

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE CHILDCARE CENTER POLICIES AND  
PROCEDURES

**I. PURPOSE**

The purpose of the Child Care Center is to provide a learning-readiness environment for young children, to demonstrate principles of guidance, and to provide college students with opportunities for observing, interacting with, and teaching young children.

**II. ENROLLMENT**

- A. Children are selected according to priorities:
  - 1. Northeast Community College students' children.
  - 2. Northeast Community College faculty/staff children.
  - 3. Community children
  
- B. The capacity of the Child Care Center is 30 children who attend full time. At this time, the three-year-old classroom will have a capacity of ~~14~~ students. The four-year-old classroom will have a capacity of ~~16~~ students. Availability of staff can affect this number.
  
- C. Children aged three- to four-year-olds and/or children ineligible for kindergarten may be enrolled.
  
- D. Children must be potty trained and must also be able to feed themselves.

**III. HOURS AND DAYS**

The Child Care Center will operate from 7:30 a.m. until 3:30 p.m. Monday through Thursday. The center reserves the right to close for one day per semester to allow for staff and student development.

**IV. CENTER CLOSINGS**

Holidays will be coordinated with the college calendar and notices will be posted one week prior to closings. The college closes due to severe weather or other reasons, such as football games or occasions deemed by the President. For these times, children need to be picked up by the time announced for closure. The college sometimes issues a delayed start time on days of inclement weather, for these times we will open 30 minutes prior to the scheduled delayed start time. Example: If the delayed start time is 10:00 a.m., the center will open at 9:30 a.m. on that day. Persons listed for emergency notification will be contacted if the parent fails to pick up the child in a timely manner. The Center will remain closed until the college resumes operation.

**V. ADMISSION REQUIREMENTS**

- A. A Child Care Center Application must be completed and turned in to the Center director for each child.
- B. A certificate of immunization compliance (Form #121) from the Mississippi State Department of Health must be provided.
- C. Upon notification of acceptance by the Center director, a fifteen (\$15) dollar registration fee must be paid for each child accepted in the Child Care Center. This registration fee will be payable each semester.
- D. For a child to be enrolled and to be guaranteed a place in the Child Care Center he/she must attend on a regular basis and fees must be paid in full. Slots will not be assigned to returning children with delinquent fees.
- E. A copy of the parent's (students only) class schedule for the current semester must be submitted.

## VI. HEALTH

- A. The Center accepts only well children. Parents are depended on to help maintain this policy.
- B. All children will be examined on arrival at the Center, and if symptoms of illness are observed, the child will be isolated from the other children until other arrangements can be made.
- C. Symptoms that are cause for keeping a child at home are: fever, a severe cold, coughing, flushed skin, red eyes, eye discharge (pink eye), chills, sneezing, skin eruptions, sore throat, vomiting, diarrhea, jaundice, irritability (continuous irritability and crying), and lice.
- D. Before returning to the center a child must be fever free for 24 hours and a doctor's wellness statement must be presented.
- E. Should a child become ill during the day while at the Center, the parent will be notified to come for him/her. If the parent cannot be reached, the Emergency contact will be notified.
- F. Parents are requested to report the contraction of any communicable disease to the Center immediately (Bonita Crump: 720-7381, [blcrump@nemcc.edu](mailto:blcrump@nemcc.edu) or Alexia Owens: 720-7264, [alowens@nemcc.edu](mailto:alowens@nemcc.edu) ).

- G. A child who has been absent from the Center because of a contagious disease must, upon returning, bring a written statement from a doctor or health department indicating that the child is no longer contagious.
- H. The administration of medication to a child while in the Center is discouraged unless that medication is administered by the parent or guardian. If a child needs medication while at the Center, the parent or guardian should come to the Center at appropriate times during the day to administer the needed medication to the child. In those unusual cases where children must have SHORT-TERM medication following an illness and the parent or guardian is off campus and cannot come to the Center, the following steps MUST be adhered to:
  - 1. Medication must be pre-measured in a sealed container(s).
  - 2. Container(s) must be labeled giving the
    - a. Child's name
    - b. Name of medication
    - c. Dosage
    - d. Time to be given
    - e. Condition of illness the medicine is intended to treat
  - 3. Parents must complete, date, and sign a permission form listing the above information plus the dates medication is to begin and end.
- I. Medication will not be administered in cases where illnesses are chronic or prolonged. In those special cases where medication is administered by Center personnel, a log will be maintained that corresponds with items in #2 above.

**VII. EMERGENCY MEDICAL CARE & LIABILITY**

- A. All Child Care Center staff will be trained and maintain current certification in Infant, Child, and Adult CPR and First Aid. ECET freshmen students are certified in CPR and First Aid as part of the CDT 1343 Child Health and Safety curriculum. ECET sophomore students will update CPR certification as a requirement of the Student Teaching I laboratory curriculum.
- B. In the event of a serious injury or illness requiring immediate attention, appropriate emergency procedures will be employed. 911 will be called and the child will be transported to the Booneville Baptist Memorial Emergency room by ambulance. If the child is transported before the parents arrive, a child care center staff member will accompany and remain with the child until the parents arrive.

- C. An attempt to contact the parents will be made first. However, if the parents cannot be reached, emergency contacts listed on the emergency medical form will be called.
- D. Parents will be informed of the nature of the child's illness/injury and the child's general condition.
- E. An accident or illness form will be completed and submitted to the Northeast Mississippi Community College and the Mississippi State Department of Health Child Care Licensure. A copy of the form will be kept on file at the Child Care Center.
- F. Northeast Mississippi Community College maintains a General Liability insurance policy covering liability claims made against the college. Any claims should be directed to the Executive Vice President or Director of Finance for further investigation and/or processing.

## **VII TOILET TRAINING**

- A. All children attending the Northeast Mississippi Community College Child Care Center must be potty trained. We understand that each child develops at his/her own pace and that the occasional accident can happen at any age. However, while we will be as patient as possible, persistent accidents will not be tolerated.
- B. Procedures:
  1. If your child has more than two (2) accidents (excluding sickness) in a one week period we will send home a letter notifying you of this.
  2. After this notice, if your child has more than two (2) accidents, you will be asked to remove your child from the Center for a period of one week to concentrate on this issue.
  3. If this problem persists after this time, your child will be removed from the rolls and asked not to return until they are completely potty trained. Readmittance to the Center will depend on availability of slots.
- C. These procedures are set for children who are physically well and developmentally on task. If your child has a medical problem or developmental delay that causes him/her to be off task, please inform the Center by presenting a written order from your child's doctor/therapist.

## **IX LEAVING AND CALLING FOR A CHILD**

- A. Children should not arrive earlier than the posted opening time and should be picked up by the scheduled closing time.
- B. Each child should be escorted into the center by the parent/guardian and signed in each morning on the attendance form.

- C. Each child will be signed out by a person authorized to pick up the child.
- D. The times should be recorded when a child is signed in or out of the Center.
- E. A child will not be released from the Center unless the person who picks the child up is listed on the authorization form. Court documents that state visitation agreements must be on file.

### **X LATE PICK UP**

- A. Please consider weather and traffic conditions when you make your pick up arrangements. Late pick-ups will not be tolerated! If someone other than yourself is picking up your child it is your responsibility to make sure they understand what time we close. More than two (2) late pick-ups will result in your child being terminated from the NEMCC Child Care Program.

### **XI OUTDOOR PLAY**

- A. Children spend some time outdoors each day except when the weather prohibits such activities.
- B. Each parent/guardian should be sure that his/her child is appropriately dressed to participate in outdoor activities.
- C. When children are engaged in afternoon outside play please come to the gate to notify us to come and let you in at the door. During this time our janitor will be cleaning and we may not hear the bell due to the noise from the vacuum cleaner.

### **XII CHILDREN'S RECORDS**

- A. The Center will keep records of enrollment; registration; attendance; medical history and health certificates; and permission forms for field trips, photography, medical treatment and release, and an authorization form for emergency contacts and child release.
- B. Other general records required by the Mississippi State Department of Health are: policies governing the Center, reports from the Health Department, and reports from the fire department.

### **XII REST TIMES**

- A. Each child will be expected to rest and/or sleep from shortly after

lunch until 1:15 p.m. each afternoon.

- B. Parents are requested to bring a child-size blanket for use at rest time. Parents may also send a favorite stuffed toy to offer comfort for their child during rest time. The stuffed toy will be kept in your child's cubby for use during rest time only.

#### **XIV TOYS AND FOOD**

- A. The Center is fully equipped with toys and equipment. For hygienic reasons, children are requested NOT to bring their own toys. Toys brought to the Child Care Center will be stored and returned to the parents.
- B. Two snacks (we do not serve breakfast, please make sure your child eats breakfast at home and does not bring breakfast foods into the center upon arrival) and a lunch are provided each day that meets the Child Care Food Program guidelines and the Mississippi State Department of Health guidelines Appendix C; therefore, you are asked not to send food, drink, gum, or candy to the Center with your child.
- C. Food allergies, special dietary needs, and/or other food issues that may limit or hinder a child's food intake must be documented with a doctor's verification statement, along with specific guidelines that should be followed by the Child Care staff. This verification document will be placed in the child's file.
- D. The Mississippi State Department of Health Child Care Licensure Regulations states that homemade food items may not be brought to the Center for consumption; therefore, we request that you send only commercial made cupcakes, cakes, cookies, etc. for birthday and other special celebrations.

#### **XV CONFERENCES, MEETINGS, VISITS**

- A. Parents should always feel free to telephone the instructors in charge of the Center to discuss any matters related to the care of their child (Bonita Crump: 720-7381 or Alexia Owens: 720-7462}.
- B. Conferences may be arranged whenever the staff or parents feel there is a need. These will be scheduled through the Center.

## **XVI CHILD CARE FEES**

- A. A fifteen (\$15) dollar registration fee will be required for each semester the child attends the Child Care Center.
- B. Fees are as follows:
  - 1. Seven (\$7.00) dollars per day for each child of a Northeast student.
  - 2. Thirteen (\$13.00) dollars per day for each child of a Northeast faculty/staff member or community.
  - 3. Fees are due on the **Sixth** day that the NEMCC Child Care center is open each month. All fees are to be paid at the Business Office located in Ramsey Hall.
- C. Fees will be determined according to the schedule requested on the Child Care Center Application. Parents must notify the Child Care Center staff of any changes in attendance of their children in the Child Care Center in advance.
- D. A twenty (\$20) dollar late fee will be added to each child care fee that is not paid within five business days from the first day that the NEMCC Child Care center is open each month. After **two (2) months** of delinquent child care fees, a parent will be asked to withdraw his/her child from the Child Care Center. Slots cannot be maintained for children unless fees are paid in full and in a timely manner.
- E. ONCE A SLOT IS ASSIGNED TO A CHILD, NO REFUNDS WILL BE MADE.

## **XVII TRANSPORTATION**

- A. Transportation to and from the Child Care Center will be provided by the parent or guardian of the child enrolled in the Center.
- B. When transportation is provided by the college for field trips, the following will be adhered to:
  - 1. All drivers will be appropriately licensed.
  - 2. All vehicles will have a current safety inspection sticker.
  - 3. Insurance adequately covers the transportation of children and all children are seated comfortably in the vehicle.
  - 4. The driver and supervising caregivers shall see that:

- i. Children board and leave the vehicle from the curb side of the street and/or are safely conducted across the street.
- ii. Good order is maintained on the vehicle.
- iii. An adult besides the driver will ride in the vehicle when more than five (5) are being transported or when the route exceeds thirty (30) minutes.
- iv. Seat restraints are used.

## **XVIII DISCIPLINE**

- A. The Northeast Mississippi Community College Child Care Center shall discuss the discipline policy with each parent and post it in a prominent location of the Center.
- B. Disciplinary practices shall:
  - a. Teach the child to understand and practice acceptable behavior.
  - b. Help build the child's self-esteem.
  - c. Be consistent and individualized for each child.
  - d. Be appropriate to the child's level of understanding.
  - e. Never be humiliating, frightening, or physically harmful to the child.
- C. Neither corporal punishment nor total isolation shall be used as discipline measures in the Northeast Mississippi Community College Child Care Center.
- D. If it is necessary to isolate a child from a group, adult supervision will be maintained and the isolation period shall be minimal. (One minute of isolation per year of age.)
- E. Children shall not be subject to verbal abuse, threats, or derogatory remarks.
- F. Children shall not be allowed to discipline other children.
- G. Children shall not be deprived of meals or snacks for disciplinary reasons.
- H. Children shall abide by the rules set by the NEMCC Child Care Center. Should a child be totally defiant or unable to conform to our center rules he/she shall be removed. In the event that an applicant has been removed from a center previously for misbehavior, etc. then they will be given a trial period of one week (4 consecutive days) before full acceptance will be granted into the NEMCC Child Care Program.



#### **XIV REPORTING CHILD ABUSE**

- A. All child care providers are mandated reporters of suspected child abuse or neglect. If a staff member suspects a child has been abused or neglected, that employee is required to report the abuse or neglect to the child protective services.
- B. If abuse/neglect is suspected:
- a. The abuse will be reported to the Mississippi Department of Human Services by the director of the child care center.
  - b. A written child abuse/neglect report will be completed and kept on file in the center and in the NEMCC Security Office. A copy of the report will also be submitted to the Mississippi State Department of Health Child Care Licensure.
  - c. The following information will be contained in the report:
    - i. The name and address of the child and the parents or caretakers.
    - ii. The child's age.
    - iii. The nature and extent of the child's injuries or description of neglect, including any evidence of previous injuries or deprivation.
    - iv. The identity of the offending adult (if known).
    - v. Other information that the reporting person (staff member) believes may be helpful in establishing the cause of injuries or neglect.
    - vi. The name, address, telephone number, and professional title of the individual or individuals making the report.

#### **XX EMERGENCY EVACUATION PLAN FOR HANDLING DANGEROUS SITUATIONS**

- A. Emergency Evacuation Transportation Policy:
- If the children need to be evacuated immediately from the center, the children, ECET faculty/staff, and ECET students will walk as a group to the homes (all home are NEMCC owned) located on Ellis Avenue just behind the vocational-technical buildings behind the college campus for curbside NEMCC Trailways bus (MCI J4500) pickup. A NEMCC Bus (MCI J4500) driver will come to transport the group to emergency relocation site. The ECET Staff will assist the children as they load/seal and unload from NEMCC bus (MCI J4500).
- B. Emergency Relocation Sites:
- The children will then be transported to the (1 mile site) First Baptist Church Family Life Center at 401 West Church Street, 662-728-6272.
  - If an event occurs that requires an evacuation further from Booneville, the children will be transported to (5 mile site) Gaston Baptist Church, 1908 Gaston Road, Booneville, MS, 662-728-4581. The attendance forms and emergency contact information will be kept available at all time in case of emergencies. Emergency contact number for the child care staff are as follows: Bonita Crump 662-720-6677 {cell}, Alexia Owens 662-720-6399 {cell}, Jenniffer Newell 662-808-6934 {cell}.

- C. Tornado, fire, earthquake, and other emergency preparedness drills shall be practiced on a monthly basis and completion of practices will be documented.
- D. In the event of a tornado warning, children will be taken in the Child Care Center hallway. Blankets and emergency lighting are available.

## **XXI SECURITY PROCEDURES**

- A. The doors to the child care center will be secured at all times. Doors will not be propped. Parents will be granted access by only authorized faculty and staff by ringing the buzzer button indicating their arrival.
- B. Authorized personnel include: Early Childhood Education Technology faculty and staff, maintenance staff assigned to Waller Hall or a designee of the Early Childhood Education Technology department head.
- C. Custodial parents or guardians of children with the Child Care Center may visit the Child Care Center at any time without an appointment, unless parental access is prohibited or restricted by a court order. If so, the Child Care Center director must have a copy of the court order to keep on file. Child Care Center staff cannot legally limit access to a parent if there is not a copy of a court order on file at the center.
- D. Visitors will be by appointment only. The ECET faculty and staff will maintain an appointment log for all visitors. ECET students are not allowed visitors under any circumstances.
- E. Unauthorized guests will not be allowed in the Child Care Center. ECET students will only be allowed access to Waller 1st floor during assigned lecture and laboratory times.
- F. Children must be signed in upon arrival and signed out before leaving the center each day. The sign in/sign out form is located to right of the Child Care Center entrance.
- G. Children will only be released to persons listed on the enrollment form. If anyone other than the child's parent or someone who is listed on the enrollment form is to pick up the child, the staff must be notified in writing or by a telephone call in advance. The person picking up the child will be required to show a driver's license or other picture ID. It is your responsibility to make sure the person picking up your child knows what time we close.
- H. If the parent or other authorized person arrives to pick up a child that appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call another contact person. While we cannot legally withhold a child from the legal guardian, the Child Care Center staff will not hesitate to call the NEMCC Security Office or other local authorities if we feel the child is in danger.

NORTHEAST MISSISSIPPI COMMUNITY COLLEGE CHILD CARE CENTER  
POLICIES AND PROCEDURES -- SIGNATURE FORM

PARENT/GUARDIAN SIGNATURE PAGE

I have read and understand the policies and procedures for operating the Northeast Mississippi Community College Child Care Center and agree to abide by them.

---

(Parent/Guardian Signature)

\

---

(Parent/Guardian Name - PRINT)

---

(Date)

*\*\*\* This form must be signed and returned to the Center before your child will be allowed to attend.*