schools will operate on a normal schedule. Weather conditions sometimes become unfavorable during the day after children have arrived at school. If early dismissal is necessary, the SchoolMessenger system will be used to notify parents electronically according to the method they are registered for. Local radio and TV stations will also make the announcement. Working parents are advised to make arrangements for childcare on days when schools must be dismissed early. Please do not call schools, the central administrative office, or the news media. We will communicate closings and early dismissals as quickly as possible. Our primary concern is the safety of children. Parents are encouraged to keep their contact information up-to-date for the SchoolMessenger instant messaging system.

Kindergarten Information

During the first four days of the school year, kindergarten students will attend school on a staggered schedule with one-fourth of the students in the kindergarten class attending each day. All students in the kindergarten class will attend on the fifth day of school.

SCHOOLS/PHONE NUMBERS

Brogden Middle	919-705-6010	North Drive Elementary	919-731-5950
Brogden Primary	919-705-6020	Northeast Elementary	919-705-6030
Carver Elementary	919-658-7330	Northwest Elementary	919-242-3419
Carver Heights	919-731-7222	Nonwayne Middle	919-242-3414
Charles B. Aycock High	919-242-3400	Rosewood Elementary	919-705-6040
Dillard Middle	919-580-9360	Rosewood High	919-705-6050
Eastern Wayne Elementary	919-751-7130	Rosewood Middle	919-736-5050
Eastern Wayne High	919-751-7120	School Street Early Learning Center	919-731-5960
Eastern Wayne Middle	919-751-7110	Southern Wayne High	919-705-6060
Edgewood Community Dev.	919-731-6970	Spring Creek Elementary	919-751-7155
Fremont STARS	919-242-3410	Spring Creek High	919-751-7160
Goldsboro High	919-731-5930	Spring Creek Middle	919-751-7125
Grantham	919-689-5000	Tommy's Road Elementary	919-736-5040
Grantham Middle	919-689-9999	Wayne Early/Middle College High School	919-739-7070
Greenwood Middle	919-751-7100	Wayne Middle/High School Academy	919-580-3609
Meadow Lane Elementary	919-751-7150	Wayne School of Engineering	919-734-0070
Mount Olive Middle	919-658-7320		

BOARD OF EDUCATION

2001 E. Royall Avenue
Goldsboro, NC 27534
919-731-5900

Dr. Michael Dunsmore, Superintendent

District 1	Mr. Don Christopher West	District 5	Mr. Arnold L. Flowers
District 2	Mr. H. Len Henderson	District 6	Mr. Richard W. Pridgen
District 3	Ms. Patricia A. Burden	At Large	Mr. Raymond E. Smith, Jr.
District 4	Ms. Jennifer S. Strickland	Attorney	Mr. Jack Edwards