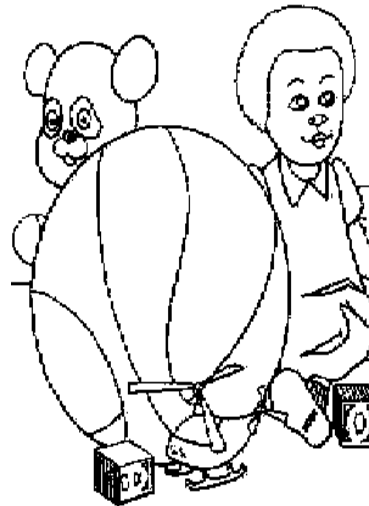


# Randy's Five Star Academy

1020 S. Miami Blvd  
Suites 117-120



Little People Day Care Center/dba/**Randy's Five Star Academy**  
1020 S Miami Blvd.  
Suites 117-120 Durham, N.C. 27703  
919-957-3976  
**Director: Ms. Dalphia Murphy**

## Parent Handbook

Randy's Five Star Academy  
Dalphia Murphy- Director



## Randy's Five Star Academy Parent Handbook

### Table of Contents

History & Purpose.....	3
Arrivals & Departures.....	4
Holidays Observed.....	5
Tuition & Enrollment.....	6
Safety .....	7-8
Meals/Multicultural/Celebrations.....	8
Insurance/Toys/Discipline.....	8-9
Toys, Discipline.....	10
Illnesses/Medication.....	11
Evacuation.....	12
Qualifications for Job Descriptions @ LP.....	13
Explanation of Early Head Start Program.....	14-16
Field trips/Travel Policy.....	17
Emergency/Nondiscrimination Statement.....	18
Schedule for Preschoolers.....	19
Staff-Parent Relationships.....	20
Procedures for Staff Daily Cleaning.....	21
Meal Patterns for Children.....	22
Child Care Food Program Meal Requirements-insert	
Meal Patterns for Children ages 1-12 – inserts-	
Nutritious Snacks- insert	
Important Rules/Telephone Messages.....	23-24
Summary of the North Carolina Child Care Law for Child Care Centers Insert .....	25



I would like to thank you for choosing RFSA and to ensure your child's happy stay here. The next items are rules that must be adhered to in order to achieve the service you desire. We reserve the right to not serve anyone who does not adhere to our policies.

## History

Little People Day Care Center began in 1995 on Tyne Drive as a Family Child Care Home (FCCH). We first open our doors to serve infants to 5 year olds. With quality our as main focus, we receive NAFCC Accreditation. To better serve the needs of the community, that small FCCH grew to a small center serving 12 children and received a 5 star license. On July 9, 2002 we opened Little People 2 on Wake Forest Hwy. Little People 2 became a 5-star center serving children two years to five year old. On January 5, 2009 Little People relocated both Little People and Little People 2 into the East Parkside Plaza. We are a 5 star center serving children birth to 12 year olds.

## PURPOSE

The purpose of our program is patterned to the developmental needs of each child. It strives to contribute to the growth and development of the children in order that he/she may become self confident, self-sufficient, and self-disciplined. It also enhances an awareness of worth and understanding of one's self. The skills learned supports a broad based program that enables each child to acquire basic skills in communication, creativity, and coordination involving the alphabets, numbers, colors and shapes. The goals of our day care are to provide an atmosphere of trust and support in which an individual (child or adult is accepted for who she/he is, and can grow, develop, and learn with other caring adults and children. We encourage all our parents to participate actively in the life of the program, visiting any time, accompanying us on field trips, sharing their talents and participating in special activities.

Our objectives will concentrate on the three most important areas of development:

1. Physical and motor -- that refers to the body changes that children experience as they grow and mature.
2. Cognitive and language--development describes learning or the changes in growth and thinking that take place inside our children's minds as they learn through experiences, their behavior and thinking changes.
3. Social and emotional-- development when children develop more mature feelings about themselves and their world. Children will develop socially, as well. They learn how to get along with others. To give you an example of how the areas of development overlap; a child recognizes a ball across the room (cognitive development), crawls over to it and picks it up (motor development), says "ball" (language development) and laughs and shows it to mom (social/emotional development). The most important thing to remember about planning for your children is that play is the primary means through which children develop and learn.

**Randy's Five Star Academy**  
**Dalphia Murphy- Director**

We are a licensed center caring for children from birth to 12 years old. We are members of Child Care Services (Child Care Services) and the National Association for the Education of Young Children (NAEYC). We are committed to serving you with the best Child Care possible. We reserve the right to serve or not serve whomever we please due to cooperation. We thank-you for choosing Little People. We have an open door policy at all times.



## ARRIVAL AND DEPARTURE PROCEDURE

### ARRIVAL TIME

Normal arrival time is 7:00 - 9:15 a.m. If your child will be arriving at any other time, please inform the day care provider. If services are needed before 7:00 a.m. a fee of \$5.00 per hour will be added to current fees. Upon arrival, an adult must accompany each child inside; greet a staff member so someone is aware of your arrival. If child arrives too late, they may miss breakfast or field trip planned for that day. So please keep children on normal routines for good transactions. Please sign your child in upon entering the center. RFSA opens at 7:00 & closes at 4:00. In the morning RFSA begin breakfast at 8:30 am. **Staff request that the cut-off time for a parent to bring a child in is 9:15 am.** (This is the latest time for you to bring your child in) If your child has a doctor or dentist appointment, please inform their teacher as soon as you make your appointment. However, we are open from 7:00 am – 4:00 pm; Remember your child is tired also. We ask all parents that attend RFSA to **not park in front of the building for safety of our children.** Please use the parking lot. Thank-You so much for your consideration.

### DEPARTURE TIME

Children may be picked-up any time prior to but no later than 4:00 p.m. by any person authorized by the parent/guardian in advance or those listed on the emergency card/application. There will be a late fee of **\$2.00** for each minute late, which must be paid that day. **Remember the children tire easily from staying in day care longer than 9 hours.**

## THE HOURS AND DAYS OF OPERATION

Randy's Five Star Academy hours are from 7:00 a.m. – 4:00 p.m. - Monday through Friday. Parents should try to have their children at school by 8:30 a.m., or call by 9:00 a.m. so their child will be counted for lunch. In addition:

- Regular learning sessions are held in the morning and it is hard for the child if he/she

**Randy's Five Star Academy  
Dalphia Murphy- Director**

comes in late.

- Field trips, when planned, often begin right after breakfast.

# HOLIDAYS OBSERVED

Randy's Five Star Academy observes the following paid holidays for 2022 -2023:

- |                                     |  |
|-------------------------------------|--|
| <b>1. King's Birthday</b>           | <b>Monday – January 17, 2022</b>         |
| <b>2. Good Friday</b>               | <b>Friday – April 15, 2022</b>           |
| <b>3. Easter (Professional Day)</b> | <b>Monday – April 18, 2022</b>           |
| <b>4. Memorial Day</b>              | <b>Monday – May 30, 2022</b>             |
| <b>5. Juneteenth</b>                | <b>Monday – June 20, 2022</b>            |
| <b>6. Independence Day</b>          | <b>Monday - July 4, 2022</b>             |
| <b>6. Labor Day</b>                 | <b>Monday – Sep. 5, 2022</b>             |
| <b>7. Professional Day</b>          | <b>Wednesday Nov. 23, 2022</b>           |
| <b>8. Thanksgiving</b>              | <b>Thur. - Fri. - Nov. 24 - 25, 2022</b> |
| <b>9. Christmas</b>                 | <b>December 19 - 31 2022 closed</b>      |
| <b>10. New Year's Day</b>           | <b>Jan 2, 2023 Closed</b>                |
| <b>11. Returning on Tuesday</b>     | <b>Jan. 3, 2023</b>                      |

**NOTE: EARLY HEAD START/PRE-K CLOSING DAYS ARE DIFFERENT WORKDAYS FOR PARENTS THAN RANDY'S FIVE STAR ACADEMY**

R5SA will be closed for Professional Days (2 days) on Easter Monday & Wed. before Thanksgiving. (highlighted in red above). (Note: Professional days have never been taken in the past but were listed TBA)

## **ADMISSION REQUIREMENT AND ENROLLMENT PROCEDURES**

Admission is based on a “first-come, first-served basis”. The admission and enrollment procedure are as follows:

Interested families are encouraged to visit or call RFSA. Parents will receive an informational sheet on the program, fees, and fill out an application request to be placed on the waiting list during their visit. Waiting list applications are reviewed when openings are available, and families are called to see if they are still interested in enrollment. Applicants may then complete the enrollment procedures by doing the following:

- Complete the enrollment application and agreement forms
- Complete Parent Checklist before enrollment of child
- Take the medical examination and the immunization forms to the child’s doctor for completion and signatures. This must be completed no later than 30 days after enrollment
- Read and sign the discipline policy and the Parent Handbook

If an application is accepted, dates are set for the parent-child visit, and a starting date is set. In addition, Parents must attend the next scheduled Parent Meeting to meet other parents and discuss any issues, which may have arisen.

## **TUITION AND FEE PAYMENT**

RFSA operates on a continuous pay basis. There is a \$60.00 enrollment fee prior to each child’s attendance that is non-refundable. Our fees are \$335.00 for infants, \$335.00 for 1 yr old, \$265.00

**Randy’s Five Star Academy  
Dalphia Murphy- Director**

for 2yr olds, \$249.00 for 3-5yr olds, per week. Fees can be paid weekly, bi-monthly, or monthly but must be paid on the Friday preceding the end of the week, 2 weeks or month of service. We will offer a 10% discount to all parents who pay their tuition up front monthly.

**All fees must be paid on time.**

There is a late payment fee of \$5.00 per day added to your account and RFSA reserves the right to not extend services to families who practice the late payment system. A \$35.00 service fee will be charged for all returned checks. If your child will not be in our care for a week or more (vacation, etc.) we will need a two (2) week notice in advance. **Full payment for the week will be required for a vacation week to ensure your child's enrollment.**

**Drop-ins** will be charged a fee of \$35.00 per day and payment is expected that day. You will be required to pay for all absent days to keep your child's place in Randy's Five Star Academy.

## **SAFETY**

**Safety is a high priority at Randy's Five Star Academy.** Please help to make our environment **safe** for all children.

- ❖ Children attending RFSA should not wear hair beads or hair pins to the daycare. The daycare deems these items to be hazardous and they will be removed for the child's safety.
- ❖ All children must wear athletic shoes on the playground. Children are not allowed to wear sandals, flip flops, or any open toe shoes at any time on the playground. These types of footwear can get trapped in the wheels of the riding toys or could haphazardly trip the children when they are running.
- ❖ Children should be clear of all jewelry and accessories (i.e. bracelets, dangling earrings, wristlets, strings, beads, necklaces, etc.). We believe in children being safe and will remove these items to keep children safe from any potential harm while attending the child care facility.

## **NUTRITION**

RFSA is asking all Parents to assist us in eating a nutritionally balanced diet that is essential for our children to grow and develop. ***Our goal is to meet our children's nutritional needs today, and create healthy eating habits that will last a lifetime.***

Randy's Five Star Academy  
Dalphia Murphy- Director

- ❖ Please do not send your child to our facility with foods that are **NOT** nutritious.(soda, fast food, chips, candy, cakes, sweets for breakfast, and pastries). If you're running late and your child miss breakfast, **don't worry!** We will provide breakfast upon your request/permission.
- ❖ **On birthday celebrations** we want to suggest, instead of a cake or cup cakes that you try alternate foods that are much more nutritious, such as: apples, navel oranges, bananas, raisins, pineapple, kiwi, mango, etc. Sherbet or Yogurt, instead of ice-cream. **On holidays and during special celebrations** proper nutrition and healthy foods are essential for you and our children. Let's encourage our children, as well as ourselves to eat healthy daily.
- ❖ Obesity is a worldwide problem in our country and we want to tackle this problem by encouraging our children with more physical exercise and introduce them to more planting. (see, plant, and eat more vegetables)
- ❖ Research has shown that children need to be exposed to new foods several times (up to 10-15 times) before the child may accept the food and be willing to try it. Unfamiliar/new foods are always served along with familiar foods in order to increase acceptance of the new food and to ensure that the children will always be able to find something that they like at the table.
- ❖ Children and Adults should receive 3 – 5 fruits and vegetables per day. RFSA willingly participates in the Child and Adult Care Food Program (**CACFP**).
- ❖ When you fill out the enrollment and child eligibility application upon enrollment, or annual enrollment for the center in July, PLEASE CHECK THE ETHNIC IDENTITY STATEMENT. If you do not answer the ethnic identity statement, Ms. Murphy or Ms. Midgette will be forced to make a decision based upon our **visual** understanding of your ethnic background.



## TERMINATION

You must give **Two weeks** notice if you choose to withdraw your child from RFSA accordance with your payment plan, you should pay up until the day ending the 2 weeks prior to your child's last day. If you are unable to give proper notice, you are still **required to pay for** services for 2 weeks from your child's date of your termination notice.

Keep in mind that giving notice does not forfeit your space for the two-week period; in fact, several months' notice would be nice. RFSA do have a Waiting List and preplanning for a new child is helpful for new parents. RFSA will also provide you with two weeks notice should the arrangements with the child not be working well. We admit all children regardless of race, color, nationality or religion, but reserve the right to dismiss any child from our care due to non-payment of fees and for disciplinary problems that cannot be resolved. We reserve the right to discontinue service with any family providing a two-week notice to that family.

**Termination is subject after 30 days of enrollment if child's medical and immunization records are not on file.**

## SERVICES PROVIDED BY THE SCHOOL



### **MEALS**

Your child will receive two well-balanced meals and one snack: breakfast, lunch and a p.m. snack. Please let us know what your child likes or dislikes. Our day care will provide table food. The parent's responsibility will be to provide wipes, change of clothes and diapers. Individual written feeding schedules and menus will be posted. All parents need to fill out a form in order for their child (ren) to be on the Child Care Food Program. Menus are posted on the parent's bulletin board. Copies are also made available to

sure to notify us if your child has allergies to do provide formula. If you would like for food, you must write it on the infant feeding Child has a special diet or allergies to certain must bring the child's food unless we can diet. Parents are welcome to bring snacks for discuss with director. We are open to ideas nutritional.



interested parents. Be particular foods. We your infant to eat table schedule. If your foods –then the parent provide the special the children, just but they must be

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Dalphia Murphy- Director**

## MULTI CULTURAL CURRICULUM

Children will develop a cultural awareness and appreciation of people from different cultures and backgrounds. Through planned activities children will learn about the language, dress, housing, music, foods, and games of other countries. Children will participate in enriching cultural holidays and events.



### CELEBRATIONS

- ▶ Parents are welcome to bring refreshments for your child's birthday or other special occasions. Please let us know in advance if you plan to do so. Visits are welcome at the day care anytime. All food items brought to day care must be prepared in commercial kitchen or store brought items. (Ex. Harris Teeter) No **homemade items**.

### NAP TIME

All children are assigned a mat (cover with a sheet) for resting. Children are encouraged, but not forced to rest or sleep. Naptime occurs between 12:30 p.m. and 3:00 p.m., depending on age. Children who do not wish to nap are provided quiet activities during this time. Parents are expected to purchase the first sheet and blanket. Talk to the Director.

### TRANSITIONAL

Before a child transition from pull-ups to underpants, the child must be able to effectively communicate his/her need to use the bathroom to the childcare provider.

### TOYS

**Children are not allowed to bring personal toys, candy, and money from home.** Personal toys and food from home cause disruption of the daily activities can spoil the child's appetite for meals and causes tension with other children. **(Friday toys are allowed sometimes for Circle Time)**

# DISCIPLINE

Discipline is the helpful guidance, encouragement, and support that we use to influence the behavior of children as they develop and learn. It is a way of helping children learn self-control and to interact with people and things in a positive way. We try to help children learn to control themselves. Our over-all guiding principle is that it is not right to hurt other people or things (and

**Randy's Five Star Academy**  
**Dalphia Murphy- Director**

this includes hurting people's feelings). Staff has had training with children with special needs and challenging behaviors. We offer more support to families than most day care centers when it comes to behaviors. Our staff will work with challenging behaviors and if need alternate placement we refer our families to an organization called ECHO. (Early Childhood Outreach Program). , Exchange Family Center, 3400 Croasdaile Dr. Suite 206 Durham, N.C. 27705

### **Strategies We Use to Influence Children's Behaviors**

**We:**

- Anticipate/prevent problems by designing experiences and a daily schedule that ensures that children have worthwhile, interesting things to do throughout the day.
- Redirect a child who is behaving in a way that will lead to harm of self, another, or property.
- Provide acceptable choices that channel behavior and allow the child to maintain control. *"You may wear a smock to paint, or you can use crayons to make your picture."*
- State desired behavior in positive language and state reason *"...when you carry the scissors please walk so no one will get hurt."*
- Offer Time Out (in a modified form) in which we simply ask a child to sit apart from the group for a few minutes *"you may sit here until you are calm."*

Parents must notify the school immediately when their child contracts any, other than a cold, so that we can guard against transmission of the illness to other children or staff, and so parents and the day care can decide whether the child is ready to return.

### **MEDICATION**

All medications will be kept in a locked box or refrigerated. No drug or medication shall be administered to any child without specific instruction from the child's parent, a physician or other authorized health professional. No drug or medication will be administered after its expiration date.

**Parent must fill out medication forms correctly or the staff will not be allowed to give medication to children.**

# ILLNESS

## **BECOMING ILL OR INJURED WHILE AT RANDY'S FIVE STAR ACADEMY**

**Randy's Five Star Academy  
Dalphia Murphy- Director**

If your child becomes ill during the day, you or your emergency contact will be called. You should pick up your child as soon as possible. You must notify us if your daytime phone number or emergency number is changed. If the child has a temperature he/she will be isolated until his/her parents arrive. If the child is under 1 year old he/she will be isolated in the playpen. If the child is older than 1 year old he/she will rest on a mat until his/her parent arrive. We will inform all parents of any contagious infections as soon as identified. Please keep children home with contagious illnesses. Let's protect our children.



### **INJURED WHILE AT LITTLE PEOPLE**

Slight injuries at the school will receive first aid. The nature of the injury, time, place, of occurrence, first-aid steps taken, and name of staff involved will be recorded on an "incident/injury" form and parents will receive a copy. Parent will be called at work to inform of such injuries or problems occurred.

### **SICK CHILD POLICY**

Any child who shows signs of illness, or who does not feel up to participating in routine activities (including going outside) should not be sent to day care. Such signs include, but are not limited to, those on listed below. If siblings, only one child sick, please keep both children at home in case of illness contamination.

#### **Signs of illness that require a child not be sent to Randy's Five Star Academy:**

1. Fever greater than 101 degrees (24 hr no fever)
2. Diarrhea (at least 2)
3. Vomiting (at least 2)
4. Conjunctivitis (Pink eye) or other eye infection
5. Sore Throat/Strep Throat
6. Head Lice
7. Infectious disease: Measles, Chicken Pox, Mumps, and Rubella

### **EVACUATION PROCEDURE**

The children will be evacuated to the outside play area nearest fence entrance. The Director or a designated staff member will carry attendance and emergency contact information from the facility. Evacuation procedures will be posted in the facility near each exit.

**Randy's Five Star Academy  
Dalphia Murphy- Director**

**FIRE DRILLS**

Fire drills will be held monthly in accordance with the instructions of the local fire authority. The timing of the drills will be varied to include early morning, mealtimes, and naptime. A State Consultant will observe at least one drill per year. A new staff member will receive pre-service training on the evacuation plan. Drills will be held on the 15<sup>th</sup> of every month.

If smoke or fire is discovered, the Evacuation Procedures will be followed. The teacher will check that all areas of the building have been evacuated, and will close the doors of every room. The teacher will use the fire extinguisher where necessary and safe. The director will report the fire to the childcare-licensing agency within 24 hours.

**POWER FAILURE**

Emergency power lighting will be activated immediately. Caregivers will comfort the children, explain the situation, and urge them to remain calm. Director will discover if the power outage is confined to the facility or inclusive of the neighborhood. Unless the power failure is accompanied by an emergency situation requiring evacuation (e.g., fire, tornado, etc.) children will be kept inside. Should evacuation be necessary, staff will follow above emergency procedures. Director will call the local power facility to report outage.

**DAY CARE CLOSINGS**

Written notice, telephone contacts, or other appropriate means will communicate closing for circumstances beyond our control (heating/air conditioning failure, snow, etc.). If the director decides it is necessary prior to opening hours not to open the facility, telephone or radio will notify parents or Television broadcast on the following stations:

**WTVD-11 NEWS** N14C-Cable Stat WRAL-TV 5

Should snow or storm require the facility to close during operating hours, parents will be notified by telephone and/or radio/TV broadcast on the above stations.

**TORNADOES, HURRICANES, OR OTHER CATASTROPHES**

Anyone who learns about a significant health or safety hazard (flood, tornado, hurricane, earthquake, blizzard, power failure, etc.) will notify Emergency units by calling 911. Staff will follow the appropriate, posted Emergency Procedures for the catastrophe and wait for authorities to arrive.

## **Qualifications for Job Descriptions at Randy's Five Star Academy**

### **Center Director**

1. Must meet minimum preservice of day care
2. NC Early Childhood Administration Credentials I & II (NCECAC)
3. Must be 21 years of age
4. Must have min. 200 hrs experience in licensed child care program
5. AA/AAS or BA/BS in ECC or Child Development

### **Teacher/Caregiver**

1. Must be 21 years of age
2. HS Graduate/GED
3. Early Childhood Credentials I & II (or enrolled)
4. Must have some experience in Early Childhood
5. Enrolled in Early Childhood or Child Development classes, AAS/BS
6. Lead Teacher must have completed NCECC I & II

### **Cook**

1. Must be 21 years of age
2. HS/GED
3. Must have negative TB test
4. Criminal Records Check & Finger Printed
5. Minimum experience
6. Good Personality
7. Understands urgency in preparing food for children
8. Loves children and maybe required to assist if needed

### **Substitute Person or Volunteer (Parent, Teacher, Grandparent, Cook, HS Volunteer, etc)**

1. Must be 18 years of age
2. Must have negative TB test
3. Must fill out Staff Questionnaire
4. Must have emergency information on file

**Reference checks will be made before hiring as full time employee**



**Randy's Five Star Academy has partnered with the Durham Early Head Start Program as of July 2010!**

Durham's Partnership for Children has been awarded a grant to establish year-round Early Head Start (EHS) services in Durham. RFSA was chosen as one of the few!

The Partnership has delegated the operation and management of the Durham Early Head Start program (DEHS) which has operated an Early Head Start program in Orange County for over ten years.

The DEHS program will contract with high quality child care sites for 60 EHS slots for infants and toddlers. The DEHS program is seeking five-star child care centers (and four-star centers which will upgrade to five-star licensure by May 15, 2011) to provide early care and education services to a minimum of 8 and a maximum of 24 children ages 6 weeks to 3 years of age. It is expected that selected four-star programs will work with the CCSA TA department to improve to five-star licensure.

As of 2019- 2020 school year RFSA will serve two classrooms for Early Head Start.

Teddy Bears Classroom – 8 children

Busy Bees Classroom- 8 children

There are specific qualifications for children in this classroom and the staff. If interested please call Early Head Start @ 919-403-6960.

**In addition to achieving and maintaining a five-star license by May 15, 2011, all funded child care centers serving Early Head Start children must comply with Early Head Start federal regulations. These include, but are not limited to, the following requirements:**

**Randy's Five Star Academy  
Dalphia Murphy- Director**

1. Become informed and supportive of the Head Start philosophy regarding children and families.
2. Enroll children for early care and education regardless of race, gender, creed, national origin, social and economic status, or disability.
3. Cooperate and support DEHS staff in complying with Head Start Program Performance Standards.
4. Cooperate with DEHS staff in following the *Durham Early Head Start Eligibility, Recruitment, Selection, Enrollment, and Attendance (ERSEA) Procedures*.
5. Adhere to EHS facilities requirements such as square footage that allows cribs to be at least 3 feet apart, dedicated diaper-changing areas, child-sized toilets, playgrounds that are separate from those used by preschool and older children.
6. Follow EHS guidelines for use of equipment and materials. For example: Cribs are used for sleeping only; limited use of high-chairs; no use of infant seats, swings or other equipment that limits physical development; appropriate floor-time activities; comfortable sitting areas for caregivers to hold or rock or feed children, etc.
7. Feed infants and toddlers on demand.
8. Use age-appropriate schedules and activities.
9. Provide a smoke-free and drug-free workplace.
10. Maintain daily attendance records for EHS children.
11. Staff infant, toddler, and two-year-old classrooms with a child to teacher ratio of 4:1 with a maximum group size of 8.
12. Require a minimum of an Associate's Degree in Early Childhood for both caregivers in each classroom where EHS children are enrolled.
13. Participate in an on-going training and staff development plan developed by the Center and DEHS staff.



14. Use an approved curriculum for infants, toddlers, and twos.
15. Initiate and maintain an ongoing child assessment system.
16. With the support of DEHS staff, screen each child upon enrollment for the purpose of identifying potential special needs issues.
17. Support professional staff who provide special services for diagnosed children with individualized Family Services Plans (IFSPs).
18. Incorporate IFSP goals into daily lesson plans and activities.
19. Assess children on an on-going basis and implement individualized education / development plans for each child.
20. Adhere to a discipline policy and practice that prohibits the use of corporal punishment.
21. Follow CACFP and Head Start Nutrition regulations.
22. Support parents as their child's most important teacher.
23. Provide a minimum of two home visits and two teacher-parent conferences per year.
24. Maintain an ongoing communication system with parents.
25. Encourage the participation of EHS parents as volunteers in the center and provide a model of adult-child interaction that enhances parenting skills.
26. Support the provision of opportunities for EHS parents to be involved in parent committees and to be represented on the DEHS Policy Council.
27. Support a smooth transition of EHS children to Head Start or other early childhood programs.
28. Cooperate with frequent and periodic monitoring by the DEHS staff and consultants.
29. Submit monthly and year-end reports to the Durham Early Head Start program.
30. Provide information for audits and federal reviews as requested.
31. Collaborate to fill vacancies in a timely manner.

32. Provide release time for teachers to complete planning and administrative responsibilities.

# **FIELD TRIP/TRANSPORTATION POLICY**

## General Rules

There are planned trips with/without Parents to RBC, Music Concerts, the Library, the Museum of Life and Science, etc. Parents are recommended to transport their children under age 3.

- A. The total number of children and adults being transported in a vehicle will never exceed the number of available seat belts in the vehicle.
- B. Children will not be left unattended in a vehicle.
- C. Children will enter and leave the vehicle from curbside only, unless the vehicle is in a protected parking area or driveway.
- D. Each person in the vehicle will be seated in his/her designated area and will remain seated while the vehicle is in motion.
- E. A child passenger restraint device or seat safety belt will be used for each child.
- F. The vehicle used for transporting children shall be kept in excellent mechanical condition and shall maintain safety inspection standards as set by the State of North Carolina Department of Motor Vehicles.
- G. All doors will be locked whenever the vehicle is in motion.
- H. A first-aid kit will be placed in each vehicle used for field trips.
- I. Parents are asked to sign a field trip permission slip before each trip.

**Randy's Five Star Academy  
Dalphia Murphy- Director**

J. Advance notice will be posted about an impending field trip at least one week prior to the trip for all parents to see. This notice will contain the following information: Date of trip, location of destination, the time of departure, and the time of return.

Note: Sometimes we may choose to take unannounced or unscheduled visits in the area, in which case you will be called. We will always inform you or request your permission for any travel.

# EMERGENCY

In the event of an emergency and a caregiver is needed, please contact these people in the order given:

RFSA has a small pool of people and community friends that provide substitutes for our staff when out on workshops, classes, personal, medical, or sick leave. We welcome parent volunteer time and help at any time!

## **Nondiscrimination Statement**

“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC. 20250-9410 or call (800) 795-3272 or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.”

## Randy's Five Star Academy (Sample of Daily Schedule)

### Peacekeepers Daily Schedule (3-5 yrs old)

7:00 - 8:30 a.m.	Children Arrive/Handwashing Greeting and general information from parents/Routines Free Choice all centers open
8:30 - 10:15 a.m.	Handwashing/Breakfast/Bathroom Free Choice to all centers
10:15 - 10:30 a.m.	Circle Time/Teacher directed activity
10:30 - 11:15 a.m.	Outdoor time/Gross Motor Activities
11:15 - 12:15 a.m.	Handwashing/Bathroom routines Children serve lunch (Self-Help Skills) Routine Clean-up
12:15 - 2:30 p.m.	Naptime/Quiet Time
2:30 - 4:00 p.m.	Handwashing/Routine Care Afternoon Snack (Self Help Skills) Routine Clean-up/Bathroom All Centers Open to Children
4:00 p.m.	Center Closes at 4:00 pm



This schedule is flexible and may change due to events and weather.



**Randy's Five Star Academy**  
**Dalphia Murphy- Director**

Self Help Skills Are Encouraged throughout the Entire Day

## **Staff / Parent Relationships**

A child's parent and teacher are a natural team when we consider the overall care and well being of the child. It is crucial for both to talk freely and often, to show a positive attitude and be supportive of each other as they share the responsibility for caring for the child. Staff should discuss important daily events such as a task well done, or minor injury or signs of illness. Staffs are encouraged to send home weekly progress notes about infants and toddlers. Staff will conduct annual conferences with parents to discuss all areas of the child's development and share accounts of his/her activities.

### **Parent – Teacher Conferences**

Staff will confer with the director about individual children and schedule parent-teacher conferences. These conferences will be scheduled during each quarter. (3) Additionally conferences may be arranged at the request of the parent(s), staff, or director. At such times, the needs assessment for the child and the age-appropriate goals for the classroom will be shared with the parent. The center will also announce quarterly Parent-Teacher meetings that both are to be present for training such as: Quest Speakers, professionals in childcare, fun times, cookout, dinner, etc.

### **Suspected Child Abuse/Neglect**

All Staff must comply with provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the Durham County Department of Social Services. All such cases should be reported immediately to the Director.

If something unusual occurs relating to a child, staff or the Director, an Accident Report must be filled out. Documentation is important both for the protection of the staff and the Day Care. If investigations are inconclusive, the Director will determine the status of the staff.

Under no circumstances will the Day Care tolerate negligent or abusive behavior on the part of anyone employed by the Day Care or parent.

We will always communicate with our parents first. If you have a question concerning a child, always ask us, we do not tolerate gossip. Always speak to the person first; they are the only people that can elaborate on their own situation.

### **Emergency Hotlines**

<b>Child Abuse</b>	<b>919-560-8424</b>
<b>Dept. of Social Services</b>	<b>919-560-8300</b>
<b>Child Care Services</b>	<b>919-403-6950</b>
<b>Division of Child Development</b>	<b>919-662-4499</b>
<b>Early Head Start</b>	<b>919-403-6960</b>

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Dalphia Murphy- Director**

## **Procedures for Staff Daily Cleaning**

### **Daily Services**

1. Wash tables and chairs after all meals
2. Clean after each art or any project(s)
3. Clean storage tops and counter tops clean
4. Wash hi-chairs tops and seats
5. Sweep or vacuum under and around table areas after meals and art projects
6. Stack chairs for sweeping and mopping
7. Wash out paint containers and brushes after usage
8. Mop bathrooms & kitchen floor if needed and empty trash cans on a daily basis
9. Teach children to pick up toys and put back in correct containers
10. Refill soap dispensers and empty garbage

### **Weekly Services**

1. Wash mirrors and clean each classroom
2. Wash and sanitize all toys on Friday in each classroom
3. Put clean toys back at end of the day for Monday
4. All lesson plans posted on Friday afternoon for Monday

## **Meal Patterns for Children in Child Care Programs**

When good eating habits and positive attitudes toward food are established at an early age, the chance of an individual enjoying optimal health throughout life is increased. For young children, eating a nutritionally balance diet is essential if they are to grow and develop normally.

Daily nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition has been formulated and called Recommended Dietary Allowance (RDA). The RDA is based on age, sex, weight, and height of an individual.

The United States Department of Agriculture (USDA) has developed for use by the Child Care Food Program meal patterns for breakfast/supplement/lunch that equal approximately 1/3 of The RDA. The meal patterns are based of the premise that if the meal pattern is followed, the food consumed will be equal to approximately 1/3 of the RDA.

The Child Day Care Commission approved use of the USDA meal patterns as the minimum amount of food, which can be served to comply with the licensing standards for adequate nutrition. This publication is intended to assist centers and homes with the preparation of the correct quantities of food.

### **Suggestions for Encouraging Favorable Food Attitudes & Good Eating Habits**

- Use a bright, attractive, well-ventilated, and comfortable room for serving meals.
- Have a physical setting-tables, chairs, dishes, glassed, silverware, and serving utensils-that suits young children.
- Provide a quiet time just before meals so that the atmosphere can be friendly and relaxed at mealtime.
- Encouraged children to participate in the food service by setting by helping bring the food to the table, or by cleaning their own space after eating.
- Avoid delays in food service so the children will not have to sit and wait.
- Set a good example. Young children sense adult attitudes about food.
- At the table, create an atmosphere of acceptance and respect for each child so that the meal will be both nutritionally and emotionally satisfying.
- Serve foods family style some of the time. An adult should eat at the table with the children. Children should be encouraged to take second helpings, if that is necessary to ensure that they get all the required quantities.
- Arrange foods on plates to make meals nutritious, interesting, and attractive from the standpoints of color, texture, flavor, and temperature.
- Try to use foods in season.
- Permit children to prepare some of the food they will be served.
- Consider regional cultural and personal food preferences of the children.

**Randy's Five Star Academy  
Dalphia Murphy- Director**



- Plan some special menu for national holidays and special days home.

The next three pages attached should serve as resourceful information to help our parents and teachers with meal servings for young children. (Food Guide Pyramid included)

## Meal Patterns for Children in Child Care Programs

The Child Care Commission approved the use of the United States Department of Agriculture (USDA) meal patterns as the minimum amount of food which can be served to comply with the licensing standards for adequate nutrition. The Recommended Dietary Allowance is based on the age, sex, weight, and height of an individual.

	Child Meal Pattern		
	1-2 year olds	3-5 year olds	6-12 year olds
<b>Breakfast</b>			
<b>Milk</b> —must be fluid milk	1/2 cup	3/4 cup	1 cup
<b>Vegetable or fruit or 100% fruit juice</b>	1/4 cup	1/2 cup	1/2 cup
<b>Grains/Breads</b> —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>Lunch or Supper</b>			
<b>Milk</b> —must be fluid milk	1/2 cup	3/4 cup	1 cup
<b>Meat/Meat alternate</b>			
Lean meat, poultry, or fish without bone	1 oz	1 1/2 oz	2 oz
OR, Alternate protein product	1 oz	1 1/2 oz	2 oz
OR, Cheese	1 oz	1 1/2 oz	2 oz
OR, Egg (large)	1/2 egg	3/4 egg	1 egg
OR, Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
OR, Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
OR, Nuts and/or seeds	1/2 oz	3/4 oz	1 oz
OR, Yogurt, plain or sweetened	4 oz	6 oz	8 oz
<b>Vegetable or fruit or 100% fruit juice</b> —serve two different vegetables and/or fruits to equal	1/4 cup	1/2 cup	3/4 cup
<b>Grains/Breads</b> —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>Snack—select 2 of the 4 components</b>			
<b>Milk</b> —must be fluid milk	1/2 cup	1/2 cup	1 cup
<b>Vegetable or fruit or 100% fruit juice</b>	1/2 cup	1/2 cup	3/4 cup
<b>Grains/Breads</b> —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
<b>Meat/Meat alternate</b>			
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
OR, Alternate protein product	1/2 oz	1/2 oz	1 oz
OR, Cheese	1/2 oz	1/2 oz	1 oz
OR, Egg	1/2 egg	1/2 egg	1/2 egg
OR, Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
OR, Peanut or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
OR, Nuts and/or seeds	1/2 oz	1/2 oz	1 oz
Or, Yogurt, plain or sweetened	2 oz	2 oz	4 oz



## Important Procedures to Better Serve Our Families

**We want to talk with you.** Your calls are important to us. However, we may not always answer the phone because we are serving your children. If it is important or an emergency, please leave a message and continue calling so we can speak with you.

**We promote safety first.** Therefore, please do not use the front entrance of the building as a parking space during drop off or pick-up of your children. Sufficient parking is available for parents. Remember all children under 4 years old or 70 lbs. must ride in a car seats at all times.

**We greet and share information with each parent daily.** For staff to effectively communicate with you; parent's cell phones must not be in use when dropping off or picking up your children.

**We teach children to be courteous and respect one another.** Children imitate what they see others doing. Remember to treat all staff with respect, children are watching! It only takes a moment to speak to staff. It is so important to teach children to speak when they enter a classroom. Please be courteous and leave the handicap space for those with handicap stickers.

**We promote a healthy environment for your child.** Parents are required to wash their child (ren)'s hands when entering any classroom. This will help to reduce the spread of germs and illness.

**We are a Smoke Free Facility.** That mean smoking is not allowed anywhere on the premise. Not even in the parking lot. Please avoid throwing cigarette butts or trash in the parking lot.

**We are role models for our children.** Therefore, all young men are expected to wear a belt in their pants upon entering our premises. If needed, we will provide one for your use.

**We have an open door policy.** We want you to feel comfortable in communicating with us at all times. If you have suggestions or questions about anything, please use the suggestion pad at the sign-in desk or speak directly with Ms. Murphy.

**We reserve the right to discontinue services for any family that does not cooperate with the policy and procedures of Little People Day Care.**

Dear Parents

It has been brought to my attention that parents are leaving young children in their car unattended while they come into the center to drop off or pick up their child. Please be aware that this is a great safety issue and is not allowed on Little People premises. Young children must be in the care of an adult at all times when you are on the premises, before, during and after arriving at the center. Please take the time to bring the younger child into the center. Leaving young children unattended in a car is consider neglect and could lead to parental investigation.

In addition, we have also notice that young children are riding in cars without car seats. Please let us know if you need a car seat and we will provide you with community resources to obtain one for your children. The **law** requires all **children** travelling in the front or rear **seat** of any **car**, van or goods vehicle must use the correct **child car seat** until they are either 40 inches in height or 12 years old (which ever they reach first). After this they must use an adult **seat** belt. There are very few exceptions.

A responsible parent should not leave a child unattended in a vehicle for any period of time. Such action poses an unreasonable risk of harm or injury to the child. Under no circumstances should a child be left in a vehicle on RFSA premises. Parents leaving a child unattended in their vehicle will receive an oral warning from the center, if the offense continues the parent will receive a written warning. This is such a serious matter that If the parent continue to ignore our concern for their child, they will be terminated from the center. Anyone who sees this type of act are required by state law to report the parent.

RFSA hours of operation is from 7:00 am to 4:00 pm. After 4:00 there will be a charge of \$2.00 per minute per child. Sometimes this policy has been abused and the child might not get picked up until after 6 or 7:00 pm etc. Please be mindful that by the State this is child abandonment and we are required to report. If Teacher has not been paid the late fee in three days we have the right to not receive your child until paid in full.

RFSA's teachers and staff love your children. We want to assist you in keeping your child safe, happy and being an eager learner. Your questions, suggestions and ideas are appreciated.

Sincerely,

Dalphia Murphy, Director/Owner

**Randy's Five Star Academy**  
**Dalphia Murphy- Director**