



Care-O-World
EARLY LEARNING CENTERS

Family Guidebook

as of December 23rd, 2024

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Monday-Friday 6:00am-6:00pm

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Chocowinity, NC 27817

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WELCOME, HISTORY & PHILOSOPHY

Welcome to Care-O-World Early Learning Centers!

We are thrilled to welcome you and your family to Care-O-World! By choosing us as your child care provider, you've joined a community that values education, kindness, and play in every step of your child's journey. We are deeply committed to partnering with you to create a nurturing, supportive, and inspiring environment where your child can grow, learn, and thrive.

At Care-O-World, we believe that every child is unique, and our dedicated team works tirelessly to celebrate individuality while fostering a sense of belonging. Through our play-based, research-driven curriculums, we aim to spark curiosity, creativity, and a lifelong love of learning in each child. Our philosophy is simple: when children feel valued and supported, they flourish—and that's the heart of everything we do.

We recognize the trust you've placed in us, and we're honored to be a part of your child's early years. Our staff is always here to answer your questions, provide updates, and collaborate with you to ensure your family has the best possible experience. Together, we'll celebrate milestones, overcome challenges, and create joyful memories that will last a lifetime.

Thank you for choosing Care-O-World. We look forward to being a part of your family's story and helping your child reach their full potential in a safe, welcoming, and playful environment. Welcome to the Care-O-World family!



Our History: A Tradition of Excellence in Child Care

Care-O-World opened its doors in 1987 with a simple yet powerful mission: to provide high-quality care and learning opportunities for children in a nurturing and inclusive environment. Over the decades, we have grown to include four centers, each committed to offering exceptional early childhood education tailored to the needs of our families and communities.

Our Founder and Senior Director, Carolyn Carrow, and our Executive Director, Jason Carrow, bring more than 70 years of combined experience in early childhood education. Together, their leadership has established Care-O-World as a trusted name in early care and education, rooted in their unwavering belief that every child deserves an environment where they can learn, grow, and thrive.

Care-O-World is dedicated to fostering an inclusive atmosphere that celebrates individuality, provides personalized attention, and emphasizes the importance of play-based learning. This approach not only supports children's immediate development but also inspires a lifelong love of learning. With a foundation built on compassion and expertise, Care-O-World has grown into more than just a child care center—it's a community where children, families, and staff are all valued members.

As we reflect on our journey, we remain deeply committed to our founding principles while continuously evolving to meet the needs of today's families. Thank you for allowing us to be a part of your child's story and for joining the legacy of Care-O-World Early Learning Centers. Together, we look forward to building a bright future for generations to come! 🌻

Philosophy & The Care-O-World Way

At Care-O-World, we are dedicated to creating a program of learning that enriches the lives of children and families in our community. Our approach is rooted in our core values:

- **We Are Kind**

Kindness is at the heart of everything we do. Whether we're working with colleagues, children, or families, we believe kindness is a skill that can be taught and learned by everyone. We uplift each other by celebrating wins and showing respect in every interaction—no matter the circumstances. We only say things about others that we'd happily say to their face. At Care-O-World, kindness leads the way!



- **We Are Smart**

We're passionate about teaching and learning—every single day! Together, we accomplish incredible things by staying curious and eager to grow. We challenge teaching strategies that don't align with our standards and always suggest ways to improve. By questioning actions that don't reflect our values, we ensure the success of Care-O-World, our children, and their families. 📖

- **We Are Playful**

Play is how children explore, grow, and learn—and we embrace it wholeheartedly! Every day, we play with a purpose, spreading joy and inspiring curiosity in everyone we meet. Our mission is to create playful moments that teach and uplift—whether it's with children, their families, or our colleagues. By using curiosity and play as tools for excellence, we spark ideas and inspire others to reach new heights. 🐻

ADMISSION AND PROGRAMS OF CARE

The Children & Families We Serve

Care-O-World Early Learning Center is proud to celebrate diversity and is committed to being an inclusive, equal-opportunity child care provider. We warmly welcome all families, offering care and support regardless of race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status. Everyone belongs at Care-O-World! 🧒 🧒 🧒 🧒 🧒 🧒 🧒 🧒 🧒 🧒 🧒 🧒

Admission Policy

At Care-O-World, we welcome children from six weeks old through 7th grade (up to the day they turn 13). To get started, parents need to complete an enrollment application, provide up-to-date immunization records, and submit emergency contact information. A medical form signed by a licensed health professional is required within 30 days of enrollment to ensure we're ready to meet your child's needs.

Enrollment for children in 6th and 7th grade is considered on a case-by-case basis. While some children this age may thrive in our environment, others might benefit from a program better suited to their developmental needs. If we can help your older child succeed, we'd love to welcome them to the Care-O-World family!

Programs of Care

Infant/Toddler 🧒

Our infant program is designed to provide a nurturing, loving, and safe environment where little ones can thrive. Each child's development is supported through personalized lesson plans, close parent-teacher collaboration, and ongoing assessments tailored to their unique needs.

To foster strong bonds, we strive to ensure each infant is cared for by the same dedicated caregiver until they turn two. This consistency helps create a sense of security and trust for your child.

Friendly Reminder: Diapers are changed every two hours or more frequently as needed. Please provide diapers and wipes for your child so we can keep them comfortable and happy!

Preschool 🧒

Our preschool and North Carolina Pre-Kindergarten (NCPK) program is thoughtfully designed to prepare children for a bright future in school. By offering a full-time weekly care program that includes academic education, your child receives the tools and experiences they need to succeed—all without leaving Care-O-World!

Our engaging curriculum includes skill assessments, parent-teacher conferences, and lessons in:

- Language Development
- Gross Motor Skills
- Social Skills
- Discovery and Exploration
- Drama, Music, and Art
- Reading, Writing, and Math Readiness

Exciting Highlights: At the end of each school year, we celebrate our preschoolers with a graduation ceremony for those entering Kindergarten. To top it off, all preschoolers join in a much-anticipated trip to the Norfolk Zoo—a joyful way to honor their achievements!

Before and After School Care 🧒

For children ages 5 and up, our before and after school program offers a fun, engaging environment that provides a change of pace from home and school routines. Children enjoy nutritious meals and exciting activities, including:

- Rest or Quiet Play
- Recreational Indoor and Outdoor Games
- Arts and Crafts
- Sports and Cooking Projects
- Field Trips

Our school-age children love contributing their own creative ideas to their classroom lesson plans each week, ensuring their voices are heard and their interests are celebrated.

Friendly Recommendation: When your young person reaches pre-adolescence, we suggest exploring programs tailored to meet their growing needs for independence and exploration.

School Age Summer Care 🧒

Summer at Care-O-World is packed with adventure, creativity, and discovery! Children dive into arts and crafts, cooking projects, and STEAM (Science, Technology, Engineering, Art, and Mathematics) activities, all designed to encourage cooperative learning and spark curiosity.

There's never a dull moment with plenty of outdoor time (at least two hours each day!) and exciting field trips throughout the summer. These experiences let children explore new interests, uncover hidden talents, and build lifelong friendships.

Giving Back: Our summer program also includes community service projects that teach children about empathy, confidence, and compassion while helping them understand their unique role in the world.

OUR CURRICULUM

At Care-O-World, we are proud to provide children with a strong foundation for lifelong learning through two comprehensive, research-based curriculums: **The Creative Curriculum® for Preschool** and **The Creative Curriculum® for Infants, Toddlers & Twos**. These programs are thoughtfully designed to meet the unique developmental needs of every age group, fostering confidence, creativity, and a love for learning in every child.

For our preschool classrooms, **The Creative Curriculum® for Preschool** emphasizes hands-on, play-based investigations that integrate essential skills like language, literacy, and mathematics throughout the day. This curriculum supports whole-child development, nurturing creativity, critical thinking, and social-emotional growth through engaging daily experiences.

For our youngest learners, **The Creative Curriculum® for Infants, Toddlers & Twos** focuses on responsive caregiving, providing individualized care and meaningful interactions. It supports the unique developmental needs of children from birth to age three, helping them thrive in areas such as social-emotional, cognitive, language, and physical development.

Both curriculums utilize dynamic teaching resources, including Intentional Teaching Experiences, Mighty Minutes®, and interactive family engagement tools. By blending research-based methods with nurturing relationships, our approach ensures children feel supported, valued, and inspired every step of the way. 🌈

DAILY OPERATING POLICIES AND PROCEDURES

Attendance Policy

Regular attendance is key to helping your child feel comfortable and adjusted to the daily routines at Care-O-World. We understand that life can get busy, but consistent participation helps your child make the most of our engaging program.

You're always welcome to visit your child at the center—we love having parents involved! Since we often have a waitlist of eager families, we cannot hold spots for children who do not attend regularly. Please note that tuition must still be paid even if your child is not in attendance.

Tuition and Fees

For information on tuition and fees, please refer to the most recent **Rate Sheet** provided for your specific location.

Holidays 🎉

Care-O-World will be closed on the following days (please refer to our annual calendar for exact dates):

- **1 Day** for New Year's
- **1 Day** in February for staff training
- **1 Day** for Good Friday or Easter Monday (announced yearly)
- **1 Day** for Memorial Day
- **1 Day** for Juneteenth (when it falls Monday-Friday)
- **1 Day** for Independence Day (when it falls Monday-Friday)
- **1 Day** in August for teachers to prepare for the upcoming school year
- **1 Day** for Labor Day
- **1 Day** in the fall for staff training (announced yearly)
- **2 Days** for Thanksgiving (Thursday and Friday)
- **3 Days** for Christmas Holiday

Please Note: Tuition charges remain the same during these closures. (NCPK and EHS classrooms may follow a slightly different schedule—please check with your center director if needed.)

Arrival Time, Drop-Off & Pick-Up

Arrival Time 🕒

To help ensure a smooth and consistent day for everyone, all children should arrive no later than 9:30 AM each day. This allows children to fully participate in planned activities and helps maintain the flow of the classroom routine.

If your child has a doctor's appointment or you're just having a tough morning, no worries! Simply let us know, and we will still warmly welcome you after 9:30 AM. Communication is key to making the day successful for everyone! 😊

Morning Drop-Off:

- Park in a designated parking space and accompany your child to their classroom.
- Check your child in using the center's management system (*ProCare*).
- Notify the classroom teacher of your child's arrival—communication is key!

Afternoon Pick-Up:

- Parents or an authorized adult must enter the center to pick up their child and accompany them to the car.
- Check your child out using the center's *ProCare* system.
- Children will only be released to parents or authorized designees. Designees must present a photo ID if they are unfamiliar to staff and must be listed in the child's paperwork. New designees cannot be added verbally.

Safety First: ⚠️

Once a child has been released to a parent or authorized adult, the child becomes the adult's responsibility. Due to traffic in the parking lot, every child must be accompanied by an adult when exiting the building.

Parent Involvement

Parents are the first and most important teachers in a child's life, and we love involving families in their child's experience at Care-O-World! You're always welcome to volunteer for field trips, classroom parties, or other activities.

Stay connected with your child's teacher through the **ProCare Engage App** for real-time updates, photos, and quick communication. Please keep your email address up to date to ensure you receive app invitations and daily updates.

We also have an open door policy; come and visit your child's classroom any time!

Parties

We love celebrating with our families!

Seasonal Parties 🎉

These will be announced in advance, and parents are welcome to donate goodies. *All food for class consumption must be prepared in a commercial kitchen for safety reasons.*

Birthdays 🎂

Every child's birthday is special at Care-O-World! We'll provide a cake, cupcakes, or a chocolate-chip cookie cake for their class celebration at snack time. If parents wish to do more, please notify the teachers in advance.

Helpful Reminders:

- Celebrations are typically held during afternoon snack time.
- Balloons are not permitted due to safety concerns.
- Please save gift-giving for home to avoid hurt feelings.

Weather Closings

In the event of severe weather, we'll carefully monitor conditions and make the best decision for our families and staff. Closing announcements will be posted on:

- Local news channels (WITN, WNCT, WCTI)
- Our Facebook page: facebook.com/CareoWorldELC
- The ProCare Engage App

Note: NC Pre-K classrooms will follow Beaufort County Schools' weather decisions. Tuition charges remain the same during weather-related closures.

Outdoor Play Policy

Outdoor play is a vital part of your child's health and development! At Care-O-World, we encourage kids to be active, explore, and enjoy the fresh air every day.

Outdoors at Care-O-World:

- **Infants:** At least 45 minutes outdoors each day.
- **One Year Olds:** At least 1 hour of outdoor play daily.
- **Children 2 years and older:** At least 1.5 hours of outdoor play daily.

While outside time may be shortened during extreme weather, we believe in the value of outdoor play. Contrary to common myths, children don't get sick from being outdoors—they get sick from germs! Fresh air is good for them.

Helpful Tips:

- Dress your child for the weather with layers on cold days and cool, light clothing on hot days.
- Closed-toed shoes are required for safety during climbing and running activities.

State Rule: If your child isn't well enough to participate in outdoor activities, they should remain at home until they're ready to join all daily activities.

Meals and Snacks

Care-O-World proudly participates in the **USDA Child and Adult Care Food Program (CACFP)**, ensuring all meals and snacks meet high nutritional standards. We take pride in serving homestyle meals that children love—think hearty, comforting foods rather than fast food!

Here's what your child will enjoy daily:

- Breakfast
- Lunch
- Afternoon snack

To make pick-up easier, a packaged snack will be available as you leave the building.

Food @ Drop-Off:

If your child brings outside food, it must be consumed in a designated area outside of the classroom, with the parent remaining until the meal is finished. Afterward, the child can head to their classroom.

Special Dietary Needs:

We understand that some children have unique food preferences or requirements. If you provide meals for your child:

- Meals must meet CACFP guidelines.
- Items must be labeled with your child's name and date.
- A **Nutrition Opt-Out Form** must be on file when providing any meal or component.

In accordance with the **USDA Child and Adult Care Food Program (CACFP)**, this institution is an Equal Opportunity Provider.

Clothes

Children should wear **comfortable, washable play clothes** that allow them to explore and play freely. Closed-toed shoes or secure footwear are required for safety while climbing, running, and playing.

It's also required by law that every child has a spare set of clothes in their cubby in case of accidents. **Helpful Tip:** Check your child's cubby daily! If there are soiled clothes, please take them home and replace them with fresh ones the next day.

Field Trips and Special Events

Field trips are exciting opportunities for learning and fun! Parents will be notified in advance with the date, time, and location of any planned trip. Details will be posted in a common area for easy access.

Written permission is always required for your child to attend a field trip, and parent volunteers are warmly welcomed to join the adventure!

Behavior Management

Children display a wide range of behaviors, most of which are fantastic, while others may be more challenging. We understand that age-appropriate behavior can vary greatly, and our team works to support each child's development with patience and understanding.

When a child exhibits behavior that is not age-appropriate and classroom interventions are unsuccessful, we will notify parents and collaborate with them to create tailored supports for their child. Our goal is to help the child succeed while fostering a safe and positive environment for everyone.

If the behavior persists, we follow a structured process to ensure the child receives the best possible support while prioritizing the safety and well-being of all children and staff.

Health Policies

Physical Exam 🏥

To help us ensure your child's health and readiness for care, all infants, toddlers, and preschoolers must have a physical examination completed within the last 12 months at the time of enrollment. Ideally, this is provided before your child's first day. However, families have up to 30 days to complete and submit the physical exam documentation.

Immunizations 📝

State law requires all children to have an up-to-date immunization record on file. Parents are responsible for providing documentation of their child's immunizations to the office, particularly after any updates.

Important Note: If you choose to opt out of immunizations for your child, we must have formal documentation on file to comply with state regulations.

Allergies

If your child has any known allergies, please indicate this on their enrollment paperwork and inform the center director as well as your child's caregiver.

For children with food allergies or restricted diets:

- A physician's note must be on file to document the allergy or dietary need.

Administering Medication

Keeping all children healthy and safe is a team effort, and medication plays a key role in that process. Whenever possible, we encourage administering medication at home to reduce disruptions to your child's day. For example, many medications can be given before drop-off and again at bedtime—consult your child's healthcare provider for guidance.

When medication must be given during the day:

- Check all medication in at the front office.
- **Prescription Medication:** Must be in the original pharmacy container with a clear label showing the child's name and dosage instructions. This includes prescription creams.
- **Over-the-Counter Medication:** Must be age-appropriate. For example, we cannot administer medication labeled "Not appropriate for children under age 2" to a 1-year-old unless accompanied by a doctor's note.
- **All medication** requires a detailed medicine slip to be completed by the parent in the front office. Please be mindful and allow a few extra minutes when this is needed.

Care-O-World will only administer medication if it absolutely cannot be given at home.

Sanitation and Germ Fighting

Children thrive in a clean and safe environment, and we take great care to minimize the spread of germs each day. Here's how we fight germs at Care-O-World:

- Hand washing is the single best way to prevent the spread of germs, so we teach children proper techniques and encourage parents to do the same at home.
- Caregivers and children wash hands upon arrival, after contact with body fluids, before and after meals, water play, and outdoor activities.
- Fresh air and outdoor play are valuable for children's health. Outdoor spaces often have fewer germs than indoor environments, and time

spent outside can help boost children's immune systems while allowing them to thrive in a cleaner environment.

Our cleaning protocols include:

- **Infant/Toddler Toys:** Sanitized after mouth contact and daily.
- **Preschool Toys:** Sanitized after mouth contact and weekly.
- **Crib Sheets, Mats, Blankets (Infants):** Washed after soiling and daily.
- **Mats and Blankets (Preschool):** Washed after soiling and weekly.
- **Carpets:** Vacuumed daily and professionally steam-cleaned three times per year.
- **Tile Flooring:** Mopped daily and as needed after soiling.
- **Toilets, Sinks, Fixtures:** Cleaned and disinfected twice daily or as needed.
- **Changing Tables:** Disinfected after each use.
- **Tables and Chairs:** Cleaned and sanitized before and after meals or whenever soiled.

Childhood Illness and Disease

At Care-O-World Early Learning Centers, keeping children safe and healthy is our top priority. To prevent the spread of communicable diseases, we follow guidelines from the "**Communicable Diseases and Exclusion from Child Care**" document, published by the NC Child Care Health and Safety Resource Center.

Common Childhood Illnesses That Require Exclusion

Children must stay home or be picked up if they experience the following:

- **Fever (all ages):** A temperature of 100.5°F or higher.
- **Vomiting:** Two or more episodes of vomiting while at child care.
- **Diarrhea:** Two or more episodes during the day at child care.
- **Flu (Influenza) or COVID:** Children must stay home the day after being sent home and may return when symptom-free for 24 hours.

Additional illnesses requiring exclusion:

- **Lice:** Active head lice require treatment for the entire family before the child can return.
- **Impetigo:** May return after 24+ hours of treatment.
- **Measles:** May return on the 5th day after the rash begins.
- **Ringworm:** May return after treatment has started, and the area must remain covered.
- **Scabies:** May return after the family and home have been treated and five (5) days without symptoms.
- **Scarlet Fever:** May return after 24+ hours of antibiotics and no fever.
- **Strep Throat:** May return after 24+ hours of antibiotics and no fever.
- **Whooping Cough:** May return after 5 days of treatment or 21 days from the start of coughing if untreated.
- **Pink Eye (Viral or Bacterial):** May return after 24 hours of antibiotic eye drops.

Other Mandatory Exclusions

Children must stay home or be picked up if:

- A healthcare professional recommends exclusion. (A doctor's note is required for return.)
- They are unable to participate in both indoor and outdoor activities.
- They require more care than our staff can safely provide without compromising the health and safety of other children.

Common Illnesses That Do Not Require Exclusion

Unless directed otherwise by a healthcare professional, children with the following illnesses are not excluded or can return to care once certain conditions are met:

- Fifth Disease
- Hand, Foot, and Mouth Disease
- MRSA (affected areas must remain covered)
- Mononucleosis (if advised by a healthcare professional)
- Pinworms
- RSV
- Roseola

When Illness Happens

If your child shows signs of illness, they will be moved to a quiet, supervised area away from others until you can pick them up. If we cannot reach a parent, we will contact one of the emergency contacts listed in your file.

We ask that children be picked up within **60 minutes** of notification to limit exposure to others.

Per state law, a slightly ill child may remain in care if:

- Their temperature is **100.4°F or less**.
- They are able to participate in classroom and outdoor activities as usual.

Returning to Care-O-World After Illness

For the health and safety of everyone at Care-O-World, children sent home due to illness must remain at home for the rest of that day (Day 1) and the entire following day (Day 2). They may return on the third day (Day 3) if their symptoms have resolved completely without the use of medication.

Example: If your child is sent home with a fever on Tuesday (Day 1), they must stay home on Wednesday (Day 2). They can return on Thursday morning (Day 3) as long as they are fever-free without the assistance of fever-reducing medication.

Doctor's Notes: If a doctor has cleared your child to return sooner, please provide a note to the center director for approval. An extra few minutes at drop-off may be needed.

Child Abuse and Neglect

At Care-O-World, the safety and well-being of every child is our top priority. By law, all staff members are required to report any suspected case of child abuse or neglect to the local Department of Social Services.

If you, as a parent, ever suspect abuse or neglect at the center, please report it immediately to the center director and/or contact the **North Carolina Division of Child Development** at **1-800-859-0829**.

Accident Policy

Serious Accidents

In the rare event of a serious accident, staff will:

1. Provide immediate emergency first aid.
2. Call the rescue squad.
3. Notify parents as quickly as possible.

An **incident report** will be completed and shared with parents within 24 hours, requiring a signature. A copy will also be sent to the Division of Child Development. Parents should file claims with their child's insurance policy. For any remaining balance, please speak with the center director.

Minor Accidents

Minor accidents are handled with care following accepted first-aid procedures. Parents will be notified by phone if necessary, and an incident report will always be completed and shared.

Items From Home

To create a positive learning environment, we discourage bringing items from home. **Care-O-World is not responsible** for toys, cell phones, tablets, or other personal belongings.

Important Notes:

- Children are expected to share toys or keep them in their cubby.
- Weapon-like toys are prohibited at all times.
- Tablets, phones, and other screens are only permitted if required by a K-12 school program.

Care-O-World Staff Babysitting Policy

At Care-O-World, we prioritize the safety and well-being of all children and maintain clear boundaries to ensure professionalism within our team. While we understand that parents may sometimes seek additional care outside of our operating hours, we **discourage** staff from babysitting for families they meet through Care-O-World.

If staff choose to babysit after hours, it is a private arrangement between the family and the staff member. **Care-O-World is not responsible** for any actions, agreements, or incidents that occur during these private babysitting arrangements. We encourage open and honest communication and remind families that our staff's primary focus is on providing the highest quality of care during Care-O-World's hours of operation.

Expressing Concerns

At Care-O-World, we have an open-door policy because we believe in fostering open, honest communication. If you have any concerns or suggestions, we encourage you to speak freely with your child's teacher or the center director.

Need a private discussion? Feel free to request a meeting or drop by the office at any time.

If you need additional assistance, feel free to reach out to our Director of Operations at ops@careoworld.org. You will always be contacted within one business day—if not much sooner.

Our goal is to work together to create a positive, mutually beneficial experience for both you and your child. Please don't hesitate to reach out—we're here to help!

Withdrawal

If you need to withdraw your child from Care-O-World, we ask for a **two-week written notice** to help us plan accordingly.

Summer Break Note: If you're withdrawing during the summer but plan to return in the fall, please let the center director know so we can reserve your child's spot in our Fall program.

Custody and Release Information

We understand that family dynamics can change, and we're committed to supporting your child through these transitions. Please note:

- By law, we cannot deny a parent access to their child unless there is a **current court order on file** at Care-O-World that restricts those rights.
- For the well-being of everyone, we ask families not to involve Care-O-World staff in custody disputes.

We will follow any court order in effect and respond to subpoenas for court testimony and/or documentation as required.

OTHER HELPFUL INFORMATION

Helpful Suggestions

Here are a few ways to make your child's experience at Care-O-World even more pleasant:

- **Stay Informed:** Check the front door and your child's classroom door regularly for announcements. Also, reminders and daily updates are shared via the ProCare app - make sure you have it installed on your smartphone!
- **Explore the Classroom:** Read the items posted on your child's classroom bulletin board, such as lesson plans and schedules.
- **Be Present:** Visit the center, observe classroom activities, and take time to get to know your child's teacher.
- **Talk Positively:** Help your child feel excited about Care-O-World! Highlight fun activities and explain that this is their special place to play, learn, and grow.
- **Create Predictability:** As much as possible, drop-off your child at the same time each day. Also, let your child know when you'll be picking them up each day, and do your best to arrive on time. If you're running late, call the center so we can let your child know. This builds trust and eases anxiety.
- **Encourage Independence:** Support your child's confidence by letting them dress and feed themselves or complete small chores at home, like tidying toys, setting the table, or sweeping.
- **Communicate:** Schedule conference times if your schedule doesn't allow for daily chats with your child's caregiver. Open communication helps build a strong partnership.
- **Trust the Team:** Rest assured, your child is in the care of a well-trained, competent, and caring staff. If anything happens, we will contact you immediately.
- **Daily Check:** Don't forget to check your child's cubby every day! Don't forget to check the Parent App every day!

Additional Information for Infant/Toddler Care

Infant Feeding Schedule

We tailor our care to meet the unique needs of each infant, ensuring their health, well-being, and proper development. Infants up to 15 months of age follow individual feeding schedules, coordinated closely with parents and staff to maintain routines that work best for your child.

Please provide clean, labeled bottles for each feeding. For safety reasons, we are unable to add anything to bottles other than formula or milk (e.g., no cereal or other foods).

Breastfeeding

We warmly support and encourage breastfeeding mothers! A comfortable, private space is available for breastfeeding or expressing milk.

Breast milk is stored and labeled following strict health and safety guidelines. Any unopened, unused breast milk will be sent home at the end of the day for your convenience.

Daily Activities and Communication

Our teachers carefully log all activities, including feeding times, diaper changes, naps, and other daily happenings, using the **ProCare Engage** app. This tool also allows parents and teachers to stay connected throughout the day for messaging, updates, or sharing important information.

Safe Sleep Practices (SIDS Prevention)

At Care-O-World, your baby's safety is our top priority. We follow safe sleep practices to reduce the risk of Sudden Infant Death Syndrome (SIDS):

- Infants are always placed on their backs to sleep.
- The sleep environment is kept free of soft objects and loose bedding.
- Staff check on sleeping infants every 15 minutes.

Tip for Home: Infants usually sleep better at Care-O-World when they are placed on their back to sleep at home. This can make the transition into the classroom much easier for your infant.

What to Bring

To help your baby feel at home and ensure a smooth transition, please provide the following items:

- A pacifier (without clips or attachments) that can be kept at the center.
- At least **two full changes of clothing** that are seasonally appropriate and can remain at the center.
- Diapers and wipes: Teachers will send a ProCare message when supplies are running low to ensure your baby is always well-stocked.

Developmental Milestones

We take pride in nurturing your child's growth and development at every stage. Our teachers regularly monitor and document your baby's milestones, tracking their physical, cognitive, language, and social-emotional progress. Key milestones include rolling over, crawling, walking, first words, and social interactions.

All observations and progress are recorded in **ProCare Engage**, providing a clear picture of your baby's development and allowing us to identify any concerns early. This comprehensive approach ensures each child's individual needs are met, fostering their overall well-being and success.

Pacifier Policy 🧒

At Care O World, we believe in creating a safe and playful environment for all our little ones. Here's our simple pacifier policy:

- Non-mobile infants are welcome to use pacifiers freely.
- Mobile infants and children over one year old can use pacifiers while seated to ensure their safety, while also providing them the opportunity to self-soothe.

For safety reasons, pacifiers cannot be attached to any lanyard, strap, or other attachment while in use, for any age.

Potty Training Support

At Care-O-World, we are here to support you and your child on their potty training journey! Potty training is an exciting milestone, and our team is committed to helping your child succeed when they are developmentally ready. We recognize that every child is unique, and readiness for potty training varies from one child to another. Signs of readiness often include staying dry for longer periods, showing interest in using the toilet, or communicating when they need a diaper change. Our caregivers will collaborate closely with parents to ensure the process is positive, consistent, and tailored to your child's needs.

To set your child up for success, we focus on creating a supportive and encouraging environment that promotes independence and builds confidence. Once your child demonstrates readiness, we will work with you to establish a consistent potty training routine, reinforcing positive habits both at home and in the classroom. Together, we'll celebrate every achievement—big or small—making potty training a joyful and stress-free experience for your child. If you have questions or want to discuss your child's readiness, don't hesitate to reach out to your child's caregiver or the center director. We're here to help every step of the way!

Understanding and Managing Biting

At Care-O-World, we understand that biting is a common and age-appropriate behavior, especially for toddlers who are still developing verbal communication skills. While it can be concerning for parents, it's important to recognize that biting often stems from frustration, teething, or a lack of language to express emotions. Our goal is to work together with families to understand and manage this behavior in a constructive and supportive way.

We make every effort to prevent biting by closely monitoring interactions, providing ample opportunities for verbal expression, and redirecting behaviors before conflicts arise. When biting does occur, we respond immediately by comforting the child who was bitten, addressing the behavior calmly, and helping the biter understand the impact of their actions. Through positive reinforcement and teaching strategies, we guide toddlers toward healthier ways of expressing their emotions. Communication with parents is key during this phase, and we will always keep you informed so we can work as a team to support your child's growth and development.

A FINAL NOTE

Welcome again to Care-O-World! We understand that starting at a new facility can feel overwhelming for both children and their families. Please know that we are here to support you every step of the way as you settle into this exciting new chapter.

Your child's well-being and happiness are our top priorities, and we want you to feel confident and comfortable with every aspect of their care. If you ever have questions, concerns, or simply want to chat about your child's progress, don't hesitate to reach out to our center's administrative team. We are here to listen, assist, and work together to ensure your family has a positive and enriching experience.

Thank you for choosing Care-O-World. We're so glad to have you as part of our family! 🤝 🤝 🤝

From our family to yours... welcome!

