



VICTORY ACADEMY

2023-2024 Parent Handbook

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Section 1: General Information

1.1 Vision Statement

Helping children become who God created them to be.

We believe that every person was created uniquely by God with a specific purpose and calling. That being said, Victory Academy exists to help children develop in a way that facilitates their growth into spiritually, mentally, emotionally, socially, and physically capable and healthy individuals.

1.2 Mission Statement

We help children become who God created them to be by focusing on their spiritual, mental, emotional, social, and physical growth. Pertaining to families/parents, we want to partner with parents to complement what they are teaching at home. If they haven't developed this line of thinking yet, we want to help equip them to do so from teachings provided by Victory Church which is the primary supporter of Victory Academy.

1.3 Our Philosophy

We believe in providing a warm and nurturing environment with caring and experienced individuals that focus on the needs of the child, provide developmentally appropriate activities, and positive interaction and supervision. We believe in the development of the *whole child*: physically, intellectually, emotionally, socially and spiritually. We believe that embracing the whole family will assure a child's success and enhance growth.

"Train up a child in the way he should go, and when he is old he will not depart from it."

Proverbs 22:6 NKJV

1.4 Programs & Minimum State Law Child/Staff Ratio and Group Size

- Infants (6 weeks-1 year) 1 adult per 5 infants (5 children max per classroom)
- Toddlers (1-2 year olds) 1 adult per 6 toddlers (5 children max per classroom)
- Twos (2-3 year olds) 1 adult per 10 2-year-olds (10 children max per classroom)
- Threes (3-4 year olds) 1 adult per 15 3-year-olds (22 children max per classroom)
- Fours (4-5 year olds) 1 adult per 20 4-year-olds (18 children max per classroom)

1.5 Graduating to an Older Class

Children will graduate to the next class every August once they are beyond 2 years of age. Children younger than 2 are moved up according to their date of birth and developmental readiness as space is available. Our curriculum is age appropriate and builds throughout the school year.

***Children who are eligible by age to move to the 3-year-old room in the fall who are not potty trained must stay in the 2-year-old room until they are potty trained. At that point they will be allowed to move up, provided there is enough space.*

1.6 Enrollment

In order to enroll, families must first apply online and pay the non-refundable \$150 application fee. At the time of enrollment, you will be asked to sign our online tuition agreement and pay a \$50.00 registration fee online to hold your spot in our program(s). You will only be assessed one (1) registration fee per child per year. This non-refundable \$50 fee will go toward the application fee.

The first day your child attends the Academy, the following forms must be on file:

- Completed application for enrollment
- Child's Care and Emergency Information
- Up-to-date Children's Medical Report signed by a licensed physician
- Up-to-date immunization record
- Tuition Agreement signed by both parents
- Consent for Treatment
- NC Child Care Law signed acknowledgement

- Any other forms included in the tuition packet

1.7 Tuition Payments

Tuition payments will be made via bank draft or credit card based on the parent's selection with our chosen billing system. Payments are made in advance of the child attending the program. The following options are available online for payment:

- Monthly : you may choose between 1st day or 15th day of the month
- Weekly: Every Friday prior to the school week
- One lump payment: pre-pay for the entire year

You will receive an email from our director to confirm the date and amount(s) of your payment. Please respond to that email to confirm acceptance.

Tuition will not be discounted as a result of sickness, vacation, holiday, weather closings or delays, or any other absence that occurs during the tuition agreement period.

1.8 Late Pick Up Fees

Victory Academy closes promptly at 6pm. We do not offer after-hours services. If your child is here beyond 6pm, you will be charged \$2 per minute.

1.9 Late Payment Fees

Payments made after the agreed terms will be subject to \$35 late fee and continued breach will result in a subsequent termination of enrollment.

1.10 Insufficient Funds Policy

We understand that things happen, but in the case of payment being returned due to insufficient funds, our policy is as follows:

1. First Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and give you the option for us to re-run the returned check or provide another form of payment within forty-eight (48) hours. If you need to make additional arrangements, please discuss this with us immediately.
2. Second Offense (within a year from the first offense) – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and will need to make a **cash only** payment to cover the payment that was returned. Your account will

be marked as **cash only**. After one (1) year from the date of the returned check, if timely payments have been made, we will remove your account from cash only.

3. Third Offense – a returned payment fee of \$25.00 will be assessed to your account. We will notify you of the returned payment and you will need to make a **cash only** payment immediately to cover the payment that was returned (or balance in full) along with the returned payment fee. We hold the right to remove your child from our facility and in order for them to return, you will need to pay a month in advance.

1.11 Terminating Contract

If, for whatever reason, you need to terminate your enrollment in our programs, we require a two (2) week notice starting on a Monday and ending ten (10) business days later. Victory Academy may terminate this contract at any time depending on the circumstances in consideration of the welfare of the children and staff. Victory Academy will refund any overpayments unless there has been a failure to give a two (2) week notice, which will result in forfeiture of refunding overpayment.

1.12 Photo and Video Release

Photos and videos may be taken throughout the year. They may be posted on social media such as, but not limited to: Facebook, Twitter, and Instagram. We are very proud of the programs at Victory Academy, and these photos and videos are intended to be used to promote our program in a positive way and give you a glimpse of the activities and fun that your child(ren) are having. Upon application to Victory Academy, you should have been prompted to accept or decline a photo release form. If you did not receive this form, or would like to see it again you may contact the front desk.

1.13 Closing and Delays

Upon enrollment, emails and phone numbers are entered into our data system. In the event of closings or last minute delays that may affect your drop off or pick up schedule, you will receive a message via our ProCare App System. You must have message notifications always turned on for the app in the event of emergency situations.

Emails will also be sent as well as postings on social media to ensure that communication is at its highest form.

1.14 Hours of Operation

Monday-Friday, 7am-6pm.

1.15 Holidays

Victory Academy will close for the following holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day and the Day after Thanksgiving
- Christmas Day and the Day after Christmas

1.16 Inclement Weather

Victory adheres to the Wake County Public School Inclement weather plan. In the event of inclement weather, please check local news stations and/or our website. You can also check your ProCare dashboard.

1.17 Teacher Workdays

Victory Academy will hold 2.5 teacher workdays per year. These dates will be announced in advance to allow for planning and alternative care for those days.

** In addition, we are closed during one week of the calendar year for teachers training and center upfit. The exact week will be communicated at the beginning of the calendar year for your planning purposes.

Section 2: Our Beliefs

2.1 The Bible

We believe that the Bible is the inspired word and revealed will of God and is the infallible rule of faith and practice for the Christian. To put it simply, we believe the Bible and everything in it, and there's no give or take.

(2 Tim 3:15-17; 1 Pet 1:23-25; Heb 4:12).

2.2 Jesus And Salvation

We believe that salvation comes through Christ alone, because He alone paid the penalty for our sin on the cross and provided a way of relationship with God through His sacrificial death and resurrection.

(Ps 103:3)

Accepting salvation comes through repentance, acknowledgment of our sin, and by confessing that Jesus Christ is the Son of God, that He died for our sins, and that He was raised from the dead to make us right with God. This brings to our lives a spiritual awakening called the new birth!

(Rom 3:24, 10:8-10; Eph 2:8)

We're saved by faith and not by our good works. Our works, or what we do, reveal what we believe, and should be an overflow of our love for Jesus!

(Acts 16:3; Rom 10:9-10, 14:10-12; 2 Cor 5:10; Eph 2:8-9; Titus 3:5-7; James 2:18)

2.3 Who God Is, And Who We Are

We believe in God, the Trinity: He manifests himself as the Father, the Son (Jesus Christ,) and the Holy Spirit. We were created by God and in His image: spirit, soul, and body. We inherit a sinful nature from birth because of the first man's sin.

(Matt 28:19; 1 John 5:7; Gen 1:26-31, 3:1-7; Rom 5:12-21)

2.4 The Holy Spirit

We believe the Holy Spirit indwells the believer at the new birth, and that all believers should seek and experience baptism with the Holy Spirit, This baptism with the Holy Spirit enhances the spiritual life of the believer, and helps the believer live a life of obedience to the Lord.

(Luke 24:49; Acts 1:4-8, 2:38-39, 10:44-46, 11:14-16, 15:7-9; 1 Cor 12:1-31)

The baptism with the Holy Spirit is accompanied by the physical sign of speaking with other tongues, which should continue throughout the lifetime of the believer.

(Acts 2:4, 10:44-46, 19:2,6, 1:8)

We believe in the manifestation of spiritual gifts in the body of Christ and in the local church. Each believer and church should allow and encourage these.

(1 Cor 12:8-10)

2.5 Marriage

We believe that marriage is a social institution ordained by God as the union of one man and one woman.

(Genesis 2:24)

2.6 Water Baptism

Baptism in water is an outward sign of an inward work of transformation that has already occurred. Water baptism is a landmark experience during which the believer publicly confesses his salvation through Jesus.

(Matt 28:19; Acts 10:47-48; Rom 6:4)

2.7 Communion

We follow the observance of the Lord's Supper, or what is commonly called Communion. This is an outward act of remembrance and acceptance of the death and resurrection of Christ and our relationship and union with Him.

(1 Cor 11:24-30)

All born-again believers are welcome to share Communion with us.

2.8 Church

The church is the body of Christ, and each believer is an important part! We believe that personal relationships in the body of Christ help to encourage and edify the believer. Iron sharpens iron! We also believe that each believer has been given specific gifts from Jesus to be used to minister to others.

(Proverbs 27:17; Eph 1:22-23, 2:19-22; Heb 12:23)

2.9 Living As Believers

We believe in the full prosperity and blessing of the believer

- spiritually (John 3:3, 11:2; 2 Cor 5:17-21; Rom 10:9-10),
- mentally (2 Tim 1:7; Rom 12:2; Is 26:3),
- physically (Is 53:4-5; Matt 8:17; 1 Pet 2:24),
- financially (3 John 2; Mal 3:10-11; Luke 6:38; 2 Cor 9:6-10; Deut 18:1-14),
- and socially (Prov 3:4).

It is the will of God for every believer to walk in perfect health. Jesus Christ became our sin and bore our sickness on the cross, providing both for forgiveness of sin, and the healing of sickness and disease. We believe in praying the prayer of faith for the sick and trusting God for the healing of their physical bodies.

(Is 53:4-5; Matt 8:17; 1 Pet 2:24; Acts 10:38; James 5:14)

2.10 Second Coming & Eternity

We believe that Jesus will return to earth for saved believers, to take them to heaven in the rapture of the church. We believe in the second coming of Christ with His saints to set up a millennial reign on earth and the subsequent New Heaven and New Earth. Those who leave this life without experiencing the new birth through Jesus Christ will experience eternal punishment in hell and then in the lake of fire. We believe in a literal hell with literal flames, just as Jesus taught. Salvation and redemption are available only during this life and are not available to those who die without Christ.

(Rom 11:25,27; 2 Thess 1:7; Rev 19:11-16, 20:1-7; Rev 19:20, 20:10-15; Rev 21)

This handbook is subject to change at any time. Parents will be notified of any amendments made.

Section 3: Guidelines

3.1 Drop Off/Pick Up Procedures

Beginning at 7am, parents/guardians will walk and sign their child in upon entering the classroom using the 4 digit code provided through the Procure app. Children may be picked up anytime throughout the day up until 6pm and must be signed out of their classroom. Children are to be escorted by a parent or guardian while in the Academy and in the parking lot.

Parents will be issued an RFID equipped keycard at the time of their enrollment into Victory Academy. This card may be used to enter the building at specified times. Entrance with this card is only granted through the main entrance.

If an individual without code is picking up, the parent must sign the person in the child release log at the front desk or call the Academy to have the receptionist sign them in. The individual must bring a photo ID. We will not release a child to anyone unless their name has been authorized by a parent and/or guardian.

*For the safety and health of our infants and toddlers, we ask that children not enrolled in these classrooms not enter these rooms. If you need some assistance with an older sibling, we will keep them at the front desk until you have dropped off and/or picked up the younger child.

Please turn your vehicle off and take the keys out of the ignition before entering the Academy in the morning and afternoon.

Please do not leave your small ones or infants in the car while you take their older siblings to class and/or pick them up at the end of the day and also please accompany any siblings throughout the campus to ensure that they are always accompanied.

*There will be one key card assigned to each family that allows access into the building. If this card is lost or stolen, it must be reported immediately to the Director or Assistant Director. Replacement cards are \$50 each. Additional cards may be purchased for additional parents/guardians for a price of \$25.

3.2 Visitors and Volunteers

If you plan to be on campus outside of your normal drop-off and pick-up time, any visitors and volunteers, (including parents) MUST check-in at the Main Office and receive a Visitor Pass upon arrival from our front desk. Your child's safety is of the utmost importance.

3.3 Absentees or Delays

Please call on the days your child will not be attending or will be delayed. This will help with meal preparation, and we also want to ensure the well-being and safety of your child.

3.4 Hiring Staff

If you hire an outside caretaker (such as a babysitter, nanny, etc.) to bring your child to the Academy or take them from the Academy, please remember the following:

- You must add them to the Child Release Log at the front desk giving us permission to release the child to the employee's care.
- The staff member must sign-in and/or out the child in the classroom.
- The legal responsibility of your child has been passed from the Academy to the person you asked to pick up and care for your child.

Section 4: Health Guidelines

4.1 Illness

When a child is unwell, they are more vulnerable to infection. Therefore it is in the best interest of both your child and the other children and staff for you to keep your child at home when they are ill. Each child must be well enough to participate actively in the program. Both children and staff members showing any of the following symptoms will not be accepted at the Academy:

1. **Fever (101 degrees or higher)** If your child has had a fever, their temperature must be normal (98.6) for 24 hours without fever reducing medicine before returning to the Academy.
2. **Diarrhea (2 loose bowel movements and/or watery stool)** Your child must be free of diarrhea for 24 hours before returning to the Academy.
3. **Vomit** If your child vomits, they must stay out of the Academy vomit-free for 24 hours.
4. **Strep Throat** If your child has been tested for strep, they may not return until the test results are in and are negative. If your child has a positive strep test, they can return after 48 hours of being on an antibiotic.
5. **Conjunctivitis/"Pink Eye"** Your child may return after 24 hours of using eye drops as prescribed by your physician.
6. **Hand, Foot & Mouth** If your child is showing symptoms of HFM such as blisters, bumps or ulcers in and around the mouth, hands and feet, we ask that they remain home to allow the virus to run its course. If the blisters or bumps are open, or if your child is running a fever, they are considered contagious. As with any virus, this can be spread through secretions from the nose and mouth (saliva on hands or toys) and feces.

**If your child's symptoms are diagnosed as not being contagious, a written diagnosis by the child's physician is required stating that the child has been seen by his/her healthcare professional. The note will be reviewed at the front office before the child is readmitted into the classroom. If the diagnosis does not concur with Academy policy, then the child will not be admitted.*

**If your child is in attendance at Victory Academy, then they must be able to participate in outdoor activities, weather permitting.*

**If your child becomes ill at the Academy, you will be called and asked to pick up your child within 1 hour.*

Your child must be kept home if they have a contagious disease. The Academy must also be notified. (Strep Throat, pinworms, viral infections, hand, foot & mouth, infected ears and/or glands,

measles, mumps, chicken pox, scarlet fever, lice, etc. are among those conditions categorized as “highly contagious”)

4.2 Head Lice

Outbreaks of head lice can be common among children in child care facilities and schools, affecting all social and economic groups. Should a child be diagnosed with live head lice, the child’s parent(s) will be notified by Victory Academy right away and a general communication will be sent to the parents to prevent further spread. Children will not be allowed to come back to the Academy until after a lice treatment has been performed and the head has been examined for lice.

4.3 Medications

Due to increasing NC Child Care rules and regulations, Victory Academy is unable to administer over-the-counter medications or prescription medications. According to NC Child Care laws, programs are not required to administer medication, but there are certain situations in which providing this service to families might be needed, according to the Americans with Disabilities Act. This act requires that programs make reasonable accommodations for children with special needs such as asthma, diabetes, epilepsy, anaphylaxis, etc. If this is done, proper and clearly understood arrangements for administering medications must be made. A meeting with the Director and parents prior to administering the medication is required. **A written medical action plan signed by the child’s physician is required.** The prescribed medication must also be brought to the Academy in its original prescription box with all labeling visible. If more information about this policy is needed, please see the front desk.

4.4 Medical Emergencies

In the event of a medical emergency or an accident, we shall contact the parents and may contact the doctor of the child. If it is not possible to reach either and should emergency treatment be required, emergency response (9-1-1) will be called and/or the child will be transported to Wake Garner Medical Center. Parental authorization will be required for the Academy to contact your family physician and to take whatever emergency medical procedures are deemed necessary. You will be asked to sign a “Consent for Treatment” prior to enrollment.

Section 5: Safety Guidelines

5.1 Fire Drills

Fire drills will take place monthly at various times during the day, as required by NC Child Care Laws. The teachers and other staff will acquaint the children with the proper procedures to be followed during a fire drill. A map of the evacuation plan will be posted in each classroom. We realize this can be a scary event for some children. If your child is overly sensitive to noises or sirens, please notate this on your paperwork so that we can communicate with the teachers.

5.2 Tornado Drills (Shelter In Place)

Tornado drills will take place quarterly. All children are to proceed to the location designated by the teacher, kneeling with their heads kept down and facing a wall.

5.3 Security/Lockdown Policies

A lockdown drill will take place quarterly. We take the safety and well-being of all our children and staff very seriously, and so we have established policies and procedures in the unfortunate event of a “campus lockdown.” Given the various situations that may arise in a “lockdown” scenario, it is not possible to outline each detail here. Please know that we have drafted our policies and procedures to the best of our abilities, after consulting with experts on this subject, including other schools, and especially various local law enforcement agencies, with plans to continually improve. We realize that some of our younger children may be especially sensitive to “lockdown drills,” however, these drills are absolutely necessary for adequate preparation in the event of an actual emergency. Parents will be notified in advance prior to a “lockdown drill,” but the specific date and time will not be announced beforehand – per law enforcement agency recommendations.

5.4 Communication with Parents/Guardians regarding “Lockdown Drills”

The Director of Victory Academy will email all parents about upcoming lockdown drills at least one week in advance, so that adequate preparation and instruction may be offered at home to the children. Details about the actual date and time for the lockdown drill will not be included in the communication (see above).

5.5 Communication with Parents/Guardians regarding “Actual Lockdowns”

In the event of an actual lockdown situation (not a test), a member of the Victory Academy administrative staff will notify the parents/guardians of the lockdown by phone, email and/or text, alerting them to the situation, as soon as it is possible. Please note that in the event of an actual lockdown event, it may not be possible to act on this policy immediately. In this case, once the

lockdown is over, the administration will alert the parents/guardians, as soon as possible, or within a reasonable time frame. Parents should not attempt to come to school while school is in lockdown mode until the “All Clear” is communicated by phone, email and/or text.

5.6 Tobacco Free Campus

Victory Academy is a tobacco free campus. For the health of the children, families, and staff tobacco products of any sort are strictly prohibited on campus. This includes the parking lot and all buildings and grounds.

Section 6: Behavior Guidelines

6.1 Discipline

At Victory Academy we believe that teachers and parents must work together to create a pleasant and safe atmosphere conducive to growth in order to fulfill our philosophy of offering a healthy and safe social experience to each child.

If a concern arises that antisocial behavior is becoming a frequent occurrence, then a conference between the child's guardians, the director, and possibly the child's teachers will be scheduled to discuss effective ways to work together towards changing the unsocial behavior. Our goal is to get through these times successfully, so the child will learn to respect others, their environments, adults, and to have self-control in any group setting.

****Victory Academy reserves the right to immediately withdraw children who engage in extreme or repetitive instances of misbehavior.***

6.2 Behavioral Goals for the Children

The following behaviors exhibited towards a child, teacher, parent or visitor will be considered unacceptable:

- Biting
- Hitting
- Spitting
- Kicking
- Throwing Objects
- Yelling
- Bullying Others
- Refusal to do what is required
- Use of inappropriate language
- Pushing/Shoving
- Scratching

- Pinching
- Pulling Hair
- Treating toys and classroom furnishings with disrespect

We realize that certain behaviors mentioned above primarily occur with certain age groups and may be considered developmentally appropriate, however we draw this distinction between the appropriate age groups in how we handle these situations. For example, toddlers often go through a “biting phase” which would be considered developmentally appropriate for a time. However, biting is considered acceptable and developmentally appropriate for a child who is four years old. Although biting is developmentally appropriate with certain age groups and is to be expected, our goal is to take acceptable measures to curb this behavior and prevent this from happening altogether.

6.3 Staff Guidelines for Disciplining Children

No forms of physical punishment, including spanking, are permitted at Victory Academy. Constructive techniques for managing behavior, while maintaining a child’s self-worth will be applied. The administration will provide guidance in these skills with staff and parents. The purpose of discipline is to teach the child self-control and self-correcting/self-regulating techniques.

If at any time a member of Victory Academy’s staff or management must discipline a child, it is always done in love, and is implemented in an effort to set healthy boundaries and set the child up for success.

Victory Academy has standards that are to be respected and upheld in our daily environment to help encourage safety and a positive learning environment for all children.

In the event the Director is not available to handle discipline, another Director in Victory Academy will stand in their place.

Our process for discipline is:

1. Verbal Warning/Redirection
2. Direct the child to use classroom “safe-space”
3. Speak with the child outside the classroom
4. Time outside the classroom either at the front desk or in the director’s office.

Depending on the behavior and frequency of occurrence, the director reserves the right to send a child home for the day or longer if needed.

6.4 Child Abuse and Neglect

All staff must comply with the provisions of the Child Abuse Reporting Act by bringing suspected cases of abuse and neglect to the attention of the director. If necessary, the director will report the suspected case to the County Department of Social Services. Periodic observations and written documentation will be made by the director and teachers when necessary.

Section 7: Other Information

7.1 Clothing

Because of the wide range of activities that children will engage in on a regular basis, it is recommended that children be dressed in washable, comfortable clothing. Athletic shoes are preferable for outdoor play. No flip flops and Crocs are permitted, as these can lead to unwanted incidents during play.

7.2 Extra Clothing

We ask that you leave your child's cubby stocked with at least 2 extra changes of weather appropriate clothing and underwear. Accidents happen and we do not keep a stock of spare clothes in our academy. If your child has soiled clothes that are sent home, please bring in more cubby clothes for the next day.

7.3 Diapers/Pull Ups & Wipes

We ask that parents provide a week's supply of changing supplies such as diapers, pullups, and wipes as well as any other disposable items your child may need throughout the week.

7.4 Potty Training

Potty training will take place in the two-year-old's classroom. We begin introducing children to potty training at the age of 18 months, and we expect them to be fully trained by their third

birthday, or when they move to the 3-year-old class. Both parents/guardians and teachers will need to support each other during this period for consistency.

Please dress your child so they can easily get to the potty without wetting themselves. Examples of appropriate attire include bottoms with elastic waist bands. Overalls, jumpsuits, pants with belts, snaps, zippers and buttons are very frustrating to young potty-training children.

Definition of “potty trained”:

- Wearing underwear; no pull-ups, diapers, potty pants, or plastic pants (even during rest time)
- Goes to the bathroom without being asked
- No accidents or very infrequent accidents
- Cleaning and dressing with little assistance after toileting

7.5 Food/Nutrition

The Academy will meet nutritional needs during the period of time that your child is in our care by providing a light morning snack, a well-balanced lunch, and a nutritious afternoon snack. This will be provided for children who are old enough for table food. We ask that your child’s breakfast from home not be brought into the Academy (excluding the infant room.) If your child is on formula and/or baby food, you will need to provide the Academy with labeled bottles and jars of food with sufficient formula and food to feed the child for each day.

7.6 Meal Schedule

The following is the schedule per classroom for serving meals:

	Morning Snack	Lunch	Afternoon Snack
Infants	Varies	Varies	Varies
1-2 year-olds	8:30-8:45	11:15-11:30	2:15-2:30
2-3 year olds	8:35-8:50	11:30-11:45	2:30-2:45
3-4 year olds	8:45-9:00	11:45-12:00	2:30-2:45
4-5 year olds	9:00-9:15	12:00-12:15	2:30-2:45

- We do not serve any meals after the children have eaten during their designated mealtime and food has been cleaned away. However, a child may be served if they were brought in while eating, before food has been cleaned away.
- Children must be fed before coming to the Academy if they are going to miss a designated mealtime.
- No outside food is to be brought to the Academy or into the classrooms.
- The staff will only place food in front of the children at the time that classroom is scheduled to eat so no child will miss the scheduled snack.
- If a child will not be here in the morning, but will be here for lunchtime, the parents will need to call the Academy by 9am so that we can add your child to the lunch count.

7.7 Toys and Candy

Your child may want to bring a stuffed animal or doll for naptime, but other toys, candy, gum, or any small objects are not permitted. Please do not discard any food, gum, or candy in the parking lot or on the grounds. This attracts insects and small children may pick it up.

7.8 Birthdays and Special Occasions

Parents are welcome to send cookies, cupcakes, or a cake to share with their children's friends on birthdays or special occasions. **By law, these foods must be pre packaged or prepared by a licensed kitchen.** Please consider white or yellow cake with white or pastel icings for easy cleanup of the children's face and clothes as well as avoidance of food dyes for children that may be sensitive to artificial dye. Also consider the age group you're preparing for. Due to possible choking hazards, the following would not be appropriate in any classroom: balloons, gum, and small items such as jawbreakers, hard candy, toy balls, money, etc. Please let your child's teacher know in advance that you will bring a treat. **If you bring goody bags, they must be given out at the end of the day upon arrival of each child's parent.**

Suggestions for celebratory occasions: small cupcakes, chips, fruit, cookies, natural fruit juices or fruit boxes, brownies, stickers, note pads, unsharpened pencils, crayons, etc. Please read packages for age warnings.

We have many children with allergies varying from red dye, peanuts, eggs, and more, so please stick to what we've recommended, and confirm with your child's teacher to ensure their safety.

7.9 Rest Periods

Children in the toddler rooms, twos, threes, and four year olds must bring a small blanket for naptime. Each child in the infant room will have individual rest and meal times, and the sheets and blankets are provided by the Academy. The children in our Toddler to Preschool programs will be expected to rest on their mats for two hours following their lunch.

We realize that not all children will rest for a 2 hour period of time. However, they will be required to lay quietly on their mat during the rest period. Our policy is to let the child sleep for the entire rest time.

7.10 Parent Bulletin Boards/Participation

Communication is very important at Victory Academy. A parent bulletin board is located in every classroom, and may be used to display lunch and snack menus, program schedules, newspaper and magazine articles, certificates, messages and other pertinent information. Please read these notices daily. We always welcome your thoughts and feedback.

We strongly encourage parents to be actively involved in their child's preschool life. Parents are invited to attend class parties, field trips, class performances, and are encouraged to volunteer by reading to the class, sharing about a special hobby, or assisting with special events. Special events are also held throughout the year to honor our Moms, Dads, and Grandparents. We hope that you can attend these events to fellowship with us!

7.11 Daily Reports

Daily reports are used primarily in our infants through 2-year-old classes (6 weeks-2 years old) who are in diapers or in the process of potty training. It is used to let parents know if their child has eaten well, napped (or not), and other miscellaneous information. This information is kept on an iPad in the classroom and will be sent electronically to you throughout the day. Daily reports will not be recorded and sent home after a child is fully potty trained.

7.12 Field Trips

Field trips and nature walks will be taken periodically with our 4-year-olds to nearby places and are considered an important part of the educational program. The same responsible adult supervision will be provided for these excursions as is available to the children while in attendance. Your permission for your child to participate in such on/off site excursions is part of this agreement. Parents will be notified in advance of all field trips. If your child is under age 8 and weighs less than 40 pounds, a booster seat will be provided. If parents prefer to use their own, it can be left with the classroom teacher when the child is dropped off. Parent participation is welcomed and chaperones will be selected for trips needing additional adult supervision. They must drive separately (however, your child can ride with you). Siblings are permitted on field trips under the condition that they remain under parental supervision, they do not distract from the class, they travel with the parent at all times including to and from the event, and that all expenses for the sibling are paid by the parents. Parents/guardians who attend field trips are responsible for paying their way as well.

7.13 Conferences

Scheduled parent/teacher conferences will be held in the Winter and Spring months with our Three's and Pre-K classrooms. All classes will have a half-day conference day in February, but by no means should you feel these are the only times that you can visit with your child's teacher. We want to exchange thoughts and information on your child on a daily basis.

7.14 Cleaning

Victory Academy implements a variety of cleaning procedures to ensure the most sanitary facilities for our children. We employ a cleaning crew that cleans our building from floor to ceiling every night upon closing as well as a disinfecting service that has been approved by the Department of Environmental Health that comes weekly. Our teachers use a sanitizer and a disinfectant solution to clean and sanitize the classroom, changing stations, tables, and any surfaces or toys throughout the day. A classroom cleaning checklist is available for review in the classrooms at any time. Sheets are washed daily in our infant classrooms and once/week in our toddler through pre-k classrooms according to the class's laundry schedule.

Section 8: Family Engagement Plan

We believe that the best environment for children to learn and grow is one in which parents and educators work together. It is the goal of Victory Academy to come alongside families to reach their child's spiritual, educational, social, emotional, and physical development. Having the input and collaboration of the child's family unit is paramount.

8.1 Families are welcome here

We desire to have an academy that embraces the cultural differences represented by our students. We seek to understand and value each family and consider them a part of our "extended family." We will go above and beyond to build beneficial relationships with each family represented at Victory Academy. Parent interviews will be conducted as a part of the onboarding experience. The lead teacher for your child's classroom will be an integral part of this process. Our goal in doing this is to learn of the family's background, the child's immediate family and their home life/routines in order to better ease the family into the program, gain their trust and tailor the learning environment to each child.

8.2 Communication

Because authenticity is a value of ours, we are intentional about creating open communication channels with the parents of children who are enrolled in our program. We value a culture that speaks with transparency, and that models mutual respect irregardless of times where there may be disagreement. Parents should never hesitate to voice their concerns/thoughts to staff members who are directly involved in the care of their children. If this is uncomfortable parents, should feel free to reach out to the academy director.

8.3 Leading Together

Teacher/Family collaboration is paramount to the successful care of the children enrolled at Victory Academy. Our job is not to parent your child, but rather to serve as an extension of you in regards to helping your child develop and grow. Because of this, we will never be as familiar with your child as you are, therefore your involvement matters. We fully expect that parents are involved in sharing their heart, thoughts, and ideas in how to best engage their child. This perspective is valuable to us as child care facilitators, and therefore we will solicit and implement it frequently.

8.4 Supporting Student Success

The success of the student will depend on parental buy-in. Our goal here is to establish ongoing opportunities for frequent parental input, feedback, and engagement. We will work to provide

daily feedback as to what your child's day was like. Weekly feedback will be given to each family as well, along with ideas on how to reiterate what the Academy teaches at home with the child.

8.5 Community Collaboration

Knowing and understanding the local community is crucial to the success of the families who are a part of the Academy. Making a difference in our community requires that we know our neighbors, their needs, background, strengths, and ways we can help. When we work to strengthen our community, we will see increased buy-in to our goal of raising responsible citizens in this generation. Victory Academy will be intentional about creating internal events that allow us to better our community together alongside families, and create opportunities to serve those of a lower socio-economic class. This may include outreach to the homeless through food drives, fundraising competitions, etc. We will work on networking with community leaders of local businesses. This will also help us to raise funds to do other things that will help to create stronger family units.

8.6 Child and Family Advocacy

As always, our goal is to strengthen the entire family. Victory Academy will provide workshops to assist families. These may be workshops centered around their budgets, single parenting, literacy, marriage building, divorce care and grief care. These are all things that can affect the emotional, social, and physical well-being of a child.

8.7 Volunteering

Families are always encouraged to serve at Victory Academy. Areas to volunteer in include but are not limited to the following:

- In Classrooms
- Field Trips
- Ideas Committee
- Events Committee
- Community Outreach Coordination
- Campus Beautification
- Ongoing Parental workshops
- Small Groups
- Resource Group

***All Academy volunteers will be required to complete the Volunteer Handbook.*

Section 9: Breastfeeding Support Policy

Adopted from Carolina Global Breastfeeding Institute

<http://breastfeeding.unc.edu>

Victory Academy recognizes the importance of breastfeeding for the optimal health of the child. Because breastfeeding provides the healthiest start for babies, providing ideal nutrition and a multitude of health benefits for both infant and mother, it is important for Victory Academy to support and encourage breastfeeding.

The purpose of this policy is to ensure that all breastfeeding families have the support they need to continue breastfeeding while their children attend Victory Academy. We also strive to make sure that all families are well-informed about the risks and benefits of infant feeding choices as they may apply to these children and any future children.

9.1 Background

Improving rates of breastfeeding is one of the most important ways we can improve the health of women and children. Breastfeeding decreases the risk of maternal diabetes and cancers as well as a myriad of preventable pediatric conditions, including obesity, type II diabetes, pneumonia, and Sudden Infant Death Syndrome (Ref. 1). Lower-socio economic groups, younger mothers, and African-Americans have the lowest breastfeeding rates, and this contributes to their higher rates for many of these diseases (Ref. 2).

There are many barriers to increasing breastfeeding duration. For many mothers, the need to return to work leads to them being separated from their babies, which in turn can make it challenging to continue breastfeeding. Research suggests that infants who are routinely cared for by someone other than their mothers are significantly less likely to be breastfed (Ref. 3). When child care centers provide support and encouragement for breastfeeding families, it can make it easier for mothers to continue to breastfeed, thus continuing to provide optimal nutrition and nurturing for babies.

9.2 Procedures/Practices

- We demonstrate our commitment to breastfeeding, especially exclusive breastfeeding. We discuss breastfeeding with potential families, share breastfeeding materials, and include breastfeeding support activities in staff evaluations.
- We train our staff to promote and support optimal feeding practices for infants and young children. All new staff receive training in the storage and handling of breastmilk, developmentally appropriate infant feeding practices, breastfeeding promotion, support of exclusive breastfeeding, and the risks/benefits of different infant feeding choices.

- We inform women and families about the importance of breastfeeding. We provide families with culturally appropriate information about the risks and benefits of different feeding choices. Exclusive breastfeeding for the first six months means that infants are fed only breastmilk - no infant formula, water, juice, or solid food for the first six months.
- We ensure that all breastfeeding families are able to properly store and label milk for child care center use. We have written guidelines that we share with our families, and all milk at our academy is properly labeled.
- We provide a breastfeeding-friendly environment. We invite mothers to come to the Academy and nurse their babies, and have created a comfortable environment for them to do so.
- We support breastfeeding employees. Employees have access to a clean, private location to nurse their babies or express milk and are able to go on break as needed to do so.
- We develop a feeding plan that supports best feeding practices with each family. Understanding that feeding patterns at the Academy can impact the overall breastfeeding relationship, and so we work with each family to encourage practices that will help maintain their optimal routine. This includes nursing on demand when with their babies, responding to feeding cues rather than feeding on a schedule, and the developmentally-appropriate introduction of complementary foods.
- We contact and coordinate with local breastfeeding support, and actively refer to them as needed. We maintain a list of community breastfeeding resources and regularly use this list for referrals. We track community referrals and follow-up with families as needed.
- We continue updating and learning about ways to support parents in the protection, promotion, and support of breastfeeding. We have up-to-date materials on hand that include information on breastfeeding and breastmilk feeding. We provide a resource list for our staff including local lactation consultants and community providers who can answer questions. Each staff member receives at least one hour per year of continuing education on breastmilk feeding and breastfeeding support.

9.3 Communication

Victory Academy will directly communicate this policy to all new and current staff members. All new parents will learn about this breastfeeding policy in their initial interview with the Director and/or Assistant Director. As described above, written materials (brochures, etc.) will be shared with all families, and the Academy will display posters demonstrating breastfeeding support.

9.4 References

- 1.a. Ip S, Chung M, Raman G, Chew P, Magula N, Devine D, Trikalinos T, Lau J. Breastfeeding and Maternal and Child Health Outcomes in Developed Countries. Evidence Report/Technology Assessment No. 153. AHRQ Publication No. 07-E007, Rockville, MD: US Agency for Healthcare Research and Quality. April 2007.
- 1.b. U.S. Department of Health and Human Services, Office of Women's Health. Why breastfeeding is important. Available from:
<http://www.womenshealth.gov/breastfeeding/why-breastfeeding-is-important/index.html>
- 2.a. Centers for Disease Control. Progress in Increasing Breastfeeding and Reducing Racial/Ethnic Differences – United States, 2000-2008 Births, MMWR, Feb 2013. Available from
<http://www.cdc.gov/breastfeeding/resources/breastfeeding-trends.htm>
- 2.b. US Department of Health and Human Services, Healthy People 2020. Available from:
https://www.cdc.gov/nchs/healthy_people/hp2020/hp2020-errata-page.htm
- 3.a. Pettigrew MM, Khodace M, Gillespie B, SchwartzK, Bobo JK, Foxman B. Duration of breastfeeding, daycare, and physician visits among infants 6 months and younger. *Ann Epidemiol*, 2003 Jul; 13(6):431-5
- 3.b Li R, Darling N, Maurice E, Barker, L, Grummer-Strawn LM. Breastfeeding rates in the United States by characteristics of the child, mother, or family: the 2002 National Immunization Survey. *Pediatrics*. 2005 Jan;115(1):e31-7.

Section 10: Resources For Childcare Policy

10.1 Local Regulation Resources

Raleigh Fire Station 2

Fire Inspections –

263 Pecan Road, Raleigh, NC 27603. (919) 996-6115

Health and Human Resources Division of Child Development

State and Local Childcare consultant and inspection–

13200 Norwood Road, Raleigh, NC 27614. Inspector – LeAnne Simpkins (919) 819-9386

Wake County Department of Social Services

820 S Boylan Ave, Raleigh, NC 27603. (919) 527-6335

Assistance with daycare services. Treatment programs for children and families with special needs are also provided, such as parenting classes, education and child care, working with special needs children.

Learning Disabilities Association

P.O. Box 3832, Chapel Hill, NC 27515. (412) 341-1515

A nonprofit organization about learning disabilities in adults and children and attention deficit disorder.

TEACCH Center (Treatment an Education of Autistic and Related Communication – Handicapped Children)

4301 Lake Boone Trail #200, Raleigh, NC 27607. (919) 445-5800

10.2 State Regulation Resources

Building Code Requirements Child Day Care Section, Division of Facility Services

701 Barbour Drive, Raleigh, NC. (919) 733-20

Dept. of Health and Human Resources Division of Child Development

319 Chapanoke, Raleigh, NC 27603. Stephanie Fanjul (919) 662-4499

Environmental Health Service Section

P.O. Box 29534, Raleigh, NC 27626-0534. (919) 733-2870

Non-Public Education (Kindergarten)

503 N. Wilmington Street, Raleigh, NC 27604-1198. Rod Helder (919) 733-4276

Section 11 Summary of the North Carolina Child Care Law and Rules

The following section is directly copied and pasted from the NC Department of Health and Human Services Division of Child Development and Early Education brochure.

(Center and FCCH)

North Carolina Department of Health and Human Services

333 Six Forks Road Raleigh, NC 27609

Child Care Commission

<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised September 2023

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

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

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 health, safety, and 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure 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. Recreational 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.

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. Local 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 page located on the Child Care website at: <https://ncchildcare.ncdhhs.gov/> For more information on the law and rules, contact the Division of Child Development and Early Education at 919 814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: <https://ncchildcare.ncdhhs.gov/>

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It 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. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829. 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 maltreatment complaint or the issuance of any administrative action against the child care facility. North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.

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 ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

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.

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required

and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care.

Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers 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. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care 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, and one quality point option.

Criminal Background Checks

Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every five years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child 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. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval age

	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

This handbook is subject to change at any time. Parents will be notified of any amendments made.

Parent Handbook Acknowledgement Form

I, the undersigned, acknowledge that I have received a copy of the Parent Handbook (2023-2024) for Victory Academy. While I understand that the Parent Handbook is neither a contract nor a legal document, I recognize that it is my responsibility to read and understand the policies, provisions, and procedures contained in the Parent Handbook.

In addition, I understand that the contents of the Parent Handbook are subject to change. I acknowledge that the Parent Handbook will be revised in accordance with the rules or regulations of state, federal, and accrediting entities, best practices for child care service providers, or at the discretion of the Leadership of Victory Church/Victory Academy. I recognize that any such revisions will supersede, modify, or eliminate the current contents of the Parent Handbook.

I acknowledge that it is my responsibility to stay informed of policy and procedure revisions to the Parent Handbook, which will be posted on Victory Academy website at <https://www.victoryacademyraleigh.com/>. In the event I do not have internet access, I understand that I can obtain a hard copy of the updated Parent Handbook upon request to the Victory Academy.

Moreover, I recognize that it is my responsibility to contact Victory Academy's Director and/or Assistant Director for any questions I might have about the contents of the Parent Handbook now and in the future.

Parent/Guardian Name (Print)

Parent/Guardian Signature & Date

Hard Copy of Parent Handbook Provided:

Victory Academy Representative - Signature

Child's Name (1)

Child's Name (2)

Date of Enrollment: _____

Date of Enrollment: _____