**INTRODUCTION**

**The Fayetteville State University Early Childhood Learning Center is a child development and early childhood learning center created to serve children from 5 months through five years of age, under the direction of the University’s College of Education. The ECLC was established in the fall of 1970 to provide an opportunity for Early Childhood Education majors to become familiar with young children and their characteristics and to enable the translation of theoretical concepts into practical application. In addition to serving as a training ground for early childhood personnel, ECLC also has as one of its goals to provide a learning environment that will help young children develop to their maximum potential physically, intellectually, socially, and emotionally. The ECLC serves not only the University community, but the Fayetteville/Cumberland County community.**

**SCHOOL MISSION**

**The mission of the Early Childhood Learning Center at Fayetteville State University is to ensure that each child reaches their full potential. The staff at ECLC will provide learning in each area of child development. Child development includes social-emotional learning, cognitive, fine, and gross motor, and language. We will follow the North Carolina Foundations for Early Learning and Development to ensure every child receives learning in all areas. ECLC will provide a safe, and loving environment for each child and family.**

**PROGRAMS OFFERED**

**The ECLC’S hours of operation are Monday through Friday from 7:30 a.m. and closes promptly at 5:30 p.m. Teachers must be notified if a child will be arriving after 8:50 a.m. If a child is to arrive at ECLC after 8:50 a.m. due to a doctor’s appointment, a doctor’s note is required and must be given to the Director or Administrative Support Associate. After 8:50 a.m. the child will be required to remain at home for that day unless they have therapy. A doctor’s note still needs to be provided.**

**ECLC seeks to provide a program of experience designed to attain the following goals:**

* **To promote a variety of opportunities for social-emotional development and adjustment.**
* **To promote the development of good health habits.**
* **To provide opportunities for self-expression through language, music, art, role play, dramatizations, and other play experiences.**
* **To provide an atmosphere in which a child can succeed, thus building confidence in his or her own ability and worth.**
* **To provide an atmosphere in which creativity is stimulated.**
* **To develop a feeling of adequacy with emphasis on independence, good work habits, responsibility, and punctuality.**
* **To lay foundations for subject matter learning and intellectual growth.**

**RELIGIOUS ACTIVITIES**

**Activities, instruction, or communications which promote religious beliefs will not be directed toward children participating in the NC Pre-K portion of the Early Childhood Learning Center’s Day.**

**INCLEMENT WEATHER**

**ECLC will follow the University’s adverse weather schedule. Consult the University webpage (**[**www.uncfsu.edu**](http://www.uncfsu.edu)**), local radio and television stations for announcements.**

**Also, NC Pre-K follows the Cumberland County School (CCS) System’s inclement weather policy. Anytime that CCS is closed, delayed or there is an early release, NC Pre-K will act accordingly. Consult your local radio and television stations for announcements.**

**CHILD CARE COSTS**

**Registration and TUITION COSTS**

**Tuition is due by the 5th of each month. A late fee of $25.00 will be applied for payments made after the 5th of the month. If tuition isn’t paid by the 10th of the month, the child must stay home until it is paid in full. Tuition payments can be made to Administrative Support (Main Office), Director or online at:** [**www.uncfsu.edu/eclc**](http://www.uncfsu.edu/eclc)

**The fees associated with registration and tuition:**

**Registration Fee $125.00 (enrollment)**

**$75.00 (annually/July)**

**Monthly Childcare Fees**

**Infants (5 months to 12 months) $635.00 monthly**

**Toddlers (12 months to 24 months) $570.00 monthly**

**Preschoolers (3 to 5 years of age) $545.00 monthly**

**Before and After NC Pre-K Care (ONLY)**

**Before Care (7:30 a.m. to 8:00 a.m.) $125.00 monthly**

**After Care (3:00 p.m. to 5:30 p.m.) $225.00 monthly**

**Before and After Care (7:30 a.m. to 8:00 a.m.) $350.00 monthly**

**(3:00 pm. To 5:30 p.m.)**

**Before and After Care will not be available during Teacher Workdays and Scheduled Holidays. Refer to School Calendar. (Subject to change)**

**CHILD PICK-UP LATE FEES**

**Late fees will be charged on a per family basis when parent/family fails to pick up a child by 5:30 p.m. for traditional students and 3:05pm for NC Pre-K. Families will be given (1) excused tardiness during the school year. After (1) tardiness an initial late fee of $5.00 and an additional $0.50 every minute thereafter, not to exceed $25.00. Charges will be recorded by the staff person on duty at the end of the day. Late fee must be paid to Administrative Support or Director, the following day of child’s return. After three (3) recorded late pickups within a year (September to August), the child will be dismissed.**

**CLOTHING**

**Clothing should encourage movement and play. Families should ensure that a child’s clothing is as follows:**

* **Comfortable, washable, and allows for self-dressing**
* **Appropriate for arts and crafts**
* **For infants, diapers must be size appropriate**

**All students must have 2 pairs of clothes and 1 pair of shoes at school. All clothing should be marked with your child’s name with a permanent marker and a complete set is stored in individual zip-loc bags; also labeled with their name. Please make sure your clothes are changed out seasonally.**

**Because preschool children become really involved in activities, families should not dress them in clothing that requires that they remain clean.**

**Overalls, dresses with ruffles and bows, and pants with difficult belts and fastenings should be avoided.**

**Shoes in the toddler and Pre-K rooms should be comfortable and allow for active play. Shoes that are easy to put on/take off (i.e., Velcro sneakers) are preferred to promote independence. In the infant room, please provide tie able rubber soled shoes or walking shoes. Cowboy boots are not appropriate for daily wear. NO OPEN TOED SHOES OR SANDALS!**

**WEATHER RELATED CLOTHING**

**Children will go outside most days; thus, when cold weather arrives, families should ensure that children wear a hat, mittens**

Background pattern

Description automatically generated

**and a sweater to layer over clothes. Girls who wear dresses**

**should also wear pants or tights.**

**When it rains, parents/families should ensure that their**



**child wears a raincoat and rain boots. Umbrellas should not**

**be given to children.**

**IMMUNIZATIONS (SHOTS)**

**North Carolina Department of Health and Human Services Division of Public Health.**

**Q: What happens if a parent does not submit their child’s immunization records within 30 days of attendance?**

**A: The child will not be allowed to attend childcare until their records are submitted.**

**Q: What happens if the child is not legally up to date for their age?**

**A: If the child does not have the required number of shots for their age, the parents need to be informed and the child should be excluded per public health law (G.S. 130A-155(a)).**

**MEDICATION**

**All medications must be prescribed by the child’s physician. Name, dosage, and time must be printed on the label. A medication form will be available from the child’s teacher for family to complete and sign. Medications can only be administered by a staff member who has obtained a Medication Administration Certificate.**

**PHYSICAL**

**The Early Childhood Learning Center requires all children to have an annual physical examination.**

**CUSTODY ORDERS**

**Unless there exists a court certified custody order or some other court order on file at ECLC, ECLC will be unable to deny a parent the right to pick up his or her child. Families are encouraged to speak with the Director regarding such issues.**

**Certified custody orders must be provided to ECLC Director. ECLC must be notified immediately of any changes in custody orders.**

**VISITOR POLICY**

**ECLC adopts an “open door” policy, where families and friends are always welcome to visit and participate in classroom activities. We highly encourage that visitors and family members come during Activity Time (9:00 a.m. – 12:00 p.m.)**

**Families of children enrolled are not considered visitors and do not have to sign in/out of the Visitor’s Log.**

* **All first-time visitors/family members will be required to provide a valid driver’s license when checking a student out.**
* **All persons, not to include family members entering ECLC must sign in/out on the visitor’s log.**
* **Visitor’s Log must be filled out completely with name, purpose of visit, time in and out.**
* **All visitors must remain in sight of an ECLC staff member when in the company of a child.**
* **Inappropriate behavior or language will NOT be tolerated.**
* **Visitors who have not been introduced to ECLC staff by the parent/guardian prior to the visit will not be permitted entry.**

**DIFFICULT BEHAVIOR**

**The ECLC will make every effort to work with the family or guardian to ensure a cooperative approach for children having difficulties with behavior. We are here to serve and protect all our children. A family member may be contacted at work or home at any time the child exhibits uncontrolled behavior that may not be corrected by the Center’s staff. The family may be requested to take the child home immediately.**

**ECLC has a zero-tolerance policy when it comes to children hitting, spitting, kicking, slapping, and biting staff, teachers, student workers, students, and/or volunteers. Any child engaged in such behavior may be suspended for a designated number of days as determined by the teacher and Director.**

**BITING**

**Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at ECLC is our primary concern. ECLC’s biting policy addresses the actions the staff will take if a biting incident occurs.**

**Step 1: Parent/Family/Teacher conference**

**Step 2: If the skin is broken/bruised, a family member will be notified to pick up the child and the child cannot return until the next school day.**

**Step 3: The child will be dismissed from the program after the third offense.**

**Steps Taken by the Center to Improve/Eliminate Inappropriate Behavior**

**General Behavior**

**For incidents of general misconduct, the following will occur:**

**Step 1: Conference between parent and teacher, documentation submitted to**

**Director.**

**Step 2: Conference between parent, teacher, and director to develop a plan of**

**action. Documentation will be taken by the teacher on target behavior**

**for a minimum of one month.**

**Step 3: Meeting with teacher, director, and family after one month to discuss**

**progress and documentation.**

**Step 3: Find outside resources to assist child with redirecting inappropriate**

**behavior.**

**Step 4: Family conference after two weeks of resources being implemented to**

**access next steps.**

**Step 5: After six months of documentation, if no improvement, suspension may**

**occur.**

**WEAPONS AND OTHER INAPPROPRIATE ITEMS**

**If a child brings a weapon or any other type of inappropriate item, e.g., cigarette lighters, matches, etc. to ECLC, the child will be automatically dismissed from the program.**

**PROCEDURES FOR REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

**As childcare providers, it is our responsibility to report all suspected child abuse and/or neglect. The ECLC cannot turn its back on a child that has been abused or neglected. We will IMMEDIATELY contact the Police Department, as well as Children’s Protective Services.**

**NUTRITION**

**The ECLC cafeteria staff prepares a breakfast, lunch, and snack for all children. Food allergies and special dietary needs should be discussed with the child’s teacher and the cafeteria manager. Children with special dietary conditions or families with religious or health concerns may choose to “OPT OUT” of the school meals. If a family elects to “OPT OUT” of school meals, a form will be required to be completed and the family must bring a nutritious breakfast, lunch, and snack daily. Families should follow the four food groups to ensure that their child receives proper nutrition. Teachers are not allowed to cook, re-heat or prepare food in the classroom. Parents must submit the “Meal Statement for Meal Modifications” – signed by a healthcare professional if the child is unable to eat the meals provided by the center. (Form is available in the Administrative Associate Support office).**

**Meals are served at the following times:**

**Breakfast ---------- 8:30 a.m. – 8:50 a.m.**

**Lunch ----------10:30 a.m. – 11:00 a.m.**

**Snack ---------- 2:30 p.m. – 3:00 p.m.**

**Parents are encouraged to bring their children on time for the nutritionally planned meals. If the student arrives after Breakfast (8:30 a.m. – 8:50 a.m.), Lunch (10:30 a.m. – 11:00 a.m.) and Snack (2:30 p.m. – 3:00 p.m.), the parent(s) are responsible for providing a nutritional meal for their child. The child will have to eat in the cafeteria with family supervision.**

**BIRTHDAY CELEBRATIONS**

**Birthdays are special occasions, and we welcome celebrating them at school. For us to maintain our teacher/student ratio, and the safety of everyone.**

* **Teachers must be responsible for setting up**
* **Teachers must be responsible for serving and clean-up**
* **One family member may attend and be responsible for taking pictures**
* **Teachers must be responsible for playing games**

**The Early Childhood Learning Center has strict allergy guidelines regarding food being served. Please inform your child’s teacher in advance about what kind of treats you plan to provide. This is for the safety of all the children. NO TREATS THAT CONTAIN PEANUTS OR PEANUT PRODUCTS.**

**TRANSITIONING A CHILD TO AN UPPER-LEVEL CLASS**

**TRANSITIONING INFANTS TO TODDLER CLASS**

**The ECLC will gradually transition infants to toddler room based upon the following:**

* **The child can eat solid foods**
* **The child can feed him or herself,**
* **The child can drink from a cup,**
* **The child can walk around without assistance**
* **The child can sleep on a cot, and**
* **The child is taking only one nap per day**

**Transition to a toddler room should occur between the ages of 12 -16 months, although emphasis will be placed on development more than age. Transitioning for a couple of hours a day may occur as early as 12 months.**

**TRANSITIONING 36-MONTH-OLD TODDLERS TO THE 3-YEAR-OLD CLASS**

**The ECLC will transition 36-month-old toddlers for one week after the 3rd birthday or the week of the 3rd birthday to a 3-year-old class based upon the following:**

* **The child is fully potty trained and wearing underwear, and**
* **The child can adjust to an environment with more structured interactions**

**Such transitioning shall consist of the toddler visiting the preschool class for several hours during a 2-week period. The toddler will remain in the class the entire day on Friday.**

**FAMILY SUPPLY LIST**

**Infant Room – 5 Months – 18 Months – Please Label all items**

* **(2 sets) Change of clothes (Each set must be individually stored in plastic zipped-lock bag)**
* **(2 full sets, grip socks for crawlers and walking shoes w/rubber soles for walkers)**
* **Diapers (ointment/powder, if desired)**
* **Wipes**
* **(3) Sippy cups – (Label with name/date)**
* **Bottles/under 12 months (PREPARED, LABELED WITH NAME & DATE)**
* **Kleenex (Each set must be stored individually in a plastic zipped-lock bag)**

**Toddler Room – 18 Months –35 Months – Please Label all items**

* **Blanket**
* **Tissue**
* **Pull-Ups/Diapers**
* **Wipes**
* **(2 sets) Change of clothes (Each set must be individually stored in plastic zipped-lock bag)**

**Pre-School – 3 Years - 5 Years**

* **(2 sets) Change of clothes (Each set must be individually stored in plastic zipped-lock bag)**
* **Tissue**
* **Construction Paper**
* **Glue Sticks**
* **Plastic Shoe Box**
* **Journal**

**NC Pre-K – 4 Years – 5 Years**

* **(2sets) Change of clothes (Each set must be individually stored in plastic zipped-lock bag)**

**FAMILY ENGAGEMENT CALENDAR**

**August Open House**

**September Labor Day (Holiday) closed**

**Grandparent’s Day (Luncheon)**

**October Homecoming Parade**

**Fall Fun Day**

**November Veteran’s Day**

**Thanksgiving Day (Celebrate w/Parents)**

**December Holiday Celebration Program**

**January Martin Luther King’s Day (Program)**

**New Year’s Day (Holiday) closed**

**February Valentine’s Day**

**“Souper Bowl” Fundraiser**

**ECLC Pageant**

**May Mother & Father’s Day Luncheon**

**Teacher/Staff Appreciation Day**

**Trip to Children/Staff/ Parent choice**

**NC Pre-K Transition (Graduation) Celebration**

**Family Day**

**June Summer Camp Opening (Parent/Day)**

**FAYETTEVILLE STATE UNIVERSITY**



**POLICY STATEMENT ON NON-DISCRIMINATION**

**Authority:** Issued by the Chancellor Changes or exceptions to administrative policies issued by the Chancellor may only be made by the Chancellor.

**Category:** General University Policies

**Applies to:** AdministratorFaculty Staff Students



**History:** Revised – February 3, 2015



Revised – September 1, 2009



Revised – June 1, 2009



**Related Policies*:*** *Americans with Disabilities act Complain Procedures*



*Code of Student Conduct*



*Sexual Harassment*



*Sexual Misconduct (applicable only to students)*



*Title LX Complaints*



*Unlawful Workplace Harassment (applicable only to SPA employee*



*Equality of Opportunity in the University {The Code, Section 103]*



**Contact for Info:** General Counsel (910) 67671145

Associate Vice Chancellor for Human Resources (910) 672-1146

Dean of Students (910) 672-1201

Fayetteville State University is committed to equality of educational opportunity and employment and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, sex, gender identity, sexual orientation, age, disability, genetic information, or veteran status. Moreover, Fayetteville State University values diversity and actively seeks to recruit talented students, faculty, and staff from diverse background.

Any individual with a concern, grievance or complaint of discrimination or retaliation should utilize the University’s policies listed above or the applicable employment related grievance procedures for faculty and EPA non-faculty employees.

[](https://www.bing.com/images/search?view=detailV2&ccid=EWqN7X25&id=AD17C0F672E78D1B2F5E657F9397AD2BFB0CA0FC&thid=OIP.EWqN7X25LNVZW1HHUjhkkAHaHa&mediaurl=https%3a%2f%2fimage.freepik.com%2ffree-vector%2fparents-with-children-concept_52683-39091.jpg&cdnurl=https%3a%2f%2fth.bing.com%2fth%2fid%2fR.116a8ded7db92cd5595b51c752386490%3frik%3d%252fKAM%252byutl5N%252fZQ%26pid%3dImgRaw%26r%3d0&exph=626&expw=626&q=free+images+of+parents+and+children&simid=608049369620680136&FORM=IRPRST&ck=EE9AAB48FE0A0B971676C6681C1D6722&selectedIndex=33&qpvt=free+images+of+parents+and+children)

*PARENT’S PROMISE…*

*It is important that parents and ECLC staff work together to ensure the best possible experiences for each child. Parents are encouraged to take part in school activities, such as:*

* *Attend Parent Conferences*
* *Assist with Field Trips*
* *Attend PTA Meetings*
* *Participate in PTA fundraisers*
* *Volunteer to assist with classroom activities*
* *Attend Parent Meetings*

*PARENTS can support their child in school by the doing the following:*

* *Check their child’s book bag daily*
* *Read all memos/emails and posted bulletins in the building*
* *Make sure your child attends school daily*
* *Talk/conference with the teacher frequently*
* *Keep the child’s teacher informed of all changes that may occur in the home environment.*

*Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Teacher Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

(Please give this form to your child’s teacher)