



Thank you for your interest in the Mission Child Development Center

Choosing child care is challenging for families. We feel that the Mission Child Development Center is a good choice for you and your child. Here is some basic information about our program that may help you with your decision. For additional help in assessing your needs in for child care, and learning about the North Carolina Rated License program, please visit www.ncchildcare.nc.gov.

Mission CDC is a 5-star program. We have 12 classrooms and an average of 160 children attend the program each day. Annually, the total program has more than 250 registered children. The Center has 43 staff who work fulltime, part-time and PRN shifts. The staff includes the Manager, a Coordinator, an Enrollment Specialist, Teachers, an Afternoon Program Monitor and a kitchen employee.

Statement of Purpose and Values

The purpose of the Mission Child Development Center is:

- 1) To provide high quality child care services to employees of Mission Health and MMA (Mission Medical Associates) so that they go to work feeling confident about their child care arrangement,
- 2) To provide appropriate, intentional and exciting early education to promote the growth and development of young children across all domains of learning,
- 3) To provide individualized care and instruction to children with special abilities and behaviors when we are able to through a cooperative team made up of the family, the teachers and community-based experts.

Hours of Operation

The Center operates five days a week, Monday through Friday, year round from 6:30 a.m. to 6:00 p.m. The Center will open on a regular schedule on ALL inclement weather days, and will be closed only in emergency situations where regulatory guidelines prohibit Center operations (i.e., loss of power and/or water). The program is closed on Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and the Fourth of July.

Enrollment Options

The program enrolls children on **full time** and **part time** basis. For those Mission Health employees that do not need 5-days of care, one fulltime spot can be shared by 2 or more families. The families enrolled on a "Share Plan" will need to have a set schedule each week. Rotating schedules cannot be accommodated.

PRN care

The center also provides child care on a call-in basis for families that have occasional child care needs. The PRN child must have a complete registration packet, and the family will pay the annual registration fee. PRN care can be arranged up to one-week ahead of the need for care. There is no guarantee of availability and we suggest you call with several dates in mind. A non-refundable reservation fee is charged as soon as you sign up for a day.

Eligibility for Enrollment

Eligibility to use the Child Development Center is a benefit exclusive to employees of Mission Health, Mission Medical Associates and to MAHEC resident physicians. Mission employees with young children are eligible to utilize the Center for childcare immediately upon employment and when they work Monday through Friday. Grandparents who are Mission Health employees, with documented legal guardianship of their grandchildren are also eligible to use the program. Likewise, center eligibility ends when employment with Mission is terminated. MAHEC resident physicians may utilize the Child Development Center only during their three-year residency and will pay a higher tuition rate than Mission employees. Center eligibility for MAHEC resident physicians ends at the conclusion of the residency term. Contract employees, physicians and other individuals working on Mission campuses or offsite locations, but not employed by Mission, are ineligible to use the Child Development Center.

Waiting List

The Center maintains a waiting list for enrollment in all of the age groups. The wait can be anywhere from 2 weeks to 2 years, with the youngest groups having the longest lists. Families will be placed on the waiting list when the written application is received and is complete with an employee ID number. Spaces will be offered as they become available in each classroom. Priority for enrollment will be given in the following order:

- Currently enrolled students on the list waiting for additional days in their room
- Siblings of currently enrolled children
- Mission Health employees working any time Monday through Friday

Since the program has waiting lists for each age group, upon being contacted by the Center, parents have 24 hours to: a) accept the space and obtain enrollment paperwork, b) decline the space and be placed at the bottom of the waiting list, or c) decline the space and be removed from the list. In some cases, the child care opening occurs before the family is ready for the child to begin child care. If offered as an alternative, a parent can elect to hold the space for their child by paying 100% of the tuition during the vacancy.

Parent(s) and child are required to visit the program prior to the child's enrollment. During the visit, the parent will have a personal interview with the Center Manager or the Enrollment Specialist to ask questions, tour the Center, meet the professional staff, and review the Family Handbook and operational policies of the Center.

Tuition

Fees for each family will be established based on number of days of child care is needed and the hours of regularly scheduled daily care. Late fees are charged or late pick up. Billing is based on a child's enrollment, not attendance. Fees, billed every two weeks to coincide with hospital pay dates, will be paid through payroll deduction. No tuition refunds will be given if the Center is closed due to regulatory reasons beyond the Center's control (i.e., loss of water or power) or adjusted for holidays. The most current fee schedule can be found on MOD by navigating to the Child Development Center web page.

Enrollment Packet and Annual Information

Before the child's first day of attendance the enrollment packet must be completed and on file at the Center. The forms in the packet are all required by the state Division of Child Development and Early Education in order for the child to attend the program.

Several of the forms are required by law to be updated annually. This is completed every summer as children change age groups. Failure to update the forms may result in suspension of child care services.

Services Provided by the Center

Meals

The Center serves breakfast, lunch and snack daily. Breakfast, lunch and snack are included in the weekly tuition fees and children are expected to eat the meals served unless there is a **diagnosed and documented disability**. The Center will also provide *Enfamil Lipil with iron* formula to infants. Our menus can be viewed on MOD on the Child Development Center site.

Curriculum

The center uses the Creative Curriculum, one of the state-approved curricula for a licensed child care facility. The Creative Curriculum addresses the development of the whole child, providing a well-planned environment full of supplies and materials that inspire and challenge children to use them in play and problem-solving. The teacher's role is to guide the children, facilitate learning and to observe skills and abilities.

Special Services

For children ages 4- 5 years old, swim classes are offered through the YWCA.

Children ages 3-5 years old will participate in various field trips throughout the year.

Children ages 3-5 years old will have a weekly Spanish class taught by the Center Manager.

How Do I get Started?

1. Fill out an application: In order to start the enrollment process an application with a valid ID number must be on file at the Center. Applications are available via the Intranet at the Child Development Center webpage. An application can be faxed or mailed, upon request.
2. Return it to the Center: Parents wishing to enroll their child in the center should fill out an enrollment application and submit it to the Center Director. The application can be returned in person at the Center, by fax to (828) 251-5688, scanned and emailed to sharon.flushing@msj.org through interoffice mail or by regular mail. You will receive and email confirmation when your application has been received.

The child's name will go on a waiting list in order of the date the application was received until a space becomes available in the child's age group. The waiting list is maintained by birth

year. When there is an opening in the program, the next parent on the waiting list will be contacted to see if the available opening meets their current need for child care.

3. What do I do once I am offered a slot? Once you have accepted a child care slot at the Child Development Center, you will need to complete an enrollment packet. This paperwork is available on our website and you will need to download the forms based on your child's age. In some cases, the packet will be sent electronically to the parent.
 - o Complete the paperwork and turn it in to the administrative office at the center
 - o Set a time with the teachers
 - o Read the Family Handbook

Thank you again for your interest in our early education program and we look forward to meeting you soon.

The Mission Child Development Center Staff



Child Development Center Enrollment Application (fax 828-251-5688)

Child's Name _____ Female Male
first last

Date of Birth _____ or Due Date _____ Is this a sibling of a currently
enrolled child?

When would you like child care to begin _____

Name of Parent /Guardian working in Mission Health System: _____

Address: _____
street apt # city state zip code

Home Phone _____ Cell Phone _____

Work Phone _____ Hospital email _____

I work in the following section of the Mission Health System: Mission MMA Angel
 McDowell Blue Ridge Transylvania Care Partners
 MAHEC physicians (I understand have additional fee)

Name of Parent/Guardian: _____

Home Phone _____ Cell Phone _____

Specify the days and hours of care needed

Specify the type of plan needed

- Fulltime
- Share Plan
- PRN (call in as needed)

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

Parent/Guardian Signature Employee # _____ Date

Office Use:

Date Received: _____ Date Logged in: _____

Confirmation: _____ Check in: _____ Check in: _____