

6.38 Child Development Center

Last Revised: April 2024

Policy: Piedmont Community College (PCC) will establish, implement, and operate one or more existing facilities to serve as model child care center(s) to aid the operators of existing facilities in upgrading their skills and abilities. The center will also support observation experiences for students enrolled in early childhood education programs.

Purpose/Definitions:

Purpose

The purpose of this policy is to outline procedures the College follows to create a wholesome, happy, and enriching environment for all children enrolled, and to help children develop a positive self-image and a respect for other children and adults.

Definitions

N/A

Approval Authority/Monitoring Authority: Piedmont Community College's Board of Trustees has approval authority. The Vice President, Administrative Services/CFO has monitoring authority for this policy.

Procedure:

Section 1: General Provisions

- 1.1. The PCC Child Development Center (CDC) serves children ages 2 to 5 years.
- 1.2. The NC Division of Child Development and Early Education, the governing agency of the PCC CDC, requires that a handbook be provided to the responsible guardian of children enrolled at the PCC CDC.
 - 1.2.1. The Handbook is reviewed annually and covers topics in the areas of philosophy, goals, policies, and procedures of the PCC CDC.

- 1.2.1.1. Contact the Director, Child Development Center for the most current version of the PCC CDC Family Handbook.

Section 2: Prioritizing NC Pre-K Children

- 2.1. In alignment with the NC Department of Health and Human Services (NCDHHS) Division of Child Development and Early Education (DCDEE), the order of priority for enrollment of NC Pre-K Children is as follows:
 - 2.1.1. children who are not in a childcare setting but will qualify under the NC Pre-K Eligibility Guidelines
 - 2.1.2. children already enrolled in the Center who meet the income eligibility guidelines
 - 2.1.3. children who do not meet the income eligibility guidelines but who have an identified disability

Section 3: Prioritizing Other Preschool Children

- 3.1. The order of priority for enrollment of other preschool children is as follows:
 - 3.1.1. children of full-time PCC students
 - 3.1.2. children of part-time PCC students
 - 3.1.3. children of full-time PCC employees
 - 3.1.4. children of part-time PCC employees
 - 3.1.5. other Children

Section 4: Interns and Work-based Learning (WBL) Students

- 4.1. The PCC CDC works with several departments at Piedmont Community College, area high schools, and neighboring colleges to provide a training site for students interested in the field of child care.
- 4.2. Even though interns and WBL students are not paid employees of the PCC CDC, they must complete the application process as if they were a new hire, including criminal record checks and other screenings required by the NCDHHS DCDEE.
- 4.3. All interns and WBL students are supervised at all times by the teachers and/or director.

- 4.3.1. When the PCC CDC hosts an intern or WBL student, parents receive a written letter of notification that includes the student's name.

Legal Citation: [N.C.G.S. 115D-20](#); [NC Pre-K | North Carolina Prekindergarten Program](#)

History: Effective October 1988; Revised April 2013, May 2021, April 2024