



PARENT & STUDENT HANDBOOK

(Revised 7/31/24)

VISION STATEMENT

Every student impacting the world for Christ.

MISSION STATEMENT

*Partnering with families to reach,
equip, and send the next generation
of Christian leaders.*

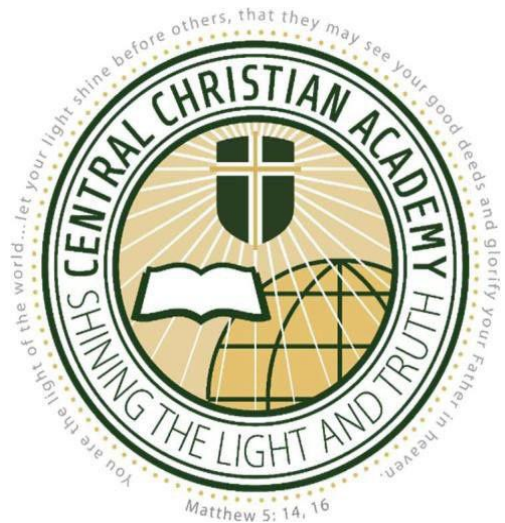


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CCA GENERAL INFORMATION

School Verse:

2 Timothy 3:16 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.”

Our Purpose:

Central Christian Academy Preschool is a ministry of Central 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 Christian Academy Preschool as a safe and happy place;
- Realizes the importance of family;
- Makes new friends

Administrative Staff:

- Dr. Ed Rose, Lead Pastor, Central Baptist Church
- Mrs. Evette Orcutt, CCA Administrator
- Mrs. Emily Bell, Preschool Director

School Website:

www.ccawendell.org

Main Number:

919-365-7714

INTRODUCTION TO CCA PRESCHOOL

Our Mission

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 Christian Academy 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 Vision

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

Christian Philosophy of Education

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

At Central Christian Academy 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

The faculty and staff of CCA 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. CCA Preschool only accepts employees with a commitment to parents and children.

CCA 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 CCA Preschool and are accountable to the Director. The Director is also employed by CCA Preschool and is accountable to the CCA Administrator.

ADMISSIONS

Enrollment Procedure

All families wishing to enroll at CCA Preschool should submit the following prior to the child's start date:

- Registration Form + non-refundable registration fee
- Experience Record
- Children's Medical Report
- Immunization Record
- 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 within 30 days 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 when a position becomes available. Your name will be removed from the waiting list upon your request or if we contact you and you do not respond within 10 business days.

Standard of Conduct

Upon enrollment, parents must sign acknowledging they have received access to the Parent Handbook which contains key policies and procedures.

Please speak with your child about listening to, obeying, and respecting their teachers and getting along with their fellow students.

Cooperation Expectations

All children attending CCA 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 CCA Preschool retain the right to remove their child. Likewise, the Administration of CCA Preschool retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is uncooperative with the program.

Leaving the Center

While we hope that every family would want to stay with us for as long as the child needs care, sometimes circumstances intervene, and the family must leave the Center. There are two main ways a family could leave the Center - Withdrawal (which is initiated by the family) and Disenrollment/Dismissal (which is initiated by the Center).

Withdrawal - We require a two-week written notice be given prior to withdrawing from CBC Preschool.

Disenrollment can occur to any child if:

- parent fails to provide required enrollment forms
- tuition payments are repeatedly late
- parent is non-compliant with policies and procedures
- repeated tardiness for pick up
- for child discipline reason (see Discipline and Behavior Management Policy)

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.

When a child is withdrawn from the center for any amount of time, their space will not be held and will be filled with another child. Spaces cannot be held during school track out periods or extended vacations. Payment is due for the notice period whether the child attends CBC Preschool during that time. Any outstanding fees must be paid on or before the child's last day of school. There is no refund for early withdrawals.

FINANCES

Payments and Fees

All Registration Fees are non-refundable. These fees are charged annually covering the months of September through August. Tuition is based on classroom placement—NOT a child's age and will not change until the child is promoted to the next classroom at the beginning of the next school year.

Current tuition rates are available from the administration. Tuition rates are evaluated annually by CCA Administration and may change at the beginning of a school year. The Administration makes such changes available to parents through email and the Parent Handbook. Parents are responsible for making the correct tuition payment amounts.

- Weekly tuition payments are due each Monday for the current week. Tuition must be paid weekly online via our online payment processing system. Parents will be emailed a unique username and password to log into this system upon enrollment.
- Except for Christmas week, there will be no deductions from tuition for absences, illnesses, 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 Christian Academy 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 paid on time. If your child will be out or the Preschool is closed on a day that payment is due, you are still expected to have payment submitted by the appointed time. Payments are due on Monday and are considered late at close of business on Wednesday of each week. After that, all balances will be charged a \$25 late fee. *The Preschool Board has determined that no account will be more than one week late. 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 carried into the new school year. Any student whose account balance is not cleared by this day will be dis-enrolled and will be subject to all enrollment procedure currently in place, including waiting list and a re-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.

PARENT INVOLVEMENT & COMMUNICATION

Birthdays

Birthdays are an important time for your children. If you would like to plan a special birthday activity for your child's day, please make arrangements to do so with your child's teachers. At this time, CCA Preschool does not allow outside food items to be brought into the facility for birthday celebrations to avoid allergen exposure.

Please understand that balloons are prohibited by North Carolina law within the facility.

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.

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.

Parent Communication

Central Christian Academy 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 and classwork, 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. 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 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 to share information and ideas about your child's growth and development. Your child's teacher is also available to meet with you throughout the year.
- **Procure App:** Each parent has messaging capabilities via the Procure app.

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.

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.).

Emergencies, Health, & Safety

Fire and Safety Drills

CCA Preschool conducts monthly fire drills. These drills occur at various times of day as required by licensing. CCA Preschool also conducts quarterly emergency lock down and shelter-in-place drills.

Inclement Weather

Should it become necessary to alter our regular school schedule due to inclement weather or for other reasons, CCA Preschool will make every attempt to notify parents as soon as possible by means of announcements through **emails, our data base app**, 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.

Health and Safety Practices

1. Hand Washing: Parents are asked to wash their hands or use sanitizer before entering the preschool. Children 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. Shelter in Place/Lock Down Drills: Drills are conducted quarterly. Evacuation plans are posted next to exits.
5. 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.
6. 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.
7. Covid Precautions: The Preschool is licensed by the Department of Child Development and Early Education and must follow the guidelines and protocols set in place by them. These policies change frequently so we won't list specific guidelines in this document. If you would like a copy of their latest guidelines, please see an administrator.

Medications

Except for asthma maintenance/prevention medications, sunscreen, diaper cream, lip balms, 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 over-the-counter items such as eye drops, lotions, soaps, or 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. If your child needs medication during their time in class, you will need to come to the center, take them from their class and bring them to the office area to administer the medicine. 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. Sunscreen must be in lotion, stick, or pump form. Aerosol sunscreen is not permitted. 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 & Accidents

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 - The child may return with a negative Covid test or alternative diagnosis, and after being fever-free without medications for 24 hours.
- Diarrhea - Two or more soft or watery stools within a 24-hour period. The child may return 24 hours after the last episode.
- Vomiting - two or more occasions within a 24-hour period. The child may return 24 hours after last episode.
- Chicken Pox - the child may return after blisters dry.
- Eye discharge or Pinkeye - the child may return 24 hours after treatment begins.
- Lice or Nits - the child may return 24 hours after treatment begins and hair is free of nits.
- Measles - the child may return 5 days after rash appears.
- Ringworm - the child may return 24 hours after treatment begins.
- Strep Throat - the child may return 24 hours after treatment begins.
- Impetigo - the child may return 24 hours after treatment begins. Affected areas must be covered.
- Generally too tired or ill to participate in normal activities.
- Covid protocol – Do not send your child to preschool if they have been exposed to someone with COVID (within 6 feet for more than 15 minutes without masks) or if you are awaiting test results. Please report any positive cases of Covid within your household and quarantine your family for the required time as defined by the current DCDEE policies. We follow the protocols issues by the Wake County Health department which change often.

If a child develops a contagious disease, such as strep throat, pink eye, Covid, 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. In this case 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 arrange transportation for the child to the nearest hospital by personal vehicle or ambulance. The Preschool will assume no financial responsibility for child's transportation or 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.

Emergencies

- 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.

CLASSROOM INFORMATION & EXPECTATIONS

Checking In and Out

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. If possible, please do not bring your child or pick them up during nap time (12-2:30), as it is especially difficult for your child to transition during this time, and it is disruptive to the other children. If you will be dropping off after 9:00 a.m., please call the center so that we will know to prepare lunch for them.

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 under the covered area at the front of the church. 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 that 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 use the doorbell to the right of the exterior doors, and a member of administration will assist them with getting into the building.

Each parent will have access to the building and preschool suite via phone app. In some cases, key fobs may be purchased for \$10.00 each. This is also a good option for those who will have regular drop off/pick up duties, such as a consistently used babysitter or grandparent. If a fob is lost, please notify administration immediately. The card will be deactivated for the safety of our children, families, and staff. Fobs that are lost or broken can be replaced for a \$10.00 fee.

Please inform a member of administration if a person who does not have an access card will be picking up your child. The administration will verify the individual's ability to pick up and will typically escort that individual to and from your child's classroom.

Late Dropoff and Pickup

Children must be picked up by 6:00 pm each day. If a child is not picked up by closing, a late pickup fee will be charged (see page 9).

Although CCA Preschool does not have a formal cutoff time for drop off, we strongly request that your child arrives by 9:00 AM. This will ensure that students are present for the instructional portion of our preschool day and help with planning for our staff.

A Typical Day

- 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
- B. 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.
- C. Daily Reports: If your child is younger than Pre-Kindergarten, you will receive a written account of your child's general activities each day.
- D. 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

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.

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.
 - Extra set of weather-appropriate clothing including shoes.
 - 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
 - A sleep sack (Blankets and swaddles are not allowed in cribs.)
 - Pacifiers if used
- 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 from home, as they can become misplaced or broken. They may bring a stuffed animal for nap time (not in Caterpillars). 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.

We 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.

- c. **Clothing and Accessories:**
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.

Jewelry is not permitted. If your child has pierced ears, earrings are the only exception.

Please be aware that 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.

Potty Training Expectations

- Please let us know when you choose to begin potty training. At that point, please send five changes of clothes (including socks, shoes, and underwear).
- If your child comes to school in diapers/pull-ups, we will assume you are not ready for your child to begin potty training.
- When your child first begins to potty train, they will be taken to the bathroom every hour. Children will always be taken to the bathroom before nap time. If soiled clothes are sent home, please bring a replacement the next day. Let us know if you want us to save soiled underwear for you to take home or if you would prefer the underwear be put in the trash.
- Your child must be potty trained before the school year is over in order to move up to the three-year-old suite. We are excited to work alongside you to achieve this important milestone.

Discipline and Behavior Management

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.
13. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
14. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
15. DO NOT shame or punish the children when bathroom accidents occur.
16. DO NOT deny food or rest as punishment.
17. DO NOT relate discipline to eating, resting, or sleeping.
18. DO NOT leave the children alone, unattended, or without supervision.
19. DO NOT place the children in locked rooms, closets, or boxes as punishment.
20. DO NOT allow discipline of children by children.
21. 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:

- Be kind
- Be safe
- 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 brief 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 himself, 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. 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. Violent or physical TV cartoons, video games, or other influences lead to imitative behavior. Please limit the exposure of your children to these types of programs.
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. It also shows the respect to our teachers that they deserve.
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 Christian Academy 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 observation 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, administration may 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 Christian Academy 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.
7. 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.

MEALS & NUTRITION

Meals and Snacks

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. These meals are nutritionally complete for the child's age. 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, will not be here for lunch, or will be dropped off after 9:00, please call the preschool so we know how many lunches to prepare.

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 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. 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

CBC Preschool acknowledges the importance of breast feeding and it is our policy to support nursing mothers as much as possible. We have a dedicated nursing room located between the Bumblebees 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.

Dietary Restrictions & Food Allergies

In an effort to maintain a safe environment for children who suffer with food allergies, CCA Preschool does not serve food containing nuts. If your child has specific dietary restrictions or food allergies, please see the front office.

POLICIES & PROCEDURES

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.

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.

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 and your inquiry will be addressed.

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 where 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.

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 childcare, 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 (childcare centers, 10A NCAC 09 .0608, family childcare homes, 10A NCAC 09 .1726), each childcare 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.
- 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
- 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

- 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

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
- The Science of Early Childhood Development, Center on the Developing Child, www.developingchild.harvard.edu/resources/inbrief-science-of-eed/

Resources

Parent web resources

- The American Academy of Pediatrics: 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
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, 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
4. Pediatric First Aid/CPR/AED, American Red Cross, 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
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 childcare 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 childcare 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 childcare 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 childcare 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

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, childcare 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: *
 - Provide a dedicated nursing room for privacy for mothers who want to nurse onsite or pump.
 - Provide freezer or refrigerator storage of breast milk in the classroom.

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 childcare.
16. Family childcare 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 NC Childcare 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.

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 day, 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.

AGE	TEACHER/CHILD RATIO	MAXIMUM GROUP SIZE
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.

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; 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.

