

**Kannapolis City Schools**  
**Wee Wonders**  
**Pre-Kindergarten Program**

**Parent Handbook**



**2019-2020 School Year**

**Woodrow Wilson Elementary School**  
**800 N. Walnut Street**  
**Kannapolis, NC 28081**  
**704-933-2935**  
**[www.kannapolis.k12.nc.us](http://www.kannapolis.k12.nc.us)**

**School Colors: Green and White**

**School Mascot: Eagles**

**Table of Contents:**

	Page
Table of Contents .....	2
Welcome Letter from Principal .....	3
Philosophy, Mission Statement & Goals .....	4
Creative Curriculum.....	5 & 6
Parent/School Compact.....	7
Pre-School Calendar.....	8
Operational Procedures/Attendance/Child Nutrition .....	9
Parent Transportation/Withdrawal and Disenrollment .....	10
Reporting Child Abuse or Neglect .....	11
Emergency Procedures/Medication/School Nurse.....	12
Garrett's Law .....	13&14
Letter to Parent Regarding Administration of Medication in School .....	15
Discipline & Behavior Management Policy/Time Out .....	16
Illness/Sickness .....	17
Clothing/Holidays & Birthdays/Address & Telephone Number Changes.....	18
Application Process/Cleaning Schedule .....	19
Pre-Enrollment Procedures/Transition Guidelines.....	20&21
Visitors/Volunteers/Reminders/Bad Weather Procedures .....	22
Summary of NC Child Care Laws and Rules.....	23-25
Board Policy 5450 – Internet Access .....	26
Board Policy 5451 – Appropriate Internet Use .....	27&28
Board Policy 5452 – Student Internet Use .....	29
Board Policy 5450 R & P Internet Access/Media/Web Page Opt Out (Please sign and return to school).....	30
Parent Signatures (Please sign and return to school).....	31



# Woodrow Wilson Elementary School

800 North Walnut Street Kannapolis, NC 28081  
**(704) 933-2935 Fax: (704)932-5502**  
www.kannapolis.k12.nc.us

**Lyndsey Pelusi**, Principal      **Kim Keese**, Assistant Principal

Dear Wee Wonders Parent(s) and Guardian(s),

I would like to welcome you into the Woodrow Wilson Elementary School family! You and your child are about to embark on the most important journey life has to offer. It is my personal belief that getting an education is the one opportunity that is guaranteed to all children; it can open doors and provide unlimited possibilities. Starting school is a big step, be it pre-kindergarten or kindergarten, and we want to make you as comfortable with the transition as possible.

As the school leader, I have very high expectations for student learning and teaching, and utilize all of our resources to ensure your child is being prepared for the next grade level. We have increased our academic component to the PK program, and many of our past PK students are headed off to kindergarten this fall performing higher than their peers who did not attend a PK program. Additionally, I want to assure you that our schools are safer than they have ever been, and we work tirelessly to ensure that this continues.

It is our goal to provide the best school experience possible for your child academically and socially. We understand there may be hiccups along the way, as many children are learning how to do school for the first time. Our team of educators in our Wee Wonders program is top-notch. Every adult will love your child like you do; every adult will create memorable learning experiences. When hiccups do occur, our staff will take time to talk to them about making good decisions, and help them be reflective and understanding of consequences when they make not-so-good ones.

Attached to this letter, you will find our parent handbook for the 2019-2020 Wee Wonders year. Within its pages you will find helpful information, friendly reminders, and answers to your questions. I encourage you to take time to read it completely, and discuss those parts you feel are important with your child. Taking the time to go over this with your child is the first step in showing them that school is a priority, it is important, and you expect them to do their best every single day. When students receive this support at home, they are much more successful as they continue on. Should you have any questions or need clarification about anything included in the handbook, please feel free to reach out to your child's lead teacher or the office staff.

In closing, I invite you to check out our internet page at [www.kannapolis.k12.nc.us](http://www.kannapolis.k12.nc.us). Select "Woodrow Wilson Elementary School" from the drop down box in the upper right, and start exploring! I want you to know that you are always welcome to visit our school, and we invite you to spend time here during the school day. Woodrow Wilson and Wee Wonders truly are amazing places where great things happen each and every day! I am excited you will be able to experience what we are all about!

Please feel free to contact me directly at [Lyndsey.pelusi@kcs.k12.nc.us](mailto:Lyndsey.pelusi@kcs.k12.nc.us) or 704.933.2935 should you have any questions, concerns, praise, or suggestions. We want to provide the best experience for all of our students and encourage you to share your thoughts – positive or negative. Again, thank you for trusting us– we will do everything we can to make your experience as amazing as possible!

Sincerely,

Lyndsey Pelusi, Principal

## **Philosophy**

The Kannapolis City Schools Pre-Kindergarten, Wee Wonders, is designed to provide a rich, child centered, and literacy-focused learning environment to ensure that all children in Kannapolis City Schools enter school ready to learn. The program attempts to provide those key experiences, especially in the areas of language and early literacy development that form the foundation for early school success.

Guiding Principles for Kannapolis City Schools Pre-Kindergarten Program:

- Cognitive, social, emotional, and physical development are interrelated in young children, and all developmental areas must be addressed.
- Each child is unique with an individual pattern of timing, growth, and development.
- Young children construct knowledge and understanding through their interactions with materials in their environment and working with adults and other children.
- Children’s learning moves from a concrete, personal understanding to conventional understandings through awareness, exploring, asking questions, and playing.
- Children have a need to make sense of their experiences and are motivated to learn by their interests and natural curiosity.

## ***Woodrow Wilson Elementary Schools’ Mission Statement***

The mission of the Woodrow Wilson community is to provide a safe and caring environment for all students to learn, grow and succeed.

## **Expectations of Woodrow Wilson Students**

1. Woodrow Wilson students are kind to each other.
2. Woodrow Wilson students use their manners.
3. Woodrow Wilson students keep their hands, feet, and objects to themselves.
4. Woodrow Wilson students come prepared to learn.
5. Woodrow Wilson students follow all teacher/teacher assistants’ directions.

## **GOALS**

The Kannapolis City Schools Pre-Kindergarten Program provides an early educational experience to ensure all children in the Kannapolis City School System will learn to read in their first few years at school. The literacy program at the pre-kindergarten level is designed with the child’s age in mind. The pre-kindergarten goals are:

- ❖ To provide a child-centered, literacy-focused program consistent with current research related to how young children learn.
- ❖ To provide continuity in the curriculum, Pre-Kindergarten through Grade 2.
- ❖ To align and interweave curriculum and assessment.
- ❖ To involve and inform parents.

## **Creative Curriculum Gold**

For young children, meaningful and long-lasting learning requires active thinking and experimenting to find out how things work. This is best accomplished through purposeful play facilitated by highly intentional teaching practices. Creative Curriculum's comprehensive approaches are based on an understanding of the complex social/emotional, physical and cognitive development of young children and the way children learn. This curriculum provides guidance on the many factors that lead to a high-quality program and presents all aspects of teaching young children effectively.

Creative Curriculum rests on a foundation of more than 75 years of scientific research about child development and learning theory that leads to specific instruction strategies based on how children learn best.

The goals and objectives of the Creative Curriculum are a guide for planning a program that fosters learning and development in four areas—social/emotional, physical, cognitive, and language.

### **Social/Emotional Development**

#### **Sense of Self**

1. Shows ability to adjust to new situations
2. Demonstrates appropriate trust in adults
3. Recognizes own feelings and manages them appropriately
4. Stands up for rights

#### **Responsibility for Self and Others**

5. Demonstrates self-direction and independence
6. Takes responsibility for own well-being
7. Respects and cares for classroom environment and materials
8. Follows classroom routines
9. Follows classroom rules

#### **Pro-social Behavior**

10. Plays well with other children
11. Recognizes the feelings of others and responds appropriately
12. Shares and respects the rights of others
13. Uses thinking skills to resolve conflicts

### **Physical Development**

#### **Gross Motor**

14. Demonstrates basic locomotor skills (running, jumping, hopping, galloping)
15. Shows balance while moving
16. Climbs up and down
17. Pedals and steers a tricycle (or other wheeled vehicle)
18. Demonstrates throwing, kicking, and catching skills

#### **Fine Motor**

19. Controls small muscles in hands
20. Coordinates eye-hand movement
21. Uses tools for writing and drawing

### **Cognitive Development**

#### **Learning and Problem Solving**

22. Observes objects and events with curiosity
23. Approaches problems flexibly

24. Shows persistence in approaching tasks
25. Explores cause and effect
26. Applies knowledge or experience to a new context

### **Logical Thinking**

27. Classifies objects
28. Compares/measures
29. Arranges objects in a series
30. Recognizes patterns and can repeat them
31. Shows awareness of time concepts and sequence
32. Shows awareness of position in space
33. Uses one-to-one correspondence
34. Uses numbers and counting

### **Representation and Symbolic Thinking**

35. Takes on pretend roles and situations
36. Makes believe with objects
37. Makes and interprets representations

### **Language Development**

#### **Listening and Speaking**

38. Hears and discriminates the sounds of language
39. Expresses self-using words and expanded sentences
40. Understands and follows oral directions
41. Answers questions
42. Asks questions
43. Actively participates in conversations

#### **Reading and Writing**

44. Enjoys and values reading
45. Demonstrates understanding of print concepts
46. Demonstrates knowledge of the alphabet
47. Uses emerging reading skills to make meaning from print
48. Comprehends and interprets meaning from books and other texts
49. Understands the purpose of writing
50. Writes letters and words

**PLEASE RETURN**

**Parent-School Partnership Compact**

In order for my child \_\_\_\_\_ to be enrolled and to participate in the Kannapolis City Schools Pre-Kindergarten, I am committed to and will:

1. Agree that my child attends school every day that he/she is able. I understand that it is the parent’s responsibility to send a note each time the child is absent or call the school at 704-933-2935.
- 2. Agree to make sure my child arrives at the start of the school day.**
3. Agree to keep immunizations/physicals up-to-date and handle any medical needs that arise.
- 4. No child is to be dropped off before 8:00 a.m. and all children *must be picked up* by 3:00 p.m. I am aware that there are no provisions for childcare before school starts or after dismissal time. The tardy bell will ring at 8:20 a.m.**
5. Agree to allow the staff to make home visits during the school year.
6. Attend the orientation session for parents, volunteer in my child’s classroom as often as possible, and participate in at least four parent/child/staff events or workshops during the year.
7. Agree to attend conferences requested by my child’s teacher and be available for contact on a regular basis with staff. (This may involve home visits, telephone conferences, or school/work site conferences.)
8. Agree to read 100 books with my child and sign the reading log as requested by my child’s teacher.
9. Agree to participate with my child in regular at home activities as requested by my child’s teacher to promote literacy learning.
10. Agree to check my child’s book bag on a daily basis for home/school communication.
- 11. If my child needs to be picked up early I will pick him/her up before 2:30 p.m.** No child will be dismissed after **2:30 p.m.** Otherwise, I will be in the car-rider line to pick my child up at **2:50 p.m.**

I understand that participation in the Kannapolis City Schools Wee Wonders Pre-Kindergarten Program is a unique opportunity. I agree to join the school system in a partnership to support my child.

Parent/Guardian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Classroom Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

## KANNAPOLIS CITY SCHOOLS 2019-20

July 2019						
S	M	T	W	T	F	S
	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
28	29	30	31			

August 2019						
S	M	T	W	T	F	S
4	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

September 2019						
S	M	T	W	T	F	S
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	28
29	30					

October 2019						
S	M	T	W	T	F	S
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		

November 2019						
S	M	T	W	T	F	S
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	28	29	30

December 2019						
S	M	T	W	T	F	S
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	28
29	30	31				

**July**  
 4.....Independence Day Holiday  
 21, 1, 13, 14, 22-23 Intersession (Invitation Only-Summer School)  
 26.....Intersession Optional Workday  
**August**  
 24.....New Teacher Orientation Days  
 24.....Optional Days for All Staff  
 25.....Optional Days for All Staff  
 26.....First Day of School for Students  
 26.....Early Release Day / Mandatory Professional Development  
**September**  
 2.....Labor Day Holiday  
 3.....End of First Month Pay Period  
 20.....Early Release Day / Mandatory Professional Development  
**October**  
 4.....End of Second Month Pay Period  
 18.....End of First Nine Weeks  
 18.....Early Release Day / Mandatory Professional Development  
 17.....Mandatory Days for All Staff  
 18.....Optional Days for All Staff  
**November**  
 3.....Optional Days for All Staff  
 5.....End of Third Month Pay Period  
 11.....Veterans Day Holiday  
 27-29.....Thanksgiving Holiday  
**December**  
 4.....End of Fourth Month Pay Period  
 16-20.....Exams, and EOC's  
 20.....End of Second Nine Weeks  
 25.....Annual Leave Day  
 28, 29, 30.....Christmas Holidays  
 27, 31.....Annual Leave Day  
**January**  
 1.....State Health Plan Deductible Year & Benefit Year Begins  
 1.....New Year's Holiday  
 25.....Optional Days for All Staff  
 25.....End of Fifth Month Pay Period  
 26.....Martin Luther King Holiday  
**February**  
 14.....End of Sixth Month Pay Period  
 14.....Early Release Day / Mandatory Professional Development  
 19.....Optional Days for All Staff  
**March**  
 5.....Optional Days for All Staff  
 4.....End of Seventh Month Pay Period  
 12.....End of Sixth Nine Weeks  
 15.....Mandatory Days for All Staff  
**April**  
 18.....End of Eighth Month Pay Period  
 18.....Easter Holiday  
 18-19.....Annual Leave Day  
**May**  
 4.....End of Ninth Month Pay Period  
 13, 14, 22, 26, 29.....School and EOC's  
 25.....Memorial Day Holiday  
 29.....End of Fourth Nine Weeks  
 30.....Labor Day of School for Students  
**June**  
 12.....Mandatory Days for Certified Staff  
 18.....End of Tenth Month Pay Period  
 18-19, 22-23.....Intersession (Invitation Only-Summer School)

January 2020						
S	M	T	W	T	F	S
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	

February 2020						
S	M	T	W	T	F	S
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	28	29

March 2020						
S	M	T	W	T	F	S
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	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
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		

May 2020						
S	M	T	W	T	F	S
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	28	29	30

June 2020						
S	M	T	W	T	F	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				


- CALENDAR CODES**
- ▲ = Holidays in 10-Month calendar (11)
  - = Mandatory Days for Teachers (6)
  - = Optional Days for Teachers (9)
  - = Optional Day for Intersession Staff (1)
  - = Annual Leave Days (10)
  - = Induction Days for New Teachers (3)
  - = End of Pay Period (21.5 days)
  - = Pay Day
  - = End of Grading Periods
  - = Testing Days
  - = Insurance Year Start Dates
  - ★ = Early Release / Mandatory Professional Development Days (4)
  - = Summer Intersession Days (Invitation Only)

First Nine Weeks	.....45 days
Second Nine Weeks	.....40 days
Third Nine Weeks	.....46 days
Fourth Nine Weeks	.....48 days
<b>Total</b>	<b>.....179 days</b>

**Inclement Weather Make-Up Plan**

The order of use will be determined based on the number of days missed and when days are missed. Make-up days will be announced as soon as possible after an inclement weather event has occurred.

October 17  
 October 18  
 January 2  
 January 3  
 February 17  
 March 13  
 April 13-17



The feasibility of a Saturday make-up will be determined on a case-by-case basis. Saturday will be a full day of school.

\*Mandatory Day for Certified Staff but may be made Mandatory for All Staff at the Principal's discretion.

*Note:* All schools will follow this calendar as printed, with the exception that the Principal and School Improvement Team may designate additional required staff development / planning days, with fourteen days notice to staff.

The Kannapolis City Schools Board of Education approved this calendar on May 13, 2019.  
**Mission**  
 To Teach To Learn!  
 To Graduate! To Inspire!

*School Starting and Ending Times for Students*

Midnight / Head Start	.....8:00 am - 2:00 pm
Elementary Schools	.....8:15 am - 3:15 pm
Middle School	.....7:15 am - 2:00 pm
High School	.....8:00 am - 2:55 pm

## Operational Procedures

### Days of Operations:

The Wee Wonders program will be in operation on regular school days. Pre-Kindergarten begins staggered entry for children August 16<sup>th</sup>, August 19<sup>th</sup>, and August 20<sup>th</sup>. Home visits will take place on August 14<sup>th</sup> and 15<sup>th</sup>. The teacher from your child's school will notify you of the **one** day during the three day staggered entry period that your child will attend. **On Wednesday, August 21<sup>st</sup>, 2019, all students will be attending school.** The school calendar will show student holidays and information for you.



**The school hours are from 8:00 a.m. to 2:50 p.m. Children are not to be dropped off before 8:00 a.m. and all children must be picked up by 3:10 p.m.**

*Woodrow Wilson Elementary School does not offer before or after school care for pre-k children.*

*Activities, instruction, or communications which promote religious beliefs shall not be directed toward children participating in the NC Pre-K program.*

### **Attendance and Excuses**

Parents have the responsibility for the child's **regular school attendance**. Following a child's absence, the parent or guardian is to send a written note or call the school office stating the reason for the absence. Regular attendance is necessary for your child to get the greatest benefit from the program.

### **Child Nutrition**

The mission of Child Nutrition Services is to guarantee high quality food and nutritional programs in every North Carolina school.

- **Due to the strict nutritional guidelines set by the North Carolina Department of Health and Human Services, our pre-k children will not be allowed to bring a packed lunch from home. They will receive a choice in the cafeteria as all other children in the school.**
- A school lunch consists of at least five components: milk, two or more fruits or vegetables, meat or meat alternative, bread or bread alternative.
- Breakfast consists of at least three components: milk, juice or fruit, bread or cereal.
- Snack consists of at least two components: milk, juice or fruit, bread or cereal, meat or meat alternative.

### **Breakfast / Lunch / Snack**

- The cafeteria staff prepares a breakfast and hot lunch daily. Menus are posted.
- School provides a snack each day.

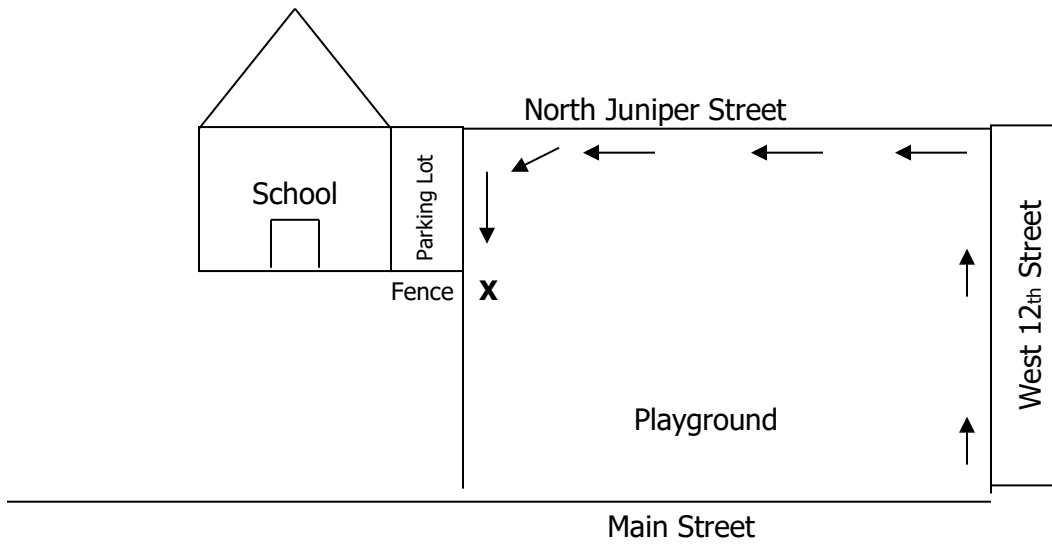
<b>BREAKFAST PRICES</b>	<b>LUNCH PRICES:</b>
Student Breakfast.....FREE	Student Lunch.....FREE

### **Parent Transportation**

Wee Wonders will be car riders for the 2019-2020 school year. The following procedures should be followed for everyone's safety.

1. Each child will be given a colored card representing their class. Place this card on the rear view mirror or dashboard from the time you get in line until your child is in the car. Included on this card is your child's name and teacher's name. This let's all staff know you are authorized to pick up the student. At times, an ID will be required to ensure you are on the pick-up list. Thank you for your patience during this time.

2. Refer to the arrows on the map for traffic flow drop-off and pick-up.



3. Please pull up to the fence where a teacher will assist your child in/out of the car.
4. **DO NOT park on the street and/or get out of your cars.** We are trying to ensure a smooth transition to and from school.
5. Do not block personal driveways or park in church parking lot and walk up to the dismissal line. **ALL STUDENTS** will be dismissed through the dismissal line.

***If someone else will be picking up your child, call the school at (704) 933-2935 by 2:00 p.m. or send a note to the school that morning to inform the teacher. This person must have a photo ID in order to pick up your child.***

## **Withdrawal and Disenrollment**

### **Withdrawing Your Child**

If you decide to withdraw your child from our program, we ask that you give us adequate notice. After the student is withdrawn, he or she will only be eligible for readmission based upon space availability and if all other enrollment criteria are met.

### **Disenrollment**

In certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class, and the well-being of everyone at the school. Every effort will be made to correct a situation before a final decision is made to drop a child from the program.

A child may be dropped from the program if they do not attend a minimum of 10 days per month.

## **6730 REPORTING CHILD ABUSE OR NEGLECT 6730**

The Board fully supports the law requiring any person, including any employee of the Kannapolis City Board of Education, who has cause to suspect that a juvenile (less than eighteen years old who is not married or emancipated) is or has been abused or neglected by his or her parent or other person responsible for his care, to report the case of that juvenile

to the Director of the Cabarrus or Rowan County Department of Social Services. The Board endorses the active cooperation of all of its employees with the Department of Social Services in order that the Department of Social Services may investigate the report of alleged neglect or abuse, offer immediate protection to any child needing protection, and provide or arrange for services to help the parent solve those problems which lead to abuse or neglect. The Board shall actively support all employees who make a report of child abuse or neglect in good faith. Employees should be aware that the law protects from liability any person who makes such a good faith report and that the law presumes such reports to have been made in good faith.

- 6730.1 The Superintendent shall prepare and disseminate current regulations and procedures for reporting suspected child abuse and/or neglect.
- 6730.2.1 Periodic staff development opportunities shall be provided for all staff members on the subject of identifying and reporting suspected cases of child abuse or neglect.
- 6730.2 The Superintendent and all associate or assistant superintendents, personnel administrators, and principals are required to inform the State Superintendent of Public Instruction when the reporting employee knows or has substantial reason to believe that a certified employee:
  - a) has been convicted or entered a plea of no contest in a criminal case involving physical abuse or sexual abuse of a child or student; or
  - b) has been dismissed on the basis of immorality pursuant to N.C. Gen. Stat. § 115C-325(e) (1)b for any behavior involving physical abuse or sexual abuse of a child or student; or
  - c) has committed any physical abuse or sexual abuse of a child or student.

Legal Reference: G.S. 7A-543 to -552; 115C-400; 16 N.C.A.C. 6C.0312  
Adopted: August 25, 1993

## **Emergency Procedures and First Aid**

Teachers have had training in first aid and CPR and have access to an emergency medical kit. First aid equipment is kept in a designated place in the health room.

In case of a suspected contagious disease, these procedures are followed:

- The parent is contacted.
- The parent is asked to take the child home or to a doctor.

For more serious incidents or accidents:

- The school calls 911
- The parent is notified.

If necessary, the student is sent with an accompanying adult to the hospital of the parent's choice as indicated on the application.

- Parents should keep phone numbers up to date with the child's teacher.

### **Medication**

Students who are taking prescription **or** non-prescription medication must have permission slips from their doctors with instructions for dispensing. Doctors' offices have copies of permission forms. You may also get them from the school office or the school nurse. The school nurse or office personnel will only give medication to those who follow this procedure.

### **Nurse**

Our school has a registered nurse on campus each day from 7:50 a.m. until 3:00 p.m. She will contact you immediately if your child is sick. Please keep all contact information current so we can get ahold of you quickly if your son or daughter is sick.

## **Garrett's Law**

Senate Bill 260, previously referred to as “Garrett’s Law”, requires each school system to provide parents and guardians with information about meningococcal meningitis and influenza diseases and their vaccines. The state also requires information about HPV and the HPV vaccine be provided to parents and guardians. That information is provided below.

### **Meningococcal Disease**

*What is meningococcal disease & what causes it?*- Meningococcal disease is a serious, potentially fatal illness caused by a bacteria. There are three types of invasive meningococcal disease: Meningitis - an infection of the fluid surrounding the brain and spinal cord; Bacteremia - an infection of the blood stream; and Pneumonia - an infection of the lungs

*How is the disease spread?* - Meningococcal disease is contagious. The disease is spread through air droplets and direct contact with infected persons. It can be spread through coughing, sneezing, kissing, or shared items like a drinking glass, utensils or cigarettes.

*What are the symptoms?*- Symptoms can progress rapidly and may resemble the flu. They can include fever, headache, stiff neck, nausea, vomiting, confusion, sleepiness and sensitivity to light. Some people also develop a rash mainly on their arms and legs.

*Can meningococcal disease be prevented?*- Yes. Although meningococcal disease is serious and potentially life threatening, up to 83 percent of the cases in adolescents and young adults are potentially vaccine preventable. The meningococcal vaccine has been demonstrated to be safe, and offers protection against four of the five most common types of meningococcal infection.

*What do health officials recommend?* - Health officials recommend routine vaccination of children 11-12 years old, previously unvaccinated adolescents at high school entry, and college freshmen living in dormitories with the newly licensed meningococcal conjugate vaccine (MCV4).

*Does the meningococcal vaccine prevent all forms of meningococcal disease?*- There are currently two meningococcal vaccines available in the United States – 1) Meningococcal polysaccharide vaccine (MPSV4) - available since the 1970s and 2) Meningococcal conjugate vaccine (MCV4) - licensed in 2005. Both vaccines protect against four of the five most common types of meningococcal infection, including two of the three types most common in the United States. Neither vaccine prevents meningitis caused by other bacteria such as “strep” or Hib bacteria.

*Is the vaccine effective?* - Yes. Both vaccines work well, and protect about 90 percent of those who receive it. MCV4 is expected to give better, longer-lasting protection. MCV4 should also be better at preventing the disease from spreading from person to person.

**Influenza “the flu”** *What is influenza?*- Influenza (commonly called “the flu”) is caused by the influenza virus, which infects the respiratory tract (nose, throat, lungs). It can cause mild to severe illness, and at times can lead to death. In the United States, it is estimated that 10 percent to 20 percent of people get the flu each year: an average of 200,000 people are hospitalized for flu-related complications and 36,000 Americans die each year from complications of the flu. Five hundred out of 100,000 children with high-risk conditions (such as heart disease or asthma) and 100 out of 100,000 otherwise healthy children aged 0 to 4 years who are infected with the flu will be hospitalized for complications each season.

*What are the symptoms of flu?* - Symptoms of flu include fever (usually high), headache, tiredness (can be extreme), dry cough, sore throat, runny or stuffy nose, and muscle aches. Other symptoms, such as nausea, vomiting, and diarrhea, are much more common among children than adults.

*Is there a flu vaccine?*- Yes. The flu vaccine prevents the flu. Flu immunization is encouraged because the flu can lead to other problems including pneumonia, inflammation of the heart, and inflammation of the lungs. Healthy children younger than five years of age are more likely than adults to be hospitalized for complications from the flu. The vaccine protects between 45 percent and 90 percent of healthy children from getting the flu. Studies have shown

that the older and healthier children are when they get a flu shot; the more likely they will be protected. Flu vaccination has also been shown to decrease middle ear infections among young children by about 30 percent.

**HPV** *What is HPV?* - HPV (human papillomavirus) is a common virus that is spread from one person to another by skin-to-skin contact in the genital area. HPV can be spread even if there is no intercourse. There are about 40 types of HPV that can infect men and women. Some types of HPV can cause cervical cancer in women. Other types of HPV can cause genital warts. Many sexually active people (at least 50%) get HPV at some time in their lives, although most never know it because HPV usually has no symptoms and goes away on its own. However, while a person is infected with HPV, they can spread the virus to other sex partners. HPV is most common in young women and men who are in their late teens and early 20s.

*How do you get HPV?* - HPV can infect any person who is sexually active. HPV can be spread by vaginal, anal, and oral sex. Both males and females can get it – and pass it on to their sex partners – without even realizing it.

*What are the signs and symptoms of HPV infection?* - Some people will develop visible growths or bumps in the genital area (genital warts). The virus lives in the body and usually causes no symptoms. Many people who have HPV do not know they are infected.

*How can my child be protected from getting HPV?* - The only sure protection from HPV is lifelong abstinence or a monogamous relationship with an uninfected partner. However, a new vaccine can now protect females (ages 9 to 26) from four major types of HPV. These include two types that cause about 70% of cervical cancer and two types that cause about 90% of genital warts. HPV vaccine can prevent most genital warts and most cases of cervical cancer.

*Who should get the HPV vaccine?* - Routine vaccination is recommended for all 11 and 12 year old girls. The vaccine is also recommended for girls and women 13-26 years of age who did not receive it when they were younger. The vaccination can also be started for girls as early as age 9.

For more information about meningococcal meningitis, influenza diseases or HPV, please call **1-800-232-4636 (1-800-CDC-INFO)** or go online to [www.immunizenc.com](http://www.immunizenc.com) or [www.cdc.gov](http://www.cdc.gov) or contact your family physician.

## **LETTER TO PARENT REGARDING ADMINISTRATION OF MEDICATION IN SCHOOL**

Dear Parent:

In case you are unfamiliar with the school's policy on the administration of medication to students by school personnel, we would like to bring you up to date on this matter. If your child must have medication **of any type** during school hours, including over-the-counter drugs, you have the following choices:

1. You may come to school and give the medication to your child at the appropriate times.
2. All medicines brought to school must be in the original container.
3. All prescription medicines must have a pharmacy label.
4. No medicine can be accepted by school staff without a doctor's order and parent permission.
5. Any medicine (prescription or over-the-counter) to be given by the School Nurse and/or staff must have a written order from the doctor and parent/guardian permission.
6. Students can self-administer/carry 1 or 2 doses of over-the-counter medicines in the original container with a note from parent/guardian.
7. All medicines to be given by the School Nurse or staff must be brought to school by parent/guardian and picked up when medicine expires or end-of-school year.
8. First time medication can only be administered by the School Nurse.
9. All medicine orders must be reviewed and signed off by the School Nurse before other school staff can administer.
10. If your child is subject to unusual health hazards such as an allergy to certain foods or bee stings, and/or requires special medical intervention (e.g., asthma, diabetes, etc.) please notify the principal or school nurse.
11. Diabetic students: The school staff will follow the NC State Board of Education Plan for "Care of Diabetic Students at School." Contact the school nurse for development of your child's Individual Health Plan.
12. Some students may need to self-medicate for certain chronic health conditions. Students who need to self-medicate with a prescription drug (i.e. inhaler, Epi-pen, oral prescription medications, etc) must have a self-medication authorization form on file at school which includes the physician and parent/legal guardian signatures. Forms are available from the nurse or school office.
13. At the conclusion of a student's treatment, the unused medication must be removed from the school by the parent.

School personnel will not administer any medication to students unless they have received a medication form properly completed and signed by the doctor; and the medication has been received in an appropriately labeled container. In fairness to those giving the medication and to protect the safety of your child, there will be no exception to this policy. If you have any questions about this policy, or other issues related to the administration of medication in the schools, please contact the principal. Thank you for your cooperation.

### ***Mass Screenings***

Routine mass screenings, such as vision, lice, hearing, and dental are performed annually according to North Carolina state recommendations. If you do not wish for your child to participate, please notify the School and/or School Nurse. If there are any concerns regarding your child's screening results, you will be notified.

### Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy in addition to Kannapolis City Schools CODE OF STUDENT CONDUCT found in our Elementary Handbook (please request an additional copy from the front office to review this Code of Conduct).

**We:**

1. DO praise, reward, and encourage the children
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. Do explain things to children on their levels.
11. DO use short supervised periods of "time-out" sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

**We:**

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

I, the undersigned parent or guardian of \_\_\_\_\_ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

**"Time-Out"**

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, and Catawba Valley Technical College.

**Documenting Behaviors:** A behavior plan or log will be on file in each classroom for student(s) with excessive behaviors. This log will document the student's behavior as needed and how the parent was notified of the student's behavior. Parent contacts will be made on a regular basis via daily behavior logs, phone, email, and/or conference.

**Should an alternative placement be considered for any child with challenging behaviors, a written plan will be placed on file that documents efforts to maintain enrollment. Local and state NC Pre-K Program agencies will be advised prior to alternative placement for any child.**



### **Illness or Sickness**

Parents must keep their child's immunizations up-to-date. In the case of a fever, upset stomach, or vomiting within 24 hours the child should remain at home. For contagious or communicable diseases, parents are contacted. Parents may be asked to take their child to a doctor. The Principal or school will determine if a child is too ill to remain at the school. Any child experiencing the following symptoms will be sent home:

- ❖ A fever of 100 degrees or higher
- ❖ Contagious skin or eye infection
- ❖ Diarrhea three times in the course of two hours
- ❖ Vomiting
- ❖ Profuse bodily discharge of any kind

State law requires that we notify parents of children who become exposed to certain contagious diseases. This will be done through a notice sent home to parents.

If your child should become infected with a contagious disease, please notify the school immediately so the Principal can notify families of other children who may have been exposed to the contagious disease.

**CHICKEN POX** – is spread by droplets from the nose and throat of an infected person. Chicken pox can be contagious for as long as five days before skin eruption. Incubation period is from 20-21 days. Children will be excused for seven days after the rash begins.

**MEASELS** – is an infectious disease that begins with a fever, followed by the appearance of spots and a rash two to five days after onset of symptoms. There is no specific treatment for measles. Relief may be achieved from bed rest. Children may return to school after the rash clears.

**PINK EYE** – is spread by eye and hand contact. Children may return to school after adequate treatment by a doctor.

**IMPETIGO** – is a skin infection with weeping and crusting, usually on the face, scalp and extremities. It is contagious as long as lesions drain. Parents may treat with Bacitracin. Children may return after treatment has begun.

**RINGWORM** – is caused by a fungus infection of the skin. It appears as a flat spreading ring-shaped lesion. It is passed through direct contact with a person who has ringworm or by using personal items used by someone with a ringworm infection. It is contagious until treated. If it is on the skin, treat with an anti-fungal cream from the pharmacy. If in the scalp, treatment by a doctor is necessary. After treatment is begun, children may return to school.

**PINWORMS** – are an intestinal disease spread through hand-rectal contact. Parents can control with medication.

**HEAD LICE** – are small, flat, wingless insects that develop from eggs and may be noticed by excessive scratching. In most cases, lice can be controlled with a good anti-lice preparation available at your local pharmacy. Children with head lice or nits (live eggs) will not be allowed in school. Nits can be removed with a fine toothcomb obtained at the drug store. Parents control head lice with medication.

**COLDS/FLU** – are contagious. Children may return to school after the fever is completely gone for 24 hours.

### **Clothing**

Please dress your child for play and according to weather conditions. Children are extremely active – dress them accordingly. If girls are wearing dresses or skirts, please put shorts on underneath. **Non-slippery shoes (tennis shoes) are safe for play. Sandals or shoes with elevated heels are not safe for young children.** Parents are asked to send a change of clothing to keep at school . The clothing is kept in the child’s individual cubby to be used in case of an accident. Parents will be asked to send new clothes as the weather changes. **If your child comes home with clothes provided by the school, please wash them and return them to school.**

### **Family Service Program**

The school health nurse, social worker, psychologist and child developmental specialist act as consultants and may be invited to observe and offer suggestions to teachers and parents for family services.

### **Holidays and Birthdays**

The Wee Wonders Curriculum in which your child will be participating places a focus on the young child’s work through children’s books. We will have special celebrations throughout the year that relate to the books your child is reading in class.

Birthdays are an important time for most young children. Teachers will recognize children in many ways on their special day. If you would like to add to this celebration, please feel welcome to send store bought cookies/cupcakes for each class member on your child’s birthday. We would like these to be eaten after lunch as a dessert or at snack time. No birthday parties will be held during the instructional day.

### **Publicity**

From time to time we are asked to present information about the Wee Wonders Pre-Kindergarten Program for meetings and in brochures. Pictures help us tell our story more clearly. For this reason we ask parents for signed permission to use pictures of their children.

### **ADDRESS AND TELEPHONE CHANGES**

Please notify your child’s teacher and the school office immediately if there is a change in your address, home telephone number, cell number, work number or a person to contact in case of an emergency. This information is very important if your child becomes ill or injured.

## **Application Process for Preschool Services**

**Step 1** - Contact McKnight Child Development Center for appointment 704-932-7433.

Items required at time application is being processed:

- birth certificate
- proof of residence
- proof of income
- current physical (not over 1 year old)
- immunizations

**Step 2** - McKnight Child Development Center determines which applications are eligible for the NC Pre-K Program; those applications are sent to pre-k liaison at the Central Office.

**Step 3** – Pre-K liaison verifies eligibility and acceptance letters are mailed.

**Step 4** - Teacher contacts family before school starts to schedule a mandatory home visit.

## **Wee Wonders Cleaning Schedule**

### **Daily**

- Carpets and rugs vacuumed
- Bathrooms and sinks cleaned
- Tiles swept
- Tables washed and sprayed with bleach solution before and after meals and as needed
- Chairs sprayed with bleach solution
- Toys sprayed with bleach solution

### **Weekly**

- Cots sprayed with bleach
- Cot sheets washed and blankets sent home for parents to wash

### **Bi-Monthly**

- Dress up clothes washed
- Toys are washed as needed
- Furniture cleaned as needed
- Carpets and rugs cleaned twice a year
- Schedule kept in the office

## **Fees**

Families participating in the NC Pre-K Program are not required to pay the cost of lunch or breakfast.

## **Pre-Enrollment Visitation Procedures**

The teacher and teacher assistant will make a home visit prior to the first day of school, August 14<sup>th</sup>/15<sup>th</sup> if possible. This visit allows teachers an opportunity to introduce themselves to the child and parents. The purpose of this visit is to help the child overcome any fears about coming to school on the first day and to answer any questions parents may have. During this visit the following shall take place:

- Teacher reviews handbook with parents.
- Reviews required paperwork that is to be completed with parents.
- Student orientation date and time is shared with family.
- Explain the role of each person in the classroom.
- Ask about special concerns or needs the child may have.
- Answer all questions family has about program.

## **Transition Guidelines**

### **Parent Involvement**

- Parent Involvement in the curriculum is encouraged by informing parents about the goals and objectives of The Creative Curriculum Gold through videos, handouts, and teacher/parent conferences.
- Parents are invited on a regular basis to observe, volunteer, and participate in parent trainings or meetings.
- Parents are encouraged to participate in home projects on a regular basis.
- Parents are encouraged to participate in the Creative Curriculum Gold Reading Program.
- Parent Committee members are active in planning center activities, providing input on the curriculum, and providing input on center practices.
- A minimum of two home visits and/or two parent conferences are conducted each year.

### **Supervision and Class Ratios**

- All four year old classes maintain a maximum enrollment of eighteen children with one teacher and one teacher assistant. Parents are encouraged to volunteer on a regular basis to further reduce the staff/child ratios.
- Students are supervised by staff at all times.

### **Transition**

- **Home Visits/Parent Conferences:** At least two home visits and/or two parent conferences will be held each year. Parents will be given information during the visits/conferences about transition issues as well as readiness skills, parent involvement, and child development.

- **Parent Training:** Parents will be provided formal and informal information throughout the year on transition issues through a variety of parent training, written information, parent orientation, kindergarten registration fairs, conferences and home visits, application appointments, letters to parents, and parenting magazines.
- **Staff Training:** Staff will participate in joint training with preschool and kindergarten teachers when possible. Staff training will be planned according to identified staff needs through formal and informal observation, and required training according to Kannapolis City Schools Performance Standards. Staff will be prepared prior to students' enrollment in the program of specific needs or special circumstances.
- **Kindergarten Registration:** Kindergarten Registration will be held in the spring of each year at each elementary school in Kannapolis City Schools. Head Start and Wee Wonders parents will be assisted and encouraged to participate in the registration through special services such as transportation, help with documentation, and prior notice (written and verbal) of registration procedures. The Education/Disabilities Coordinator will be responsible for tracking all students who have registered for kindergarten. Individualized follow-up will be provided for parents who have not registered their child for kindergarten during the annual registration drive.
- **Coordination with Elementary Schools:** Head Start and Wee Wonders staff will work cooperatively with schools to provide information and records of students when a parental release of information has been signed by the parent. Head Start and Wee Wonders records are necessary for kindergarten enrollment will be forwarded to the appropriate school when parental permission for release of records has been given. Schools will also be provided with a list of students not yet registered for kindergarten. Ongoing communication between Head Start staff and kindergarten staff will occur according to individual needs. The Education/Disabilities Coordinator will assist exceptional children's personnel in transferring exceptional children's record to the appropriate school.
- **Transition Packets:** Transition packets will be provided for each Head Start and Wee Wonders student at the end of the program year. Packets will include information about summer activities, school system procedures, and a school calendar. Other individualized information may be included according to student/family needs.
- **Visits to Elementary Schools:** Visits to the elementary school that a child is expected to attend will occur sometime in March, April or May of each year. Families will be encouraged to participate in the trips with their children. The Education/Disabilities Coordinator will be responsible for planning and coordinating the visits.
- **Strategies for Transition Students with Disabilities:** Further strategies for transitioning students with disabilities are included in the Disabilities Plan.

## Visitors

For the safety of our students and teachers, **ALL VISITORS MUST REPORT TO THE OFFICE OF THE WOODROW WILSON BUILDING.** Parents and other visitors must sign in and receive a visitor's badge that must be worn while on the premises. Gates will remain locked all day. Teachers will not unlock them.

## Volunteers

Parents and friends of Woodrow Wilson Elementary School are encouraged to volunteer at the school. Please talk to your child's teacher about different areas needed for volunteers. Please sign in at the office and receive a Volunteers Badge to be worn during your visit.

## Questions or Concerns

If you have questions or concerns about pre-kindergarten, please contact your child's teacher or the principal for any additional assistance.

## Bad Weather Procedures

The safety of your child is our concern. In case of bad weather, here are some important things to remember:

- The decision to close schools or to delay opening them will be made no later than 5:30 a.m. If possible, the decision will be made the evening before.
- Tune in to area radio and television stations for the announcement. We are listed as **Kannapolis City Schools.**

Generally, all Kannapolis City Schools will be affected by the decision, not just schools in areas of the county where weather conditions are most severe. **If no announcement is made, you may assume schools will operate on a normal schedule.**

## Reminders:

***Remember to send these items with your child on the first day of school:***

- Complete change of clothes (pants, shirt, underwear, socks) labeled with your child's name to leave at school in case of spills or accidents.
- Please return all forms that need to be signed.
- Small towel or blanket for naptime.
- Small book bag – no wheels.

# Summary of the North Carolina Child Care Law and Rules

## **What Is Child Care?**

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

## **Star Rated Licenses**

**Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.**

## **Family Child Care Homes**

A family child care home is licensed to care for five or fewer preschool age children, and can include three additional school-age children. This includes preschoolers living in the home, but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed). Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family child care homes when children are in care must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.

## **Child Care Centers**

Licensing as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licensed centers must meet requirements in the following areas.

## **Staff**

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

### **Ratios**

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher : Child Ratio	Maximum Group Size
4 years old	1:9	18
School-age	1:25	25

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

### **Space and Equipment**

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

### **Curriculum**

The Division of Child Development and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore and use materials on their own.

### **Health and Safety**

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.

The following requirements apply to both centers and homes.

### **Transportation**

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

### **Records**

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

### **Discipline**

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

### **Parental Rights**

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.net](http://www.ncchildcare.net). For more



information on the law and rules, contact the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

#### **Reviewing Files**

**A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be**

- viewed during work hours;
- requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or,
- requested by contacting the Division at 1-800-859-0829.

#### **How to Report a Problem**

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829.

#### **Child Abuse or 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 or allows another to put 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. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.

The Kannapolis City Board of Education provides Internet access with the belief that the Internet offers vast, diverse, and unique educational resources. It provides access to many tools and resources that are only available on the Internet such as primary documents and artifacts, up-to-date information, virtual field trips, and scientific simulations. Using the Internet in a responsible manner is a skill that students will use throughout their lives.

The smooth operation of the network depends on the proper conduct of the end users. Accordingly, all users *must* adhere to strict guidelines. These guidelines are mandated by the Children's Internet Protection Act and are contained in Board policies 5451 Appropriate Internet Use, 5452 Student Internet Use, and 5453 Internet Use – Staff Responsibility. In general, these guidelines require efficient, ethical, and legal utilization of the network resources to support the curriculum. If a user violates any of these provisions, his or her Internet access privileges may be revoked and disciplinary action and/or appropriate legal action may be taken.

Kannapolis City Schools' users will take full responsibility for their use of the Internet. However, the Kannapolis City Schools will take precautions to restrict access to questionable materials. The students and staff will sign forms acknowledging that they have read and understand the applicable Board policies, that they will comply with these policies, and that they understand the consequences for violation of these policies. Before obtaining an Internet user ID and password to gain access to the Internet, all students under the age of 18 must have parental permission and must sign and return this form to the designated personnel at each school site. Students 18 and over may sign their own forms.

Legal Reference: Legal Reference: Children's Internet Protection Act, 47 U.S.C. Sec.254; G.S. 14-190.1; 115C -36, -47, -391  
Adopted: March 10, 1997

Revised: July 10, 2006

All Kannapolis City Schools' Internet users will observe the following guidelines:

- 5451.1 Acceptable Use – Use of the Internet *must* be in support of education, research and be consistent with the educational objectives and business of the Kannapolis City Schools. Transmission of any material in violation of any law or regulation, including any Board policy, is prohibited. Use of the Internet for commercial activities, political lobbying, personal shopping, viewing social networking sites for personal reasons during the workday, web surfing, and gaming is prohibited.
- 5451.2 Restricted Material – Users shall not intentionally access or download any text file, picture (including video), graphic, or sound clip or engage in any conference, that includes material which is obscene, libelous, indecent, vulgar, profane, or lewd, or which advertises any product or service not permitted to minors by law. These materials are filtered per CIPA guidelines.
- 5451.3 Copyright Infringement – Users shall respect all copyright, trademark, and licensing agreements and laws, including seeking permission for use when required. When using information obtained via the Internet, the user will provide proper citations for all quotes, references, and sources. It is unethical to plagiarize Internet resources, just as it is unethical to plagiarize print resources.
- 5451.4 Use of Email - Use of electronic mail (email) will be up to the discretion of the Superintendent and/or designee.
- Email generated on the Kannapolis City Schools' network is the property of the Kannapolis City Schools.
  - The Superintendent and/or their designee have access to the KCS mailboxes at all times.
  - Messages relating to or in support of illegal activities will be reported to the authorities.
  - Student email accounts are limited to collaborative projects through teacher-monitored email services such as Gaggle.net.
- 5451.5 Etiquette for internet, email, and social networking – Users are expected to abide by the following rules of on-line etiquette:
- Use of language which is vulgar, profane, or lewd is prohibited. Comments that are sexually suggestive, humiliating, or threatening are not allowed.
  - Email or posted messages which include insulting words or expressions which intend to injure, intimidate, bully, or harass others are not allowed. These prohibited behaviors include, but are not limited to, derogatory comments with respect to race, religion, gender, sexual orientation, age, or disability.
  - While the Board of Education respects the right of employees and students to use social networking sites (i.e. MySpace, Facebook) to communicate with others, any postings referencing Kannapolis City Schools shall always be professional and respectful of the school system, KCS employees, parents, and students.
  - Personal information about employees or others such as a home address, home phone number, information about family members, or personal interests shall not be published on a publicly accessible website or publicly accessible area of a website.
  - On-line communication with students shall be limited to professional purposes only. Students and employees should conduct themselves on-line as required face to face in accordance with KCS Board Policy 3036/4036.
- 5451.6 Access Protocol - To ensure accessibility of the on-line infrastructure to all who wish to use it:
- Do not use the network in such a way as to disrupt its use by other users.
  - Unauthorized access, including “hacking” is prohibited.

- c. All communications and information located on the network shall be assumed to be the property of the Kannapolis City Schools.
- d. Real-time conference features such as talk, chat, instant messaging, and Skype are not to be used without prior approval of the principal.
- e. Routinely perform a virus check on all downloaded files to avoid the spreading of viruses.
- f. Personal laptops shall not be attached to the network.
- g. Users are prohibited from intentionally bypassing internet filters for any reason.
- h. Users are responsible for any and all transactions that take place under their username and password. Users should not share their password with other staff members or students for **any** reason. When a student or staff member is finished working on a public computer such as one located in a lab or media center, they must log-off the network before physically leaving the computer.

5451.7 Quality of Information– The Board makes no warranties of any kind, whether express or implied, for the service it is providing. The Kannapolis City Schools will not be responsible for any damages suffered by any user. Such damages include, but are not limited to, loss of data, whether caused by the School System’s or the user’s negligence, errors, or omissions. Use of any information obtained via the Internet is at the risk of the user. The Kannapolis City Schools specifically disclaims any responsibility for the accuracy or quality of information obtained through its Internet services.

5451.8 Vandalism – Vandalism will result in immediate cancellation of user privileges and will require restitution. Vandalism is defined as any deliberate attempt to harm or destroy data of another user including, but not limited to, the uploading or creation of computer viruses.

5451.9 Privileges – The use of the Internet is a privilege, not a right. This privilege will be revoked for violation of Board policy. Inappropriate or illegal use of the Internet may also result in disciplinary or legal action.

Although the benefits of the Internet are enormous, parents need to be aware that the Internet is an open system that contains pockets of material which many people would disapprove of and keep away from children. The Children's Internet Protection Act (CIPA) requires schools and libraries to have an Internet safety policy in place. The Internet Use Agreement and Media/Web Publication Release forms are two components of the KCS Internet Safety Policy. The Kannapolis City Schools will make every effort to restrict student access to inappropriate materials on the Internet through the use of active monitoring of student activity, the use of filtering devices, software, and directing students toward sites that support current curriculum objectives. We cannot guarantee that he or she will not encounter text, pictures, or references that are objectionable, however. If such an incident occurs, the student should immediately report the website's URL (address) to the supervising staff member so that the URL can be added to the list of blocked Internet sites maintained on our Internet filtering device.

CIPA also mandates that minor students shall be instructed about correct online behavior. These behaviors include but are not limited to:

- Having an awareness of cyber bullying;
  - Knowing how to respond correctly to a cyber bullying incident;
  - Interacting appropriately with other individuals on social networking sites;
  - Responding appropriately in chat rooms; and
  - Communicating responsibly during other direct electronic communications such as email.

Each school will decide how to provide online safety instruction to minor students, using strategies that are age appropriate. The principal or his/her designee will keep a record of the location, date, and number of students participating in the online safety instruction.

If in using the school's Internet a student uses any service for which a cost is involved, he or she will be responsible for any costs incurred.

Student and parent signatures are required on the Internet Use Agreement before a student (under the age of 18) is granted a user ID and password to use the Internet at the Kannapolis City Schools. (Students 18 and over may sign their own forms.)

The Media/Web Publication Release form gives parents the choice to decide whether student names and photos will be published on the school's website and on the local educational cable TV channel. When student work was traditionally displayed within the school building, it was viewable by a limited audience. Our web site offers an "open window" to events that are happening within the school walls and presents a unique opportunity for student activities to be showcased worldwide. Anything published locally on the school's web site can be viewed from anywhere on the Internet. Because of the worldwide audience and the increased local audience via the educational cable channel, we require parental permission to allow students name(s) or photo(s) to be published on the school web site and on the local educational cable channel. Student names will be listed in the format of first name, last initial only. No photo will be displayed with an identifying student name underneath the photo.

Legal Reference: Children's Internet Protection Act, 47 U.S.C. Sec.254; G.S. 14-190.1; 115C -36, -47, -391

Adopted: March 10, 1997

Revised: January 9, 2012

**PLEASE RETURN**

5450

R & P INTERNET ACCESS

5450

**PARENT OR GUARDIAN:**

As the parent or guardian of this student, I have read the above-referenced guidelines regarding Internet use. I understand that access to the Internet is intended for educational purposes. The Kannapolis City Schools have taken precautions to restrict my child's access to questionable materials. However, I recognize that it is impossible for the Kannapolis City Schools to restrict access to all questionable materials and I will not hold the school system responsible if my child accesses or acquires such materials on the network. Further, if in using the school Internet a student uses any service for which a cost is involved, he or she will be responsible for any costs incurred.

I hereby give permission for my child to use the Internet.

Parent or Guardian (please print) \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Should information on this form change, it is your responsibility to notify the Kannapolis City Schools of the change in writing. This form will remain in effect in your child's cumulative folder while he/she is in attendance at this school or until an updated policy is implemented.

January 9, 2012

\*\*\*\*\*

5450 R & P

INTERNET ACCESS

5450 R & P

**MEDIA / WEB PAGE OPT OUT FORM**

Kannapolis City Schools takes many pictures to record, promote, and celebrate what is happening in our schools. These digital records may include but are not limited to photos on our schools' website, digital slide shows, and newspapers and other print publications.

We understand that some parents may choose not to have digital images of their children displayed in a public venue and we want to respect their wishes. Therefore, we have provided below an Opt Out Form for those families who may prefer to **NOT** have photographs of their children published.

If you have no objection to Kannapolis City Schools using your child's digital photograph, you do not need to sign or submit this form.

Objection to the use of photos by Kannapolis City Schools:

I object to the release or use of \_\_\_\_\_'s photograph in any print or digital publication created by Kannapolis City Schools.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Should information on this form change, it is your responsibility to notify the Kannapolis City Schools of the change in writing. This form will remain in effect in your child's cumulative folder while he/she is in attendance at this school or until an updated policy is implemented.

**PLEASE RETURN**

**Parent Signatures**

**I have carefully read the Pre-Kindergarten Parent Handbook for Kannapolis City Schools and accept full responsibility for cooperating in every way possible with the pre-kindergarten program.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I have received a copy of the NC Child Care Law.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I understand that participation in the Kannapolis City Schools Wee Wonders Pre-Kindergarten Program is a unique opportunity. I agree to join the school system in a partnership to support my child. I have read and understand the Parent-School Partnership Compact.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**I the parent or guardian of \_\_\_\_\_ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director or coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.**

Date of child's enrollment: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Car tags that are given to each parent at the beginning of the school year must be visible in the car when a child is being picked up at dismissal. I understand that if I do not have my car tag at dismissal, then I (or whoever is picking up my child) will be required to show ID to pick up that child.**

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_