

Nia Infant, Toddler, & Child Development Center
Early Head Start / Child Care Partnership

“Young Minds Strengthened Through Faith and Knowledge”

2007 Helm Ave. North Charleston, SC 29405

Office (843) 746-9377 Fax (843) 746-9337

www.niachildcare.com

Open Door Policy

Our center has an open-door policy unless court order stipulates otherwise. This means parents can visit their children in our facilities any time they wish. Drop in visits are welcome and encouraged. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. We also ask that visits are respectful of the other children in care, we suggest short visits. This will ensure that the students are not distracted from their learning activities and classroom rules. Please keep in mind this may confuse your child when you leave without them, if they are suffering from separation anxiety. Please be sure to sign in as a visitor if that is what you are doing. All visitors will have to sign in at the office. If it is naptime, we ask that you please schedule your visit before and during those times. Please keep in mind that visits during naptime can be disruptive for all the children. Please talk to the provider beforehand.

There are special events where parents are encouraged to come and have snack or read with their child. Volunteering is also another great way to get acquainted with your child's friends and staff.

Tracking Children

Our Center has a digital master attendance sign in/out system for each class. When you drop off your child in the morning, please sign them in on tablet provided by the door of each building. If the system is down, please use the master sign in/ out sheet below the tablet. Your child's teacher will sign them in on the individual classroom sign in sheet. Throughout the day your child's teacher's will keep track of the class by signing the children into and out of the room and building for outdoor play on the classroom tracking sheet. Children are tracked through sight and sound throughout the day. Once their teacher visually sees them, as they enter and leave designated areas throughout the day, they are checked off with time and date. At the end of the day, please sign out your child on the tablet provided and the teacher in your child's classroom will sign them out as they go home.

Please make sure you allow yourself extra take the time to sign your child in and out in the morning and evenings. This policy allows the staff to keep track of the children at all times. In the event of an emergency, it is essential for our staff to have an accurate count of how many children are in their care and where they are at a moment's notice.

The center does not provide care for mildly ill children. We do not do any provisional hire.

Parent / Staff Signature

Date