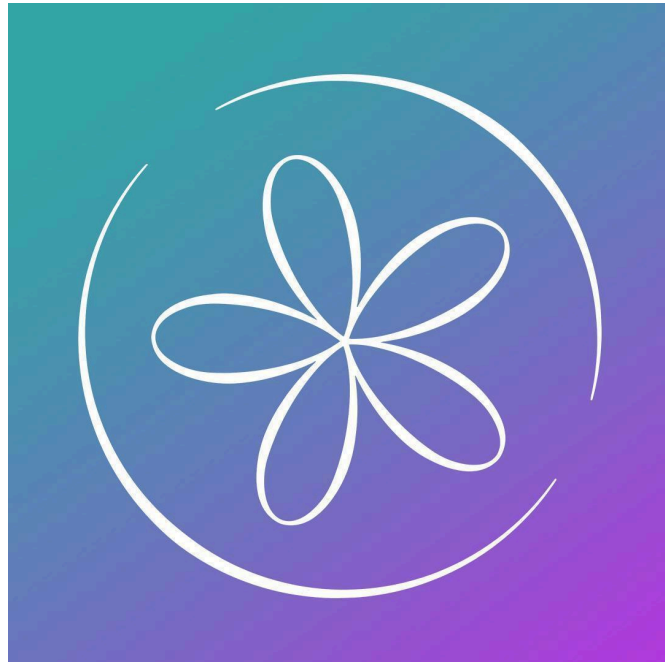


# **Winter Park Baptist Preschool**



## **Parent Handbook**



## **Our Mission**

To **TEACH** about Jesus, **GROW** in our Faith, and **SERVE** our Community

## **Our Core Values**

**Love** - we promote kindness, compassion, and respect for others, inspired by the commandment to love one's neighbor as oneself.

**Faith** - we instill trust in God through teaching biblical stories, worship and prayer.

**Integrity** - we are honest, trustworthy and do what is right, even when it is hard.

**Community** - we build a sense of togetherness, where children, families, and staff support each other in a Christ-centered environment.

**Joy** - we celebrate the wonder of childhood and God's creation through play, laughter and a positive atmosphere.

**Growth** - we encourage spiritual, emotional, physical and intellectual development, helping each other grow in wisdom and stature as Jesus did.

**Service** - we help others through caring for friends, showing encouragement for one another and acts of kindness.

**Safety** - we provide a secure, nurturing environment where children feel protected and cared for, reflecting God's love as a safe haven.

## **OUR PHILOSOPHY: “Beginnings Built Through Prayer and Play”**

Play is the most natural activity of children and meets their total developmental needs. At Winter Park Baptist Preschool we believe play is the curriculum of the child and is the foundation for future learning. Our work-play curriculum is based upon children’s needs and abilities. We plan experiences to help children enjoy being preschoolers to the fullest, realizing that children’s play is their work!

Skillfully directed work-play is the basis of a good early childhood education program and our teaching methods recognize and reflect this belief. Each day your child will experience learning as an individual in a setting of his/her own size. Our work-play curriculum along with our commitment to provide Christian ministry forms the basic goals of our program.

Play as a curriculum provides opportunities for children to experience growth socially, emotionally, intellectually, & physically. In order to create an environment for a work-play curriculum, teachers must pay careful attention to structure their classroom so that opportunities for play are available. Play periods are structured for a balance of self-directed play, and teacher-directed activities. When the correct balance of teacher guidance has been achieved, play is properly facilitated and optimal learning occurs in children.

For example, we can look at the area of dramatic play. As children play, they engage in make-believe adventures which strengthen their ability to think abstractly; a skill which has been linked to future success in formal schooling. Language is also developed, as are social relationships, when children join each other in acting out familiar roles or visiting places. The teacher as the facilitator of play enriches and extends their language, spiritual, and social experiences by asking questions, involving other children and/or engaging in the adventure.

As part of our daily activities we actively model God’s love through our actions with each other.

In order to promote wholesome growth, good physical care should provide:

- The stimulation of active play.
- Sufficient quantities of rest so that little bodies can renew energy.
- A safe place to run and climb and yell.
- Watchfulness against accidents.
- Protection against communicable diseases.

To assure good mental health, boys and girls need:

- Feelings of belonging.
- Success and praise.
- Friendliness.
- A chance to take part in the life of a group.

Children also need:

- Affection and approval.
- Steadiness and consistency.
- Respect from adults so they can develop the same respect for themselves and others.

Quality early childhood programs provide a rich environment so that boys and girls experience all that good teaching includes:

- A variety of toys, playmates, and games.
- The stimulation of books, music, painting, excursions, and science at each child's developmental level.
- The challenge of equipment and companionship under the guidance of professional educators who know how to make experiences meaningful and fun.
- Help and support in building constructive relationships with other children.

**Additionally, we have a strong conviction that the love of God must be taught through the everyday experiences of the children.**

## **WINTER PARK BAPTIST PRESCHOOL PROGRAM DESCRIPTION**

Winter Park Baptist Preschool was created to provide a Christian atmosphere for learning to the children of Winter Park Baptist Church and to the community. The school offers a basic Preschool program for children (ages 12 months to 5 years).

The Preschool program at Winter Park Baptist includes opportunities for 2 day, 3 day, and 5 day attendance. Hours of operation include the options of 9am-12pm, 9am-1pm, or 9am-3pm from September through May. The Winter Park Baptist Preschool calendar is located on our website. You will be notified if any changes occur.

### **Preschool Program Choices:**

**Children who are 12 mos of age through Pre-K can choose:**

*M-F (5 days), M/W/F (3 days) or T/Th (2 days)*

*9am-12pm, 9am-1pm or 9am-3pm*

Children enrolled until 1pm or 3pm will enjoy lunch together with their teachers. During this time, we will practice appropriate independence, healthy habits, polite and helpful behavior, and kind fellowship. We will pray before we eat, take our time during our meal, have meaningful conversation, and work together to clean up afterwards.

Children enrolled until 3pm will have the opportunity for a rest time on their own cot. Children who sleep will be in a quiet space with their teacher and allowed to sleep as long as needed. Children who are awake will be engaged in other activities with their teacher, including time outside.

## **Preschool Registration and Enrollment Procedures**

### **Tours and Observing Classrooms**

Prior to registering your child at Winter Park Baptist Preschool, we encourage parents to call the office and schedule a tour of our facility. Follow-up visits are permitted without an appointment, however, we do require you to sign in at the preschool office for security reasons. We have an open door policy at Winter Park Baptist which encourages parents to observe individual classrooms. Classroom viewing remains accessible even when doors are closed thanks to the one-way glass installed in each door. Through your own observations you can gain information on daily schedules, group compositions, classroom environments, and witness first-hand the variety of activities planned for our children. After your tour, the office personnel will discuss with you further questions which may arise during your visit.

We recommend you bring your child for a visit to familiarize him or her with their potential new surroundings. Child visits may occur during your scheduled tour or any follow-up visit.

### **Pre-registration:**

Pre-registration occurs in January every year. During this time, Winter Park Baptist Church members and currently enrolled preschool families receive first priority in securing positions for the upcoming school year. Winter Park Baptist Church members' children may or may not be currently enrolled to pre-register. Currently enrolled preschool families may enroll children who are currently in the preschool and their siblings. Following the pre-registration of church members and currently enrolled families, the remaining positions for the preschool are offered to the general public. Positions are granted on a first-come first-served basis in each of our three levels of priority.

During pre-registration the Enrollment Application must be completed for all children. Once accepted, enrollment is secured by completing and returning all of the remaining forms (listed under **Enrollment Forms**) prior to March 1 each spring. Enrollment forms and registration fees are only collected if a position is available, otherwise, the child's name is put on a waiting list. When a position becomes available, the waiting list is used to offer positions. Waiting list priority is the same as above with Church members first, then current students and their siblings, and finally the general public. Enrollment application forms are available throughout the year. Pre-registration visits and tours are also offered throughout the year for those participating in pre-registration and wishing to become acquainted with the preschool.

## **Registration: During current school year**

The process of registering your child secures a position in the preschool program. If the program is full, students are placed on a waiting list. When positions become available, parents of children on the waiting list are contacted and offered the position. Enrollment is offered regardless of sex, race, or religion. Students are assigned to classrooms by one of the administrators. For a position to be reserved, parents are required to pay a non-refundable registration fee and are encouraged to participate in a pre-registration visit if they have not already done so.

In addition to the registration fee, an enrollment packet of the following forms is required. These forms must be completed and provided to the preschool before the child may begin attendance.

### **Enrollment Forms:**

1. Enrollment Application
2. Emergency Care and Medical Information & Release (parents complete)
3. Medical Report (child's physician must complete)
4. Immunization record:\* All immunizations must be current. Any updates are to be provided to the school office immediately.
5. Physical: Every child must have a completed physical form before the child's first day of attendance.
6. Acknowledgement and Authorizations page which includes:
  - a. Acknowledgement of receipt of summary of NC Child Care Laws
  - b. Travel Authorization
  - c. Acknowledgement of receipt of Discipline & Behavior Management policy
  - d. Signed statement for receipt of the operational policies of the school
  - e. Photography authorization

### **\*Immunization Record:**

In order to attend licensed child care in North Carolina, all children must be up to date on their immunizations against childhood diseases. Each child must have on file with the school a copy of his immunization record verified from his doctor's office. The DTP, Polio, Rubella (German Measles) and Red Measles and Mumps, Hib, Hepatitis B and Varicella (Chicken Pox) vaccine shots are required.

If a child does not meet these immunization requirements, parents will be notified by the preschool immediately. Should you fail to provide the preschool with an updated copy of your child's immunization record, your child will not be permitted to return to preschool until the necessary documentation is provided. In the event your child is on a delayed immunization schedule, or you hold a Religious policy against immunizations, you must provide the preschool with the State required forms for these exemptions.

## Parent Provided Items

Small tote bag or backpack labeled with your child's name to include:

- Children still potty training:
  - enough diapers needed for the day (labeled)
  - a package of wipes with a flip-lid
- All children:
  - a complete change of clothes including shoes (*rotated seasonally and labeled*)
  - non-spill cup labeled with your child's name & date
  - nutritious morning snack labeled with your child's name & date
- If needed:
  - comfort aides (blanket, favorite stuffed toy, etc.)
- If scheduled 9am-1pm:
  - nutritious lunch labeled with your child's name & date
- If scheduled 9am-3pm:
  - nutritious lunch labeled with your child's name & date
  - comfort items for rest time if needed

### Due to health and safety regulations:

please do not send **bottles or any other items** in your child's backpack,  
(including sanitizer, medications, lotion, toys, or other items from home).



## Snack & Lunch Guidelines

Please pack a nutritious snack for your child daily

- no more than 2 items
- place in small container or baggie - (must be labeled with child's name & date)
- refrigeration or heating is **not** available
- snacks must be peanut butter/nut free
- we will keep your child's water cup full, please do not send additional drinks

### ***If you are scheduled until 1pm or 3pm:***

Please pack a nutritious lunch for your child daily - *(please label with child's name & date)*

- refrigeration or heating is **not** available
- use an ice pack and/or insulated bag for any food that needs to stay cold
- you may use a thermos if needed
- all foods must be nut butter/nut free
- we will keep your child's water cup full, please do not send additional drinks

Nutritious snack ideas

- |  |   |
|--|---|
| • Applesauce pouches                                   | • Dry cereal (Cheerios, Kix, Chex)            |
| • Banana   | • Kind Kids Granola Bars (nut free)           |
| • Banana and graham crackers                           | • Pretzels and cheese                         |
| • Blueberries  | • Sandwich quarter or half (NO peanut butter) |
| • Peeled Clementines                                   | • Snap peas and hummus                        |
| • Cucumbers and puffs                                  | • Cliff Kids Z Bar (nut free)                 |
| • Crackers (cheese crackers or whole grain) and cheese |   |
| • Crackers and hummus                                  |   |

**Avoid sending choking hazards like grapes, popcorn, unpeeled fruits and hard vegetables.**

**Please do not send sugary sweets, cupcakes or cookies for snack**

## **Child Birthday and Holiday Celebrations**

On or around your child's birthday, teachers will provide a variety of activities to help your child feel special on their special day. If you would like to participate with a special activity for your child's birthday, please contact the office to make arrangements.

**Due to health & safety concerns, we cannot allow any treats/foods, goody bags or other items to be brought in to be shared with the class for your child's birthday or any other occasion (including Halloween, Christmas, Valentine's Day and other holidays).**

*Party invitations can only be distributed in school if there is an invitation for every child.*

## General Policies and Procedures

### Arrival and Departure

#### **Preschool Arrival (8:45 – 9:00 AM):**

Parents are responsible for bringing their children to and from preschool. **During arrival and departure all children must hold their parents hands when getting out of and back into the car and while in the parking lot for safety reasons.**

Parents may drop their children off at the main preschool entrance from 8:45 a.m. to 9:00 a.m. **to a staff member** who will escort the child to their classroom. Do try to see that your child is in regular attendance and arrives on time. They are forming attendance habits at this time.

If your child is ill or will be absent, please call or text the Director at (910) 799-2029 so we can alert your child's teacher of the reason for their absence.

#### **Preschool Departure for 12pm dismissal (11:45 – Noon):**

Parents are to begin picking up their children from the **CLASSROOMS** by 11:45 each day. Please be prompt when picking up your child. Since our extended day program begins at 12pm, our morning dismissal must be completed on time. If your child is consistently picked up late, your tuition may be increased to the extended day rate.

#### **Preschool Departure for 1pm dismissal (12:45 - 1pm):**

Parents are to begin picking up their children from the **CLASSROOMS** by 12:45 each day. Please be prompt when picking up your child. Since our extended day program continues until 3pm, our 1pm dismissal must be completed on time. If your child is consistently picked up late, your tuition may be increased to the extended day rate.

#### **Preschool Departure for 3pm dismissal (2:45 - 3pm):**

Parents are to begin picking up their children from the **CLASSROOMS** by 2:45 each day. Please be prompt when picking up your child. If your child is consistently picked up late, you could lose your spot in our extended day program.

Only those persons on the authorized pick-up list will be permitted to leave with your child. For the protection of your child, until our teachers get to know the faces of those you've listed, we will request a driver's license or photo ID to verify the person's identity.

## Appropriate Dress:

- All children must wear **closed-toe**, non-skid rubber soled, tennis/gym type shoes with laces, velcro, or buckle closures for safety at preschool. **We strongly discourage sandals, dress pumps, clogs, crocs, flip-flops, and all boots – including cowboy boots because they are dangerous for climbing and running activities and can injure others.**
- Please dress your child so that s/he is comfortable for the work-play environment and painting sessions. Please do not dress your child in anything that would upset you or them if it should be soiled.
- **Please send a complete change of clothing daily.** Preschool play can be messy at times, and your child will be more comfortable in a change of clothing after playing on a wet playground, or at the water table, or following a messy art activity. We ask that you rotate these clothes as the seasons change and your child grows. Parents may bring this extra clothing in gallon-sized plastic baggies, *labeled with the child's name*. This requirement is especially important for children who are actively toilet training, as we expect accidents. Additionally, please refrain from dressing him or her in outfits with numerous buckles, ties, or fasteners which are difficult to open quickly. Pull-up pants or skirts are best choices while a child tries to master independent toileting.
- **Please label all clothing items** as well as removable articles such as coats, caps, wraps, mittens and rain wear. This helps us return lost items to the proper owner.

## Outdoor Play:

As a State licensed center, we are required by law to take children outdoors, weather permitting, for daily play. ***“Weather permitting” means that we go out everyday unless it is actively raining and/or the wind chill is at or below 15°F, the heat index is at or above 90°F or there is an air quality alert or wind advisory issued by the local Weather Service.*** This means that following rain we will be playing on a wet playground, or if it is cold in the winter we will usually be outdoors. **Please dress your child in appropriate clothing and outdoor gear to permit comfort while outdoors for at least 30 minutes.** Changes of clothing which parents provide daily are used when we return to the classroom if outdoor play has been wet or messy.

## Severe Weather Policy:

Winter Park Baptist Preschool will be in session unless the public school system determines the weather makes it dangerous for their school buses to run. In the event public schools are canceled, the preschool will be canceled as well. Please use your best judgment when determining if it is safe to travel.

## **Emergencies and Evacuation Policies and Procedures**

Winter Park Baptist Preschool has created an Emergency Plan containing both policies and procedures for any safety or emergency hazard. In the event of an emergency, there are two basic strategies that have been developed in order to keep our children safe. These two basic strategies consist of:

1. Lock Down
2. Evacuation
  - a. On-site
  - b. Off-site

In each case, classroom teachers will have emergency contact information with them and the children. Everyone who arrives to pick up a child will be asked to sign a release form so that we may account for all the children.

### **In the event of a “Lock Down”:**

- All exits will be “Locked Down”. No one will be able to enter or exit the preschool until the threat is neutralized.
- Classroom doors will be closed with one staff member standing inside the classroom door.
- If parents are in the hallways during a Lockdown, we ask that they enter the nearest classroom in order to clear the hallways. Parents may assist the classroom teachers in maintaining order in the classroom.
- The church office staff will be alerted of the Lock Down and will implement their proper procedure.
- Emergency personnel will be notified if deemed warranted by the administrator.

### **In the event of “On-site” Evacuation:**

- The children will be moved either to the hallway or to the Fellowship Hall in the event of an On-site Evacuation.
- The position of evacuation will be ascertained by the type of emergency and determined by the administrator.
- If the children have not returned to their classrooms by 11:45, children will be delivered to parents via staff through the front doors.

### **In the event of “Off-site” Evacuation:**

- The children will be evacuated to the far parking lot across from Park Ave.
- If the weather is inclement, or if the evacuation will be of a long duration, we will obtain permission to move to the Methodist Activity Center across Pine Grove Ave.
- In order to retrieve children, parents must identify themselves to the child’s teachers. Teachers will document who picked up each child. This is to ensure that all children are delivered safely to the appropriate adult.

If there is a threat that is dangerous or hazardous in nature (such as severe weather or toxic gasses), we strongly suggest that parents remain at home until the threat has passed. We assure parents that their children will be well taken care of here at Winter Park Baptist Preschool until it is safe to travel.

*Unfortunately, we live in a time when these types of procedures are necessary. Hopefully, we will never have to initiate any part of this plan of action.*

## Medical Policies

### **Illness:**

Minor illness is a normal part of early childhood group experiences. We train our staff and cleaning personnel to perform daily and weekly sanitation in cleaning equipment and classrooms, but we cannot prevent all illnesses. If a child comes to school sick, we are not permitted to accept him/her on that day. Should s/he become ill at school, you will be called to come for him/her.

Please keep your child at home for:

1. Diarrhea
2. Any vomiting
3. Sore throat or croupy cough
4. Any undiagnosed rash
5. Started a new medication for a contagious illness
6. Fever

Children may return to preschool after they have been symptom free (for any of the above causes) for 24 hours. For a child to be considered fever free, s/he must have had no temperature above normal without the aid of Tylenol or other fever reducers for the past 24 hours.

If your child is diagnosed with a contagious illness, please call the office so we may let other parents know if their child was exposed. A notice will be posted in your child's classroom so that other parents may be alerted.

### **Medication:**

Most medications can easily be administered at home before or after preschool hours. **Only medications approved for emergencies are allowed.** (See Director for proper paperwork and approval).

All approved medications for children enrolled in preschool must have specific instructions and written permission for administering the medication.

Instructions must be completed by either the parent or a physician and must include:

- Who the medicine is for
- How much is to be given
- What time the medication is to be given
- How often the medication is to be given
- For what length of time medication is to be administered

### **Prescription Medicines:**

1. Must be in the original container
2. Must have complete instructions which include 1-5 above
3. Must be given only to the person for whom it is prescribed
4. Cannot be given after its expiration date

### **Over-the-counter medicines: (this includes diaper rash creams, sunscreen and insect repellent.)**

1. Must be in the original container
2. Must have the child's name written on the container
2. Must have written instructions from the parent
3. Must have permission from the child's parent

## Parent Participation

We greatly appreciate parent participation at Winter Park Baptist Preschool. Many opportunities are available throughout the year for you to share your time with us.

- **Monthly Calendar and Newsletters:**

Refer to the preschool calendar and newsletter as well as your child's classroom newsletter for classroom or preschool-wide activities. We encourage you to make plans to attend and make special memories with your child.

- **Volunteer Hours:**

Parents are welcome to volunteer in their child's classroom. Some suggestions of ways to volunteer are:

- Share some special books with the children
- Speak about your career or special skill you have
- Assist teachers in conducting classroom parties, field trips, etc.

- **Group Meetings:**

- Parent Orientation— Beginning of school
- Various Parent Workshops—Offered throughout the year
- Wednesday night groups offered at Winter Park Baptist Church to members of the church, preschool parents, and community

## Parent-Teacher Communication

We encourage positive communication between the home and school. We recognize the need for parents to be able to ask questions, express concerns, or make suggestions about the program.

**All communication between home and school is through a phone call or text to the director at 910-799-2029 or email at [robin@winterparkpreschool.org](mailto:robin@winterparkpreschool.org).**

Teachers are not permitted to give out or communicate through personal email addresses or phone numbers. The director will promptly respond to all communication and connect parents with their child's teacher when necessary.

## Payments and Withdrawals

### **Preschool Tuition Payments:**

Tuition for the preschool program is ***due on or before the first day of each month.*** Full tuition is expected whether or not your child will be present the entire month. Winter Park Baptist Preschool is a non-profit organization and depends upon tuition to purchase supplies and pay salaries. In order to ensure your child's enrollment, tuition must be paid promptly.

### **Late Fees:**

A late fee of \$10.00 will be assessed to your account for payments not received by the 10<sup>th</sup> of each month. *If tuition is two weeks past due without notification to the Administrators, your child's enrollment is subject to termination.* You must contact the office personnel before your child may attend classes.

### **Early Withdrawals:**

If you need to withdraw your child, we ask that you notify the preschool administrators a minimum of two weeks in advance in writing. *If you unexpectedly withdraw your child, there is no refund or prorated rate for the registration fee nor the month's tuition.* **Failure to give two-week written notice may incur a fee equal to a two-week's tuition rate.**



## **Smoke Free and Tobacco Free Campus policy**

Winter Park Baptist Church Preschool is committed to a safe and healthy environment. This is supported by the state policy that requires us to be a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, shall not be permitted on the premises of the child care center, in vehicles used to transport children, or during any off premise activities. This policy includes all areas of the preschool, including but not limited to the parking lot and playground areas during operational hours. All parents and guardians of each child enrolled in the center shall be notified, in writing, of the smoking and tobacco restriction.

## **Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy**

### **Belief Statement**

We, Winter Park 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. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .17260), 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.

### **Procedure/Practice**

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 gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
  - Call 911 immediately upon suspecting SBS/AGT and inform the director.
  - Call the parents/guardian.
  - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in child care reported to 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 county Department of Social Services. Phone number: (910)798-3420

### **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:

- 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.
- 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.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to 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 discuss

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, [ncchildcare.nc.gov/PDF\\_forms/NC\\_Foundations.pdf](http://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, [developingchild.harvard.edu/resources/inbrief-science-of-eed/](http://developingchild.harvard.edu/resources/inbrief-science-of-eed/)

Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://www.healthychildren.org/English/safety-prevention/at-home/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-baby-syndrome/basics/symptoms/con-20034461](http://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461)
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-and-advice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-and-advice/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 acknowledgment
- 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 administrative staff who may be counted in ratio, additional caregivers, substitute providers and uncompensated providers.

**Update 1/1/2022**

## Discipline and Behavior Management Policy

*Date Adopted: April 2010*

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, this facility will practice the following discipline and behavior 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 the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
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 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.

### **We help children resolve conflict and develop problem solving skills with peers by:**

modeling the appropriate responses, demonstrating how situations may be resolved, offering choices, assisting children's efforts to resolve problems, talking with children, role playing with appropriate toys and equipment "practice situations", using the tools listed above along with structuring the classroom arrangements and schedules to reduce conflicts between children. When necessary we schedule parent conferences and make referrals to appropriate outside agencies for further assistance to staff and parents.

**We ensure staff follow the program's discipline and behavior management policies and practices and use behavior management strategies appropriately by:** daily and frequent unannounced visits to classrooms and group locations by administration, encouraging staff to discuss their frustrations with specific behavior issues in children with administration for planning strategies, assigning at two staff persons to each group of children, welcoming unannounced parent observations or brief visits to the classroom, training staff annually in appropriate discipline techniques and child abuse/neglect policies, reviewing annually with staff the center policies concerning discipline and child abuse/neglect and the resulting consequences of staff who choose not to follow these policies.