

National Child Care Institute

Thank you for considering National Child Care Institute for your childcare needs. Please take a moment to review a few of our policies.

Uniforms & Attire

We are a uniformed environment. With that said, we ask that you adhere to the uniform requirements. Our green logoed shirt with black bottoms (pants, shorts, skirts). Short-sleeved shirts are \$20 and long-sleeved shirts are \$22. Please refrain from putting open-toed shoes on your child. These types of shoes become a safety hazard when playing outside.

Medical Physical & Immunization Report

Your child's Medical Physical & Immunization Report is due immediately. If we do not receive these forms promptly your child may not be able to enroll.

NUT FREE FACILITY

Please use nut-free items for our child to consume.

Lunch & Belongings

All items (containers, jackets, etc.) should be properly labeled with your child's name on them in the event items get misplaced. All cups, food, snacks, etc. will need to be placed inside lunch boxes prior to entering the building.

Smoke-Free & Tobacco-Free Facility

Our objective is to maintain a smoke-free & tobacco-free environment to protect the health of all those who work, attend or visit National Child Care Institute. With that said, our facility is designated a smoke-free & tobacco-free area, in accordance with the rule number *10A NCAC 09 .0604 SAFETY REQUIREMENTS FOR CHILD CARE CENTERS*. This rule applies both inside and outside our facility.

Diapers/Pull-ups/Wipes & Change of Clothes

We do not provide diapers, pull-ups or wipes, please make sure that your child is supplied with these items. Your child must have at least one change of clothes for accidents. For the children that are potty training, please bring velcro pull ups.

Fever/Sickness

If your child has a fever, your child is not allowed to come back to school until the **fever has subsided for at least 24 hours.** Meaning, if it is Sunday afternoon and your child has a fever, they will not be permitted to come back to school until Tuesday. We ask that you, please adhere to this request as it puts the other children in harm's way when their peers are possibly contagious. The same goes for diarrhea if a child has more than 2 bouts of diarrhea in a short about of time, please refrain from bringing your child to school for 24 hours.

NO Toys

To alleviate distractions, it is our policy that children are not allowed to bring toys to school.

Late Pick-Up & Withdrawal Policy

Our facility closes at 6:45 PM daily. We charge \$5.00 for each minute past 6:45 PM. We require that each child is picked up on or before that time. If situations arise and you cannot pick up your child, please make arrangements to have someone pick them up before the designated time or call us to communicate your situation. If you fail to pick up your child by 6:45 PM on two occasions regardless of the situation, you will be required to pay the late fee and pick up your child by 6:30 PM going forward, no end date. If your child remains at our facility after closure and we cannot reach the parents/guardians, emergency contacts or relatives after multiple attempts by 7:30 PM. We will engage Child Protective Services. Please understand this is for the safety of our staff and students. We require a 2 week notice before student withdrawal from our program.

Drop off time

Students should arrive at school no later than 9:30 AM unless a doctor's note is present. **No exceptions.**