

Revision: 9/25/18

# *Parent Handbook*

## *2018-2019*



Central Baptist Church  
**PRESCHOOL**  
& School-Age Care

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Exalting Christ and Equipping Children



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## ***Our Vision***

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To **SERVE FAMILIES** in our community by providing a **CHRIST CENTERED** educational experience that fully **EQUIPPS CHILDREN** intellectually, socially, physically, emotionally, and spiritually.

## ***Our Mission***

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At Central Baptist Church, we exist to **EXALT** the Lord Jesus Christ, **ENCOURAGE** Spiritual Maturity and **EXPRESS** the Love of Jesus Christ. The main mission of Central Baptist Preschool is to assist families by providing Christian childcare to “train up a child in the way he should go” (Proverbs 22:6). It is our desire to partner with parents in their effort to lay strong spiritual foundations in the lives of their young children.

## ***Our Purpose***

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Central Baptist Church Preschool (CBC Preschool) is a ministry of Central Baptist Church. We accept the responsibility of offering quality Christian education, both spiritually and academically. The Preschool is intended to be an extension of a Godly and Christian home; therefore, we will work with the parents to meet the Christian goals they have for their children. It is also an arm of the church, leading families into its fellowship throughout our community.

Using Deuteronomy 6:4-7 as a Biblical model, we are to diligently teach our children how to love God with all their heart, soul and strength. Our desire for each preschooler is that he or she:

- learns about Jesus and His love for him/her;
- learns about the Bible;
- thinks of Central Baptist Preschool as a safe and happy place;
- realizes the importance of family;
- makes new friends.

## ***Christian Philosophy of Education***

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*“Happy is the man that finds wisdom, and the man that gets understanding.” (Proverbs 3:13)*

At Central Baptist Church Preschool, teaching children about the love of Jesus Christ is our priority. We emphasize loving one another the way Jesus loves us and treating one another with respect. This philosophy is woven throughout our curriculum and is demonstrated in our lesson plans, in our discipline, and in our relationships.

We believe “the fear of the Lord is the beginning of knowledge”, and that all knowledge has its foundation in the Word of God. We believe the Bible is God’s inspired Word and we teach it as such, helping children to develop attitudes of love and respect toward it. We train the children to hope in the Lord, to love Him, and to keep His commandments. We encourage the children to know and obey the will of God as revealed in the Scriptures. We strive to stimulate and enlarge the children’s involvement in the church and its worldwide tasks of witnessing and evangelizing.

As a staff, we strive to be models of Christ in our understanding, patience and love; as such, everything we do and say is in consideration of the children. Because a child develops spiritually, mentally, physically, socially, and emotionally, we are committed to providing biblically based, developmentally appropriate experiences to allow each child to progress in these areas at his or her own level of ability, while enjoying feelings of success. This is done primarily through our curriculum, with hands-on learning activities in learning centers, and through the positive, Christ-like role modeling of the staff. We view ourselves as partners with families, teaching and loving the children in our care. The following are some things you can expect at CBCP:

- The children will spend most of their time playing and working with materials or other children. Structured play is crucial for young learners.
- Children will be taught God's Word through stories, activities, games and crafts. In addition, God's principles will be demonstrated through the staff's modeling of God's love. Teaching children to follow Jesus' example of love, respect and honor is our daily goal.
- Children will have access to various activities throughout the day. Some of the activities and materials you will see are assorted building blocks and other construction materials, props for pretend play, picture books, paint and other art materials, science toys, manipulatives, and puzzles.
- The teachers will work with individual children, small groups and whole groups at different times during the day.
- The classrooms will be decorated with the children's original artwork. Older children will have an opportunity to show off their own writing with invented spelling as well as their own stories recorded by the teachers.
- The children will learn numbers and the alphabet in their everyday experiences.
- The children will be engaged in projects, yet still have long periods of time to play and explore.
- The children will have an opportunity to play outside every day, weather permitting.
- The teachers will read books to the children. Reading is not limited only to large groups.
- Our teachers recognize that children's different backgrounds and experiences mean that children do not learn the same thing at the same time in the same way. Therefore, curricula will be adapted for each class and each individual child as is necessary for everyone's success.

### ***Teaching Staff***

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The faculty and staff of Central Baptist Church Preschool are committed Christians called of God to teach, train and minister to the whole child: spirit, soul and body. We believe our teachers are important role models and have a tremendous impact on the lives of our children. They will teach and evaluate, plan and prepare, relate and counsel, pray and care. Our staff looks forward to serving the needs of your child. Please pray for them and always give them your respect and encouragement.

All Teachers and Administrative staff are required to obtain CPR and First Aid training. Prior to hire, each employee must have a criminal records check. Central Baptist Preschool only accepts employees with a commitment to parents and children.

Central Baptist Preschool is a ministry of Central Baptist Church; thus, all staff members are hired understanding the higher standard to which they must hold themselves. The teachers are employed by Central Baptist Preschool and are accountable to the Director. The Director is also employed by Central Baptist Preschool and is accountable to the Executive Pastor.

### ***Standard of Conduct***

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After reading the Central Baptist Church Preschool Parent Handbook, parents must read and sign Central Baptist Church Preschool's Statement of Responsibility, located in this manual. This form states you have read and agree with the policies and procedures of Central Baptist Church Preschool.

### ***Cooperation Expectations***

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All children attending Central Baptist Church Preschool should do so as the result of the parents' desire to have their child educated in accordance with our educational philosophy. For this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy of Central Baptist Church Preschool retain the right to remove their child. Likewise, the Administration of Central Baptist Church Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is uncooperative with the program.

## ***Enrollment Procedure***

All families wishing to enroll at CBC Preschool and School Age Care should submit the following prior to the child's start date:

- Registration Form + non-refundable registration fee
- Experience Record
- Children's Medical Report (School Age: Section A only)
- Immunization Record (CBC Preschool will NOT accept vaccine waivers.)
- Documentation of Receipt of:
  - Safe Sleep Policy (for infants 12 months and younger)
  - Discipline Policy
  - Summary of NC Laws
  - Parent Handbook
- Media Permission Forms
- Infant Feeding Schedule (15 months and younger)
- If applicable, any custody agreement/protective order granted by the courts or arranged by the parents. This includes an agreed-upon list of those allowed to pick-up the child.

### **Notes for enrollment procedure:**

- A. Parents are required to submit the Children's Medical Report and current Immunization Record for their child no later than drop-off on the first day of enrollment.
- B. Parents are encouraged to visit the Preschool before their child is enrolled and should bring their child with them. This will give the parents and child an opportunity to meet the teachers and other children before the first full day of attendance.
- C. Parents must agree to comply with the policies as described within this Handbook prior to the first day of enrollment.
- D. There is an early re-enrollment period prior to the public enrollment period for current students and their siblings for the upcoming year.
- E. If there is not a space available when you wish to enroll your child, your contact information will be gathered, and you will be put on the Waiting List. There is no charge for this. You will be called each time a position becomes available. Your name will only be removed from the Waiting List upon your request.

### **Upon enrollment:**

When a child becomes enrolled, families should become familiar with the class daily schedule. This is posted in each classroom. Other information will be placed in the child's folder and/or emailed and may be posted online on the class wall (link will be provided) as well. In addition, teachers sometimes post in the classroom a list of special items needed for the class, or items needed that week for "Show and Tell". Please stay informed of daily activities and read any notices posted so your child can fully participate in and benefit from the services offered. Also, please talk with your child about what happens at school and what he/she is learning.

All children three years-old by August 31<sup>st</sup> of the current year **MUST** be completely potty-trained (no longer use disposable training pants) **BEFORE** they may graduate to the next age group. Accidents happen occasionally, but not frequently to be considered fully trained. As a team, the parents and teachers need to take into consideration the child's readiness before beginning the process of potty-training.

Enrollment may be terminated at any time and for any reason by either the parents or the Administration with a two-week written notice. The Administration reserves the right to terminate enrollment immediately if necessary for the protection of the staff or other children at the Preschool. Tuition is expected to be paid in full whether the child attends during the last two weeks, and regardless of which party initiates the termination.



**Weekly tuition payments are due each Monday for the current week.** Tuition must be paid weekly by MasterCard or Visa, check, money order, cash, bill payment through your bank, or we can set up an auto-draft for your convenience.

**Payments are considered late at close of business on Monday of each week.** If you make a tuition payment by check or money order, please place payment in the black tuition drop box located in the Preschool reception area. If you choose to pay with cash, please give your payment directly to a member of the administrative team.

If you reserve a space in our program for your child for school age care you will be responsible for paying for the date(s) reserved. An exception can be made with at least three days advanced notice.

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**Except for Christmas week, there will be no deductions from tuition for absences, holidays, vacations, or school closings.** Please do not expect a space to be held for your child if your tuition payment is not current for the week.

### **Sibling Discount**

Central Baptist Church Preschool offers a sibling discount of 5% off the tuition of the oldest child enrolled in the preschool. This discount only applies to children who attend for five days a week in the preschool program.

### **Late Tuition:**

It is your responsibility to be sure payments are received on time. If your child will be out or the Preschool is closed a payment is due, you are still expected to have payment submitted by the appointed time. Payments not received by the specified time will be considered late, and late fees will be assessed. A \$25 late fee must accompany late payments.

#### Not-Sufficient Funds Processing Fees:

- Return checks - \$35 per event.
- Credit Card denials - 30 per event
- ACH (Debit or bank draft) - \$10 per event

Other arrangements need to be made for any child whose tuition is more than one week late. The Board of Directors has determined that no account will be more than one week late, or the child may not be able to return until the account is caught up or other arrangements are made. On occasion, a special payment plan may be jointly created by the Administration, Preschool Board Chair, and a parent to accommodate unforeseen circumstances. It is understood that payments not received as agreed in the plan will be considered late, and late fees will be assessed.

All tuition accounts must be brought to a zero balance by the last day of the school year. There may be no remaining balance from tuition, late fees or any other charge. Any student whose account balance is not cleared by this day will be dis-enrolled and will be subject to all enrollment procedures currently in place, including waiting list and enrollment fee. The child's space will not be held and will be made available to the next child on the waiting list.

### **Late Pick-Up:**

A late charge of \$2.00 per minute, per child will be added to your account if your child is picked up after the scheduled closing time. It is appreciated if a parent informs the Preschool when a child will be picked up late, **but such acknowledgement will not exempt the parent from the fee.** The late pick-up fee is determined by the time you check out your child at the reception computer. Repeated tardiness may result in disenrollment.

## Closing Dates

Central Baptist Preschool observes the holidays and closings listed below.

- |  |                      |
|--|----------------------|
| • Labor Day, Monday  | September 2, 2018    |
| • Thanksgiving   | November 22, 2018    |
| • Friday after Thanksgiving                                  | November 23, 2018    |
| • Christmas Week * <u>There is no tuition due this week.</u> | December 24-28, 2019 |
| • New Year's Day   | January 1, 2019      |
| • Good Friday  | April 19, 2019       |
| • * Winter Teacher Workday (determined annually)             | January 21, 2019     |
| • Memorial Day   | May 27, 2019         |
| • Independence Day   | July 4, 2019         |
| • * 2 Summer Teacher Workdays (determined annually)          | July 29-30           |

## Hours of Operation

Operating hours are Monday through Friday from 6:30am until 6:30pm, year-round. Transfer of the responsibility of your child may not occur before 6:30am. For planning purposes, if your child will arrive after 9:00am, please inform the Preschool.

## Class Information

We use the North Carolina Division of Child Development and Early Education's **Voluntary Enhanced Requirements** for Classroom Staff to Child Ratio which is lower than what NC state laws requires. See *Summary of NC Child Care Law and Rules* at the back of this handbook.

Class names	Age	Description	Ratio	Max Size
Caterpillars	Infants	At least six weeks old by start date	1/5	8
Butterflies & Bumblebees	Ones	1 year old by Aug 31 of school year	1/6	12
Crickets & Grasshoppers	Twos	2 years old by Aug 31 of school year	1/9	16
Fireflies & Dragonflies	Threes	3 years old by Aug 31 of school year	1/10	18
Turtles & Kittens	Fours	4 years old by Aug 31 of school year	1/13	20
School-Age	Elementary	Kindergarten through 5 <sup>th</sup> grade	1/15	25

On *rare* occasions, Administration reserves the right to place children into any classroom, within NCDCEE Regulations for child placement, outside of the August 31<sup>th</sup> birth date cut-off based on the needs of the Center and/or individual child development needs. *Both* Administration and the child's parents *must agree* that the placement is best for the individual child.

## Extra-Curricular Activities

Extra-curricular activities are vital not just to grow children's skills in certain areas. They help children build self-image and self-assurance and improve social skills. Through activities in small groups, children are challenged to try new things, while learning how to be a part of a team and discovering more about themselves and their talents. When children are confident, they are proud of their achievements, and they begin to excel – physically, emotionally and intellectually.

We contract with outside teachers and organizations to provide your family with the following options for an extra fee:

- |   |                 |
|---|-----------------|
| • Dance & Tumbling (Twos, Threes & Fours)                   | 8-week session  |
| • Soccer Shots (Threes & Fours)                             | 16-week session |
| • Little Leaders/martial art and character building (Fours) | 12-week session |

## ***Health and Safety Practices***

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- 1. Hand Washing:** Parents are required to wash their child's hands upon entering the classroom each morning. Teachers will assist the children in washing their hands before and after snack, before and after lunch, after bathroom use, after nose blowing or wiping, and any other time hand washing is necessary. Teachers will follow the same hand-washing procedures for themselves.
- 2. Toys and Equipment:** Toys, equipment, and furniture are disinfected daily with a mild bleach solution. Heavy disinfecting cleanings are conducted weekly with a stronger bleach solution.
- 3. Fire:** Fire drills are conducted at least once a month and are recorded. Evacuation plans are posted next to exits.
- 4.** Evacuation plans are posted next to exits.
- 5. Shelter in Place/Lock Down Drills:** Drills are conducted quarterly. Evacuation plans posted next to exits.
- 6. Accidents and Injuries:** First Aid will be administered to a child needing care. Employees will wash the area with soap and water and put a bandage on the wound when necessary. Ice may also be used to treat wounds. No other treatment—including the administration of any medicine—is allowed by staff. Each injury is recorded on a Report for the person picking up the child to sign to acknowledge communication. The Preschool keeps a copy of the signed Report in the child's file. Serious accidents requiring medical attention are recorded on an Incident Form which is signed by the child's guardian and are reported to our licensing consultant.
- 7. First Aid Training:** All Administrators and Teachers are required to maintain current CPR and First Aid certificates. All other staff are required to obtain CPR and First Aid as soon as possible after employment commences.

## ***Medications***

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Except for asthma maintenance/prevention medications, sunscreen, diaper cream, and emergency medications, CBC Preschool does not administer medications to children. No medications may be brought into the Preschool without the proper authorization. This includes Chap Stick, eye drops, lotions, soaps, and acetaminophen.

- 1. Consent:** Written parental consent is required to administer ANY medication.
- 2. Prescription Medication:** The ONLY prescription medications CBC Preschool will administer are asthma maintenance/prevention medications (via nebulizer, inhaler, or other doctor-prescribed device) and emergency medications (Benadryl or Epi-Pens). No other prescription medications will be administered in the Center. Except for asthma maintenance/prevention and emergency medications, prescription medications may NOT be brought into the classroom. Prescription medication may ONLY be administered to the child whose name appears on the label. The prescription medication must be in its original container and be properly labeled with the child's full name, the date the prescription was filled, the medication's expiration date, and legible instructions for its administration, such as the manufacturer's instructions, prescription label, or the child's doctor's written instructions. Please do not ask us to administer medicine to your child in a way that does not totally agree with the label or prescription itself.
- 3. Non-Prescription Medication:** The ONLY non-prescription medications we will administer are diaper cream and sunscreen. Proper written parental authorization is required before medications can be applied. Cough medicines and fever-reducing medicines will NOT be administered. The only exception shall be for children who have been diagnosed with febrile seizures. In such a case, we must be provided a doctor's note stating clear instructions as to the circumstances under which the medication must be given. After administration of the medication, the parents will be called to pick up the child.
- 4. Unused Medication:** Unused medication must be picked up promptly after the time to be administered, or after notification that it is no longer qualified for use (i.e., permission form or medication has expired, etc.). Any medications left at the Preschool after 72 hours will be properly discarded.

## ***Sick Policy, Major and Minor Accidents***

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For the benefit of other children enrolled, please keep your child at home if he or she appears ill in the morning before arrival. Your child should be able to participate normally in all daily activities (including outdoor play) to attend.

Should a child become sick during the day, the parents will be notified to pick up the child as soon as possible. If the parent cannot be contacted within a reasonable amount of time, the emergency contacts listed on the Registration Form may be contacted.

A child who displays one or more of the following symptoms is not healthy enough to participate in our program. This is for the protection of every child in the Preschool. Please note that there are more exclusion symptoms than those listed below, but this is the general list of symptoms applicable for most young children:

- Fever of 100° Fahrenheit or higher. (May return 24 hours after being fever-free without medications.)
- Diarrhea: Two or more soft or watery stools within a 24-hour period. (May return 24 hours after the last episode.)
- Vomiting on two or more occasions within a 24-hour period. (May return 24 hours after last episode.)
- Chicken Pox (May return after blisters dry.)
- Eye discharge or Pinkeye (May return 24 hours after treatment begins.)
- Lice or Nits (May return 24 hours after treatment begins and hair is free of nits.)
- Measles (May return 5 days after rash appears.)
- Ringworm (May return 24 hours after treatment begins.)
- Strep Throat (May return 24 hours after treatment begins.)
- Impetigo (May return 24 hours after treatment begins. Affected areas must be covered.)
- Generally, too tired or ill to participate in normal activities.

If a child develops a contagious disease, such as strep throat, pink eye, or chicken pox, the Director should be notified immediately. CBC Preschool requires a note from the child's pediatrician to clear the child before re-admittance after such an illness. The Director may notify other parents or post notifications for parents within the classroom. Confidentiality will be honored in all situations.

**Minor Accidents:** If a child gets a scrape, scratch, bite that does not break the skin, bruise, bloody nose, or bump on the head, it will be considered a minor accident. An employee will complete a Report for the parent to sign as described under Health and Safety Practices.

**Major Accidents:** If a child has an accident that requires medical attention, the teacher or a member of the Administration team will notify the parents and either the parent will take the child to the doctor or a member of the Administration team will accompany the child to the nearest hospital. The Preschool will assume no financial responsibility for child's treatment in the event the child must be transported to the hospital by a staff member. In an emergency, 911 will be called first, then the parent.

**Children with allergies or other special medical needs must have an Action Plan signed by a physician. This plan includes all actions needed for any given medical situation to properly care for the child.**

## ***Inclement Weather***

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Should it become necessary to alter our regular school schedule due to inclement weather or for other reasons, CBC Preschool will make every attempt to notify parents as soon as possible by means of announcements through WRAL News, our website, our Facebook page, and email.

It is important to note that our staff and families live in several counties surrounding the area. Therefore, for the safety of all staff and families, we will consider the Wake County Public School System's announced schedule changes, but we will not necessarily follow their plan. Additionally, we ask that you pick up your child as quickly as possible in such situations, so our staff can get home safely.

## ***Emergencies***

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- A. Fire:** CBC Preschool conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is posted in each room. The 911 emergency number, the numbers of the local police and fire departments, and the exact address of the building are posted by each telephone.

Fire drills are held monthly. The fire alarm system, sprinklers, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members are taught how to use fire extinguishers. Fire training is held yearly, with new information presented as needed. All staff members are trained in fire procedures as part of their orientation.

In the event of a fire, the building will be evacuated immediately. The staff member in charge will phone the fire department. A designated staff member may attempt to extinguish the fire while the building is being evacuated. All other staff members are to remain with the children and see them safely to the designated emergency area.

- B. Shelter in Place/Lock Down:** A written tornado shelter plan is posted in each classroom. Tornado drills are held quarterly. A battery-operated radio and extra batteries are easily accessible and kept in good repair. In case of an emergency, staff will listen to the Weather Alert Radio in the Reception Area for tornado information, as well as monitor local weather reports. In the event of a tornado warning, the children will be evacuated to a designated area and remain there until the warning is lifted.
- C. Evacuations:** In the unlikely event an emergency requires the children to be evacuated from Central Baptist Church's property to ensure their safety, the Preschool has an arrangement with Lake Myra Elementary School to relocate the children and staff in their library until parents can pick up their children. If such a situation arises, parents will be notified through the same channels we utilize during Inclement Weather events: email, Facebook, WRAL and phone calls if possible. Specific pick-up instructions will be given in the evacuation announcement. Please DO NOT call Lake Myra for information. They may not be able to give you the information you need. Transportation to Lake Myra will be achieved through use of the Church's vans and bus, which will be driven by Church and/or Preschool staff. We will utilize all car seats we have at our disposal, but please note we cannot guarantee your child will have the proper restraints he/she would typically have.

## ***A Typical Day***

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- A. Classroom Schedules:** The teachers are responsible for setting the individual classroom schedules. The schedules are developmentally appropriate for the children in the classroom, and include, but are not limited to, the following activities:

Transition from home to school  
Manipulative/Table Toys  
Number and letter work  
Groups/Circle Time

Music  
Puzzles  
Snack/Lunch  
Nap

Center Play  
Outdoor Play  
Enrichment Activities

- A. Weather Policy for Outdoor Play:** Young children need outdoor play for healthy development. Children will be given the opportunity to play outside on the assigned playgrounds every day, weather permitting. "Weather permitting" means there is no active precipitation or weather advisory (such as an unhealthy ozone condition). Also, if the temperature alone or combined with wind (wind chill) or humidity (heat index) falls outside of the 32°-100° range, we will not take the children outside. Snow showers and sprinkling, misting, or light rains are not considered to be active precipitation; therefore, the children may be taken out for a brief period in these conditions to meet outdoor play requirements. Please dress your child appropriately for the weather.
- B. Daily Reports:** If your child is younger than Pre-Kindergarten, you will receive a written account of your child's general activities each day.

**C. Semi-Annual Evaluations:** Teachers constantly observe and assess your child's development. In January and in July more formal evaluations will be documented, at which times parent-teacher conferences are offered. It is also very important for you to make your child's teacher aware of any developmental concerns you have regarding your child and of any changes in the child's home environment as they arise, so the Preschool is better equipped to serve your child's individual needs.

If at any time you have a concern regarding your child's development, your child's teacher, or any other classroom issue, you should address the concern with your child's teacher first. If discussion with the teacher does not seem to adequately address your concern, please inform the Administration.

### ***Adjusting to Preschool***

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- 1. What is Normal:** It is normal for your child to have some fears about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be, too.
- 2. First Experiences:** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful kiss, a smile, and a reassuring reminder that you will be back after a short while is usually all he or she needs from you. Our caring staff will take it from there. Please do not sneak out when your child is not looking, as this can be unsettling for your child. Usually your child will settle down very shortly after you leave.
- 3. Common Behaviors:** Depending on their age, children may "act out" their feelings by:
  - Clinging to you/refusing to let go
  - Having tantrums
  - Bed wetting/forgetting toilet training
  - Decrease in eating
  - Waking up at night or having bad dreams
  - Expressing a desire to stay home
- 4. What to Do:** Usually these reactions are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call the Preschool to check on your child. Chances are, your child will be busy playing and you can relax.

### ***Checking In and Out***

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Children are to be checked in and out using the Check-In software on the designated computer in the reception area. All individuals dropping off or picking up are expected to use this method to properly "sign in/out" for the day. Children, regardless of age, should NOT use this equipment. Please do not allow your child to check himself in/out or to "help" you do it.

When dropping off or picking up your child, please be sure to contact one of the teachers in the room, acknowledging transfer of responsibility for the child. Children are not to be left by themselves, they must be escorted to and from their classroom by an adult.

We request that parents not enter their child's classroom while talking on the phone, as this is a time for parents and teachers to communicate about children. Children may only be released to adults authorized by the child's enrollment form. If the adult picking up the child is unfamiliar to the staff, the child's enrollment form will be checked for the adult's name and a picture ID will be required before the child can be released.

No child will be released to anyone who appears to be under the influence of alcohol or other drugs. No one under the age of 18 years will be allowed to pick up a child. This includes siblings, relatives, and babysitters.

For their protection, children are not allowed to run in the hallways, leave the care of an adult, or open doors by themselves.

We encourage you to have your child in class each morning before the classroom's scheduled group time begins so your child can benefit from the Biblical and academic lessons that are taught. Please do not bring

your child into the classroom during nap time, as it is especially difficult for your child to transition during this time, and it is disruptive to the other children.

For families under the direction of a court-appointed custody situation or other such legal proceedings, we will strictly adhere to the findings of the court regarding who is allowed to pick up a child.

For the safety of the children, enter and exit only through the main entrance of the Center. The safety of the children and staff is very important to us. We certainly understand the convenience of exiting through the side doors of the preschool wing or picking your child up at a playground gate; however, doing so may result in the possibility of unauthorized individuals entering our preschool.

Likewise, we ask that you refrain from letting into the Preschool any individual whom you do not know with absolute certainty to be authorized to be with the children (i.e. a parent or staff member). This will help ensure no unauthorized individual is accidentally given access to the children. We understand it is uncomfortable to appear rude by not holding the door open for those behind you, but the safety of the children is vital, and far outranks common courtesies such as this. You may simply encourage the unknown person to pick up the phone in the foyer and someone will assist them shortly.

Each staff member and family have a unique pin code for entrance into the Preschool. This number is to be shared **only** with those who will have regular drop off/pick up duties, such as a consistently-used babysitter or grandmother. Please refrain from teaching your children—including older siblings—your pin code number, as it poses a security risk.

Please do not share your pin code with family members or friends who drop off/pick up infrequently. These individuals may call the Administration from the front foyer entrance door for access to the Preschool. The Administration will verify the individual's ability to pick up and will typically escort that individual to and from your child's classroom.

### ***Supplies and Toys from Home***

- A. **Children's Supplies:** Parents are required to supply those items which are necessary for the proper care of their child. School age parents are not required to bring in these items, but an extra set of clothes would still be advisable.
- Extra set of weather-appropriate clothing including shoes.
  - Crib-size sheet and blanket for naptime. Please take sheets and blankets home to launder each Friday and return to school each Monday.
  - Box of tissues (to be used by entire class).
  - Wipes (every child).
  - Diapers, if applicable. We strongly discourage the use of pull-ups for potty-training.
  - Caterpillar room only:
    - Bottles with prepared formula or breast milk, labeled with child's first and last name on the bottle and the cap and the date
    - Prepared baby food
    - Sheets and blankets are provided
- B. **Toys from Home:** Unless it is designated Show-and-Tell day, please do not allow your child to bring any of his/her toys or costume jewelry from home, as they can become misplaced or broken. No forms of "violent" toys are permitted at CBC Preschool. We make every attempt to get along with one another and discourage "power" or aggressive play.

Considering this principal, we ask that no action figures (including but not limited to Batman, Power Rangers, Teenage Mutant Ninja Turtles, Superman, Spiderman, G.I. Joe, Captain America, etc.) be brought to the Preschool. We also respectfully ask that no regalia such as backpacks, sheets, pillows, shirts, shoes, underwear, etc. be brought or worn. In a similar spirit, we also strongly discourage the promotion of Halloween. Therefore, we respectfully ask that no costumes/clothing such as witches, ghost, or other potentially frightening characters be brought into the classroom.

## ***Clothing and Accessories***

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For your child to enjoy his/her time at preschool, we advise you to dress your children in play clothes suitable to the weather and normal daily activities.

For footwear socks and shoes with non-slip soles are suggested. Tennis shoes work best. Flip flops are not permitted as they are very difficult to play in. Shoes must have a back of some fashion that secures the child's heel. Crocs of all styles are strongly discouraged as they tend to encourage tripping.

Baseball hats may be kept in your child's cubby for outdoor use only.

Please be aware if your child comes to school wearing inappropriate clothing, you will be asked to change your child's clothes, or they will be changed for you by the teacher. If a change of clothing is not available within the Center, you will be asked to take your child home and return him/her with suitable attire.

When a child's clothing must be changed and there is no appropriate clothing in the child's cubby, it will be necessary to dress the child in spare CBC Preschool clothing. As our supply of extra clothing is limited, please launder and return all CBC Preschool clothing items as soon as possible.

CBC Preschool does not allow the use or storage of backpacks/diaper bags within the classrooms, as they frequently contain items such as medications or toys that create issues within the class. If you must bring a backpack/diaper bag for delivering necessary items to another caregiver at pick-up, you are welcome to leave the item in the reception area.

## ***Meals and Snacks***

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Since food and nutrition are important components of a child's development, we emphasize good eating habits. Our menus are created by the Administration, cooked on-site in our own kitchen, and served to the children by our staff. Many meals are made from scratch, as we strive to use as few processed foods as feasible. Extra food may not be brought from home.

Well-balanced mid-morning snacks, lunches, and mid-afternoon snacks are served and incorporate a variety of food groups. Lunch is prepared each morning based on the number of children expected to be in attendance that day. If your child will not be adhering to his/her normal schedule or will not be here for lunch on a day he/she would typically be here, please notify the Preschool by 9:00am that morning.

If your child is eating breakfast before arrival, the child must finish it before entering the Preschool. You may eat with your child in the Corner Café (located in the front lobby) before entering the Preschool.

If your child will be arriving after his classroom has finished lunch for the day, you may provide lunch before arriving to the center. If this is not possible, we will save your child a plate with proper notification.

If your child does not drink the provided milk, you may provide a milk substitute with an equal nutritional value of protein. Therefore, water and juice are not options for substitution.

In the case of special dietary needs as mandated by the child's physician (Physician's Note Required), all parent provided food substitutions must meet the nutritional requirements of the original food provided. This rule applies to all components of a meal: meat/protein, vegetable, fruit, bread/grains, and milk. It is also helpful if the substitute provided can very closely match what the other children are being served.

It is not good practice to substitute foods based on your child's eating preferences as exposure to a variety of foods is vital to a child's proper nutritional development. This also promotes poor table manners.

## ***Breastfeeding***

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CBC Preschool acknowledges the importance of breastfeeding and it is our policy to support nursing mothers as much as possible. We have a dedicated nursing room located between the Caterpillars and Butterflies rooms for a quiet, private place to nurse or pump. Breastmilk can be stored frozen in the Caterpillar Class. Ask the teacher for more information.

## ***Parent Communication***

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Central Baptist Preschool understands the importance of communication between our staff and our parents. CBC Preschool will provide multiple methods of communication throughout the year. Families are encouraged to suggest additional means of communication. Our communication methods are as follows:

- **Informal Conversations and Notes:** Each day, teachers may talk informally with you as you drop off or pick up your child. Please share any pertinent information about your child, such as a recent emotional upset or interrupted sleep pattern the previous night.
- **Communication Folders:** Each child will have a folder labeled with his/her name in the classroom containing his/her artwork, important fliers & reminders, a daily behavior log, the teacher's notes, and a place for parents to place notes for teachers. Parents should check their child's folder daily.
- **Website:** Please visit our website, [www.cbcpreschool.org](http://www.cbcpreschool.org). You will find overall information about the Preschool and each classroom, special events and programs, information on our staff, and our policies.
- **Facebook/Social Media:** Social media sites such as Facebook are used to communicate snapshots of our Center's activities, to highlight upcoming special events, and to provide an additional means of "real time" communication during events such as inclement weather.
- **Conferences/Evaluations:** Parent/teacher conferences will be offered two times a year, January and in July, to discuss your child's progress. We may also offer periodic assessments, which would be discussed during these meetings. The purpose of these conferences is for sharing information and ideas about your child's growth and development. Your child's teacher is also available to meet with you throughout the year.

## ***Discipline and Behavior Management***

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To provide suitable educational opportunities for all children in the classroom and to enhance the effective moral training of the children, CBC Preschool adheres to the following philosophies:

The responsibility and authority to discipline comes from God (*Ephesians 6:1-4*). A teacher stands in the parent's stead. As such, he or she has the same God-given authority as they; however, corporal punishment **will not be** administered by Central Baptist Church Preschool faculty or staff.

Christian love should be at the heart of all discipline. One side of love is correction and chastising, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (*Proverbs 3:11-12*).

The school seeks to assist in developing the following characteristics in our children:

- Cheerful obedience to authority.
- Responsibility in doing assigned or expected tasks.
- Cooperation with others within and outside the classroom.
- Courtesy and respect for others.
- Cleanliness in person and property.
- Truthfulness and honesty in work and life.
- Respect for others' property.
- Punctuality in attendance and assignments.
- Morally good conduct in recreation, social relationships, and language.

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged. While not comprehensive, the following is a general list of unacceptable behaviors which will not be tolerated:

- Being disrespectful to the teachers or other persons.
- Lying, cheating, stealing, using profanity, or other immorality.
- Fighting, excessive noise, disorderly conduct anywhere on the Church/Preschool campus or while in the care of CBC Preschool staff off-campus.
- Tampering with school or church equipment or destroying another individual's property in any manner. *Parents will be financially responsible for all damages.*

The State of North Carolina requires that a written copy of the Center's discipline policy be given to each parent. A signed statement indicating receipt of, understanding of, and agreement with that policy is kept in the child's folder. The Center's policy reflects guidelines required by the State, as well as our philosophy of child guidance. The policy statement is outlined as the following:

### **Discipline and Behavior Management Policy**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, CBC Preschool will provide the following discipline management policy:

#### **We:**

1. **DO** praise, reward and encourage the children.
2. **DO** reason with and set limits for the children.
3. **DO** model appropriate behavior for the children.
4. **DO** modify the classroom environment to attempt to prevent problems before they occur.
5. **DO** listen to children.
6. **DO** provide alternatives for inappropriate behavior to the children.
7. **DO** provide the children with natural and logical consequences of their behavior.
8. **DO** treat the children as people, and respect their needs, desires, and feelings.
9. **DO** ignore minor misbehaviors.
10. **DO** explain things to children on their levels.
11. **DO** use short supervised periods of "time-out".
12. **DO** stay consistent in our behavior management program.

#### **We:**

1. **DO NOT** spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. **DO NOT** make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse the children.
3. **DO NOT** shame or punish the children when bathroom accidents occur.
4. **DO NOT** deny food or rest as punishment.
5. **DO NOT** relate discipline to eating, resting or sleeping.
6. **DO NOT** leave the children alone, unattended or without supervision.
7. **DO NOT** place the children in locked rooms, closets or boxes as punishment.
8. **DO NOT** allow discipline of children by children.
9. **DO NOT** criticize, make fun of or otherwise belittle children's parents, families or ethnic groups.

**Guidance Techniques and Procedures:** We believe children learn best in a positive, structured environment. Boundaries are set in each classroom to help guide the children as choices are made based on individual interest. You will receive a copy of your classroom's rules in your welcome packet; however, Central Baptist Church Preschool has three basic rules that every class incorporates:

- 1) **Be kind**
- 2) **Be safe**
- 3) **Use listening ears**

In keeping with these rules, when a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- **Positive reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
  - **Redirection:** The child will be redirected to another activity and given an opportunity to try the original activity again at another time.
  - **"When...Then" Statements:** A statement in which the child is encouraged to make a positive choice. Sample: "When you pick up the blocks, then you can go to the Dramatic Play area."
  - **Time Out:** The child is separated from the group for a child-regulated period of time. This period will not exceed one (1) minute per year of age. This technique is used only when a child is exhibiting temper-tantrum type behavior or is hurting self, others, or equipment. When the child shows he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try again.
1. Working closely with parents and keeping them informed of any behavior changes or problems that are encountered is essential. When necessary, parents are called to come to the Center to discuss incidents with the child at the time of occurrence. We reserve the right to require a child be sent home for the remainder of the school day if we feel it is necessary. Parental follow-up at home in shaping appropriate behavior is also essential.
  2. Upon permission of the parent, when behavior disorders become apparent, we will partner with the parents, Project Enlightenment, and other agencies to receive an evaluation so appropriate help can be given.
  3. Violent or physical TV cartoons or other influences lead to imitative behavior. Kicking, biting, bullying, or similar activities will not be permitted. When this type of behavior expresses itself as a pattern, it will be reported to the parents, and teachers will immediately enact disciplinary measures.
  4. If a child continues an unacceptable behavior after the above measures have been taken, the Administrator and the parents will have a conference to discuss the possibility of suspension from school for one or two days, with no reduction in fees.
  5. When behavior problems are irresolvable through the above efforts, the child will be permanently dismissed from the Preschool and may not re-apply or re-enroll.
  6. These stringent measures are intended to assure the other parents of a safe environment for their children, free from persistent destructive and/or potentially harmful actions by other children in the Preschool, but also to give the child every opportunity for success.
  7. The Preschool's highest goal is to help children grow in a positive direction, develop the ability to function within the world, and continue in the development of self-discipline.

**Biting:** Biting is not uncommon among young children. During early childhood, children are sensory learners and often explore orally. In addition, immature language skills and imperfect impulse control can lead children to bite as a means of making their needs known. We do realize that biting is a concern to parents, and we strive to minimize biting at the Center. The following strategies are incorporated at Central Baptist Preschool to help prevent, manage, and/or minimize biting incidents:

1. When a child bites out of frustration or during confrontation, he will be redirected to another activity and will be shown an alternate way to express his needs. We will encourage the child's use of language in expressing wants and needs. The child's parents will be notified via written communication when their child bites another child or himself. The parents of the bitten child will be contacted following the bite and will also have an Incident Report to sign at pick-up.
2. If a child tends to bite frequently, staff members will utilize a more intensive approach that involves careful observations of the child to determine precipitating events. A conference with the child's parents will be arranged to discuss the child's actions at home, search for outside resources, and discuss other positive opportunities and guidelines.
3. If a child bites more than three times in one day, we will require the parents of the biting child to pick up their child for the remainder of the day.
4. You will be notified if your child bites or is bitten at the Center by phone call and in writing; however, to protect the privacy of the families in the Center, you will not be informed of the identity of the other child involved.
5. When a child bites another child and breaks the child's skin, State regulations require staff to recommend the parent take the bitten child to the doctor for immediate treatment. If we must recommend sending a child to the doctor under these circumstances, we will also require the parents of the biting child to remove their child from the Center for the remainder of the school day. This policy is enforced for the protection of the other children in the Center and is done to help the biting child and his parents understand the seriousness of his action. A parent's decision to take their child to the doctor for a bite that does not break the skin does not necessarily trigger the requirement for the biting child to be sent home.
6. Central Baptist Preschool believes wholeheartedly in developing the whole child. Biting is a normal part of the development of toddlers; therefore, we will exhaust every means possible to work with both the child and the parents to help the child use other means of making their needs known. However, when a child is biting excessively, the safety of the other children in the Center is at risk; therefore, we reserve the right to permanently remove the biting child from the program if all attempts to stop the behavior fail.

We will loosely define the amount of excessive biting as 40-48 bites within a four-month period, (roughly equivalent to three bites per week), as there are many variables involved in a child's choice to bite: immature language skills, sensory exploration, under/over-stimulation, immature social skills, etc. Therefore, the Administration reserves the right to refine the definition of "excessive" based upon each individual child's circumstances and will make every attempt possible to help the child learn appropriate ways of communicating their needs before removal from the program is initiated.

## **School-Age Program (K-5<sup>th</sup>)**

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CBC offers the following:

- **After-school & Track Out** for children participating in the following school schedules:
  - East Wake Academy
  - Carver Elementary (Modified)
  - Lake Myra Elementary (Track 4)
  - Wendell Elementary (Traditional)
  - and Johnston County Schools.
  
- **Summer Camp** for all local school children

Components of our Programs:

- Our facility will only allow a maximum of 25 students in this program during the school year and 50 during the summer months
- Our teacher-student ratio is 1/15
- Spaces in the program are available on a first come, first serve basis
- Drop-In is not allowed
- Space must be reserved by calling, emailing, or signing up for days at the preschool office
- For cancelations, a three-day notice is required to avoid being charged
- Cost and Enrollment Procedures are detailed in handbook under Payments and Fees

**After-school:** We provide transportation from Wendell Magnet Elementary School each afternoon school is in session and we also have a bus drop off from Carver Elementary (it is the parent's responsibility to make arrangements with the school)

- Afternoon snacks are served
- 45 minutes is set aside each afternoon for homework/study

**Track Out:** We provide Track Out on days when school is not in session (Teacher Workdays, Holidays, etc.)

- Available 6:30am to 6:30pm to coincide with preschool hours
- Morning and afternoon snacks are served
- Lunch is provided
- On multi-week track out days, off campus activities are provided (outlined in summer camp)

**Summer Camp:** We provide summer camp during the months of June, July and August

- Available 6:30am to 6:30pm to coincide with preschool hours
- Students are divided into younger and older age groups
- Each week is themed and full of fun and silliness!
- We have Bible lessons daily as well as fun activities planned
- Morning and afternoon snacks are served
- Lunch is provided
- Off campus weekly field trips (not optional)
- A detailed summer activity schedule with behavior guidelines will be available with the February registration packet

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## ***Parent Participation***

We recognize the importance of the parent-teacher/family-school relationship and therefore encourage participation in the classroom and at special events. You are always welcome and are encouraged to visit at any time. Parents are invited to make suggestions and to share their special talents in the classroom. Children are proud when their parents come to the school. Participating in your child's class can be an enriching experience for you, your child and the entire class. We ask that you arrange your special visit with your child's teacher. In addition, we ask that you report your presence to the office before proceeding to your child's classroom. This is a precautionary measure for the safety of the children.

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## ***Celebrations***

Preschoolers love to party! At CBC Preschool the teachers typically will have classroom celebrations for the following occasions: Thanksgiving, Christmas, Valentine's Day, Easter, and Independence Day, as well as at other significant times throughout the year. Parents are welcomed and encouraged to join the fun.

CBC and the Preschool believe that God loves life and all that is good and holy. Therefore, because of this belief, we strongly discourage the promotion of Halloween. Because our focus is NOT on Halloween, we respectfully ask that no costumes/clothing items such as witches, ghosts, or other potentially frightening characters be brought into the classroom on this date, or at any other time of the year.

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## ***Birthdays***

Birthdays are an important time for your children. If you would like to bring a special snack for your child's birthday, please decide with your child's teacher prior to the chosen day and discuss any food allergies that may be present within the classroom. Due to state health codes, all food items must be made in a commercially licensed facility, such as a grocery store or bakery, and cannot contain or be made in a facility that processes nuts. The refreshments may be shared with the class during lunch or afternoon snack. Please understand that balloons are prohibited by North Carolina law within the facility. Also, lighting candles on the birthday cake (or anywhere) is not a good idea within a childcare facility.

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## ***Open Door Policy***

Parents always have free access to all areas used by the children. If you are coming to observe your child, we ask that you observe them through the observation window located at each classroom. If you plan to enter the classroom during your visit, please be sensitive to your child's expectations. Children often mistake a visit as an early pick-up and become upset when they discover they are not leaving with their parent.

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## ***Photographs***

Photographs of the children participating in our program may be taken at times. Any such photography will be done under the supervision of the Administration and staff. These photos may appear on bulletin boards, in newsletters, in brochures, on our website, or in other publicity materials. Permission to use photos, including your child or his/her work (artwork, crafts, projects, etc.) must be first granted by the child's parent via the *Release Form for Media Recording*, which is signed upon enrollment. Parents and other visitors may NOT take pictures or recordings of any child other than their own without consent from the other children's parents. This includes both audio and video recordings, utilizing any form of technology (camera, video camera, phone, etc.).

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## ***Parking Area***

We ask that you please park in the designated parking area for our Preschool. It is against the law to leave the engine running or another child-in the vehicle. The entrance is very busy and can be very dangerous. Please use caution when entering and exiting the center. For everyone's safety, we ask that you refrain from fast driving through the parking lot and never exceed 5 MPH on Preschool property.

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## ***Donations***

As a non-profit, church-based child development center, it is not unusual for parents and others to bless us with items they feel may assist us in the role of loving and teaching their children, and we are grateful for these donations. It will be understood that such donations will be given to the Preschool and/or Church; however, if there is ever a circumstance in which a parent or other individual would like to donate an item to an individual staff member personally, as opposed to donating it to the Preschool or Church, the person wishing to make the donation should inform the Director of his/her desire to donate the item to the teacher and not to the Center and/or Church. Following this guideline will ensure there is no miscommunication among the involved parties. Please note that this policy does NOT pertain to gifts customarily given to staff at Christmas, Valentine's, etc., as those gifts are obviously intended especially for the staff members to whom they are given.

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### ***Non-Discrimination Policy***

Central Baptist Church Preschool admits children of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to children at the school. It does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships or other school-administered programs.

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### ***Anti-Harassment Statement***

CBC Preschool will not tolerate the harassment of any personnel, child, family member, or any other persons by any individual. Any personnel found guilty of harassment will be subject to suspension without pay and possible termination based on the judgment of the Administration. Children and families found guilty will be dis-enrolled from the program. Other persons will be removed from the premises immediately and will be permanently banned from the Preschool.

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### ***Grievance Procedure for Parents***

We strongly encourage open communication between parents, staff and Administration always. If you should ever have a question, concern or complaint regarding anything related to the Preschool, please do not hesitate to contact the appropriate source. Any classroom issue should first be discussed with the classroom teacher. If the issue is not resolved at this level or if you are uncomfortable speaking with the teacher, the issue should then be brought to the Administration. If a satisfactory result is not achieved with the Administration, you may contact a member of the Board of Directors. If, for any reason, you need to contact the Board of Directors, please email [psboard@cbcpreschool.org](mailto:psboard@cbcpreschool.org) and your inquiry will be addressed.

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### ***Abuse and Neglect***

By law, we have the duty to report suspected child abuse and neglect. "Any person or situation which has cause to suspect that any juvenile is abused or neglected shall report the case of that juvenile to the director of the Department of Social Services in the county where the juvenile resides or is found." (GS 7A-543)

This report can be made in person, by phone, or in writing. The reporting law only requires that a person have a reasonable suspicion that a child is abused or neglected, not that the person is certain or actually knows that abuse or neglect exists.

In the case that abuse, or neglect is suspected, the Administrator of the Preschool will be informed, and Social Services will be contacted. The person reporting will keep documentation of any indicators of that abuse or neglect as record of his/her suspicion, until such time that Social Services calls for the record or notifies the Preschool that no abuse or neglect was found. The record will then go into the child's file on site. A copy of the North Carolina Child Abuse and Neglect Reporting law is kept in the Administrator's office.

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### ***Shaken Baby Syndrome and Abusive Head Trauma***

#### **Belief Statement**

We, Central Baptist Church preschool, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

#### **Background**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death (1). According to the North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT (2).

#### **Procedure/Policy**

##### **-Recognizing:**

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from hitting the head.

### **-Responding to:**

- If SBS/ABT is suspected, staff will (3):
- Call 911 immediately upon suspecting SBS/AHT and inform the director.
- Call the parents/guardians.
- If the child has stopped breathing, trained staff will begin pediatric CPR (4).

### **-Reporting:**

- Instances of suspected child maltreatment in child care are reported to the Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the Wake County Department of Social Services. Phone number: 919-212-7000.

### **Prevention strategies to assist staff\* in coping with a crying, fussing, or distraught child**

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies (5):

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children (6).
- Provides support when parents/guardians are trying to calm a crying child and encourage parents take a calming break if needed.

### **Prohibited Behaviors**

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

### **Strategies to assist staff members understand how to care for infants**

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, [www.ncchildcare.nc.gov/PDF\\_forms/NC\\_Foundations.pdf](http://www.ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf)
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups](http://www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups)
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, [www.acf.hhs.gov/sites/default/files/opre/nitr\\_inquire\\_may\\_2016\\_070616\\_b508compliant.pdf](http://www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf)

### **Strategies to ensure staff members understand the brain development of children up to five years of age**

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth](http://www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth)
- The Science of Early Childhood Development, Center on the Developing Child, [www.developingchild.harvard.edu/resources/inbrief-science-of-ecd/](http://www.developingchild.harvard.edu/resources/inbrief-science-of-ecd/)

## Resources

### Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://www.healthychildren.org/English/safety-prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx)
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

### Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=#>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing\\_SBS\\_508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)
- Early Development & Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

## References

1. The National Center on Shaken Baby Syndrome, [www.dontshake.org](http://www.dontshake.org)
2. NC DCDEE, [ncchildcare.dhhs.state.nc.us/general/mb\\_ccrulespublic.asp](http://ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp)
3. Shaken baby syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-200034461](http://www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-200034461)
4. Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, [www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques)
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

## Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

## Communication

### Staff\*

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement
- The child care facility shall keep the **SBS/AHT staff acknowledgement form** in the staff member's file.

### Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age
- A copy of the policy will be given and explained to the parents /guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

\*For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

## ***Infant/Toddler Safe Sleep Policy***

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NC Child Care Health and Safety Resource Center January 2018

A safe sleep environment for infants reduces the risk of sudden infant death syndrome (SIDS) and other sleep related infant deaths. According to N.C. Law, child care providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff. We implement the following safe sleep policy.

**References:** N.C. Law G.S. 100-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for Our Children **Safe**

### **Sleep Practices**

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
2. We always place infants under 6 months of age on their **backs to sleep**, unless a signed *ITS-SIDS Alternate Sleep Position Health Care Professional Waiver* is in the infant's file and posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
  - We do not accept *Parent Waivers* for infants older than six months.
3. We place infants on their backs to sleep even after they can easily turn over from the back to the stomach. We then allow them to adopt their own position for sleep.
  - We document when each infant can roll from back to stomach and tell the parents. We put a notice in the child's file and on or near the infant's crib. \*
5. We visually check sleeping infants every 15 minutes and record what we see on a *Sleep Chart*.
  - We check infants 2-4 month of age more frequently. \*
6. We maintain the temperature in the room where infants sleep between 68-75 °F and check it on the thermometer in the room.
  - We further reduce the risk of overheating by not over-dressing infants\*
7. We provide all infants supervised "tummy time" daily.
8. We follow N.C Child Care Rules .0901(j) and .1706(g) regarding breastfeeding.
  - We further encourage breastfeeding in the following ways: \*

### **Safe Sleep Environment**

9. We use Consumer Product Safety Commission (CPSC) approved cribs or other approved sleep spaces for infants. Each infant has his or her own crib or sleep space.
10.  We allow pacifiers without any attachments. Pacifiers attached to clothing will be removed when placed to sleep.
  - We do not reinsert the pacifier in the infant's mouth if it falls out. \*
  - We remove the pacifier from the crib once it has fallen from the infant's mouth. \*
11. We do not allow infants to be swaddled.
12. We do not allow garments that restrict movement. \*
13. We do not allow any objects, such as, pillows, blankets, or toys other than pacifiers in the crib or sleep space.
14. Infants are not placed in or left in car safety seats, strollers, swings, or infant carriers to sleep.
15. We give all parents/guardians of infants a written copy of the *Infant/Toddler Safe Sleep Policy* before enrollment. We review the policy with them and ask them to sign a statement saying they received and reviewed the policy.
  - We encourage families to follow the same safe sleep practices to ease infants' transition to child care.
16. Family child care homes: We post a copy of this policy and a safe sleep practices poster in the infant sleep room where it can easily be read.
17. Centers: We post a copy of this policy in the infant sleep room where it can easily be read.

**Effective date:10-1-18**

## **Summary of the North Carolina Child Care Law and Rules**

*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.*

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### **What Is Child Care?**

The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. 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 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.

### **Star Rated Licenses**

Centers and 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.

### **Family Child Care Homes**

A family child care home is licensed to care for five or fewer preschool age children, and can include three additional school-age children. This includes preschoolers living in the home, but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed).

Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family child care homes when children are in care must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.

### **Child Care Centers**

Licensing 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. 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.

Licensed centers must meet requirements in the following areas;

## **Staff**

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. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

## **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. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

<b>AGE</b>	<b>TEACHER/CHILD RATIO</b>	<b>MAXIMUM GROUP SIZE</b>
0-12 months	1/5	10
12-24 months	1/6	12
2 years old	1/10	20
3 years	1/15	25
4 years	1/20	25
School-age	1/25	25

## **Space and Equipment**

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

## **Curriculum**

The Division of Child Development and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore and use materials on their own.

## **Health and Safety**

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs 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. They must have space and time provided for rest. The following requirements apply to both centers and homes.

## **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 ratio must be maintained.

## **Records**

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

## **Discipline**

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.

## **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. 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 in Child Care website at: [www.ncchildcare.net](http://www.ncchildcare.net). For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

## **Reviewing Files**

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be viewed during work hours; requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or, requested by contacting the Division at 1-800-859-0829.

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829.

## **Child Abuse or Neglect**

*Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse 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. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. 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 abuse/neglect complaint or the issuance of any administrative action against the child care facility.*



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