

Operational Policies

New Beginnings Day Care Center Parent Policy Handbook

Mission Statement

New Beginnings Day Care Center will provide a stable and healthy environment and engage children in activities that will enhance their self-confidence, spontaneity, curiosity, and self-discipline.

Goals

We will promote a positive self-image and individualism through the development of, language skills, cognitive skills, motor skills, self-help skills, social/emotional skills and creativity skills in the children we serve.

Family Involvement

New Beginnings Day Care Center has an open door policy with regards to the children and family members that we serve. Please feel free to come in any time and participate in activities, read a book, volunteer to help with an art project, parties, etc. If you would like to lead an activity such as read a book or do an art project, please discuss the schedule with your child's teacher. We follow a structured schedule and it is important to the children's development to keep that schedule as much as possible.

Hours of Operation/Holidays

New Beginnings Day Care Center is open Monday through Friday from 6:30 am – 6:00 pm. We will observe the following holidays:

Labor Day	September 4, 2017
Veteran's Day	November 10, 2017
Thanksgiving	November 23-24, 2017
Christmas	December 25-27, 2017
New Year's	January 1, 2018
Martin Luther King's Birthday	January 15, 2018
Good Friday	March 30, 2018
Memorial Day	May 28, 2018

Day care will be closed the week of July 2 -July 6, 2018. This is the only week you will not be charged for day care services while your child is enrolled in our program. The remaining 51 weeks of the year you will be charged the regular weekly rate.

Inclement Weather

When Gates County Schools close for inclement weather, such as fog, snow, etc., we must also close. In the event of inclement weather you will receive a "School Messenger" phone call from Gates County Schools regarding the weather situation. You may also watch your local weather channels, WTKR – 3, WAVY – 10, or WVEC – 13, or check the Gates County Schools website at <https://coserver.gates.k12.nc.us>.

When schools close early due to inclement weather we ask that all children be picked up within 30 minutes of public schools closing in order to allow our staff time to get home safely. A late pick up fee of \$5.00 will be charged for the first 5 minutes after the 30 minutes. After that the fee will increase to \$5.00/minute. (i.e. schools close at 1:00 pm, all daycare children need to be picked up by 1:30, at 1:35 a \$5.00 fee will be added, at 1:40 a \$30.00 fee will be added for late pick up.)

Parent Fees

We serve children ages 6 weeks – 5 years old before entering kindergarten. The fiscal year for day care runs July 1st to June 30th. Tuition is charged according to age and which classroom the child/children is enrolled in. All fees are charged whether your child is in attendance or not until you have given a written 2-week notice stating you no longer need our services.

Full Time Rates:

Infants 6 weeks to age 2	\$150.00
2 year olds (toddler)	\$140.00

3 – 5 year olds (preschool) \$130.00 (once transitioned to the preschool room)

Before/After Preschool (NC Prek & Head Start)

\$60.00 This include the hours of 6:30 am – 8:05 am, 3:05 pm – 6:00 pm. In the event you need a full day when schools are not open then you would pay the daily rate in addition to the before/after preschool rate, which is \$33.00.

Part Time Rates: The attendance days must be set in order to insure that we have enough staff.

Infants 6 weeks to age two \$37.00 per day

Toddlers (2 years olds) \$35.00 per day

Preschool (3 – 5 year olds) \$33.00 per day

There is an annual registration fee of \$25.00 that will be charged to all accounts upon enrollment and every year after that on September 1st. Fees are due on Monday of each week or the first day your child attends that week, unless monthly payroll deductions are in place. Some parents prefer to pay at the beginning of each month for the entire month and that is still fine. For any reason, if your child's account is two weeks behind, your child will not be able to return to daycare until the balance is paid in full and then only if the slot is still available. You will receive a written letter notifying you of your child's account standing with New Beginnings Daycare. If this account is not paid in full within ten business days upon receipt of the letter, we will take further action to settle this dispute. Accounts that are delinquent for more than three times during the fiscal year may be required to make payment arrangements prior to providing services. There is a payment drop box located in the infant/toddler room. Please place all payments in this locked box. Monthly statements will be placed in your child's cubby, documenting all charges and payments received. Please check these statements every month for accuracy. If we have not heard anything from you within two weeks of issuing the statements, everything is felt to be correct. Additionally, all accounts must have a zero balance by the end of each fiscal year, June 30th, in order for your child to return in July. All children need to be picked up by our scheduled closing time, 6:00 pm. A late pick up fee of \$5.00 will be charged for the first 5 minutes after 6:00 pm. After that the fee increases to \$5.00 per minute, i.e., 6:15 pm pick up would result in a \$55.00 late fee. There is a \$30.00 fee for returned checks due to insufficient funds. We accept cash, check, or money order payments only. **Checks should be make payable to New Beginnings Day Care Center.**

We provide crib sheets to our infant parents for their child's crib mattress. When your child transitions to a cot these crib sheets must be returned to the center. If the sheets are not returned within 1 week of the child moving to a cot there will be a \$40.00 fee charged to cover the replacement cost of those sheets.

Subsidized Payments with DSS or Albemarle Smart Start: Any parent who is receiving subsidized payments through the Department of Social Services or Albemarle Smart Start should be aware that any part of the child care fees that the DSS or ASSP does not pay will be the responsibility of the parent/guardian. Fees are charged per week, if your subsidy expires in the middle of the week you are still responsible for childcare fees through the end of the week. The same rules apply to these parents regarding delinquent payments in childcare fees. Make sure you understand what portion of your childcare fees DSS or ASSP is paying so that you know what you are responsible for.

Admission Requirements/ Enrollment and Withdrawal Procedures

Enrollment is based on a first-come, first-serve basis. In the event that no slots are available, you will be placed on a waiting list. Children can be placed on our waiting list by calling Jo Chatman at 357-3303. Once accepting a slot, weekly charges will be encumbered. A parent or legal guardian must submit an application, emergency information form, current medical form, current immunization record, food program enrollment form and \$25.00 registration fee upon enrollment. A 2 week **written** notice is required if a child is going to be removed from daycare to avoid additional charges. This allows us to offer the slot to the next available family on the waiting list.

Immunizations

North Carolina law requires that immunization records be kept up-to-date. As your child receives additional shots, make sure you bring a record of them to daycare for your child's file. In the event your child has a medical or religious exemption from receiving the required immunizations, we must have a statement from the physician. Immunization records are required on the first day of your child's attendance. Children not immunized will be excluded during outbreaks of vaccine-preventable illnesses as directed by the North Carolina health department. Children will not be excluded for failure to be immunized, provided they are immunized within 30 days of notification of non-compliance with the immunization requirements. If after thirty days, the family has not complied with the immunization requirements, the child shall be excluded until immunizations are up to date.

Medical Report

North Carolina law requires a medical report to be completed and signed by a physician or health department agency within 30 days of enrollment. Please inform us of any development deviations or recurrent medical problems your child may have so we can provide them with the special attention they may need. This includes children with asthma. Children with Asthma **must** have an Asthma Action Plan for Preschool Children form the first day of attendance.

Special Needs

This facility has a non-discriminatory admission policy. All children, including those with special needs, will be admitted to the program under the same eligibility guidelines and classroom placement will be at the director's discretion. If preparations to accommodate a special needs child would pose an undue burden or be too costly to the program, resulting in a fundamental change, or if the child poses or may pose a significant risk to the health and safety of himself/herself or others in the program, this program may not be adequate to accommodate the child. However, we will make every effort to find a more appropriate placement for the child. With parental consent, the Director will contact qualified consultants for advice regarding a different placement for the said child.

Sick Child Policy

New Beginnings Day Care Center does not have provisions to care for sick children. Your child may not attend day care if they have:

Fever of 101 or greater	Chicken Pox	Strep Throat	Head Lice	Pertussis
Impetigo	Scabies	Hepatitis A	Diarrhea	Vomiting
Pink Eye	Tuberculosis.			

Children must be fever free for a 24 hour period **without** medication before returning to daycare. If your child has a cold, without fever, and is able to participate in group activities, he will be allowed to attend daycare. In the event your child becomes ill while attending daycare, you will be contacted and required to pick up your child immediately (within an hour of us calling you). We will isolate your child from the group, in the designated sick child area, until your arrival. If your child has had a communicable disease please advise the daycare of the disease so that we may alert the other parents of the signs to look for in their child. When a communicable disease has been diagnosed, the child may only return to daycare with a written clearance from their physician.

Medication Administration

This facility believes that giving medication during the hours of operation should be avoided when possible. It is always best that the parent administer the child's medication if at all possible. If it is necessary, New Beginnings Day Care Center will administer medication to your child with the following requirements:

All medications must be in its original container; prescription medication must be labeled with the child's name, doctor's name, name of the medication, date and dosage times and frequency. A permission to administer medication form must be completed by you before any medication can be given to your child. We will not use physical force to administer any medication to a child. Should your child refuse to take the medication, the parent/legal guardian will be contacted immediately. Diaper cream, sun block, bug spray and antiseptic wipes are considered medications. Authorization for these must be signed every 12 months. Chronic medical conditions or allergic reactions requiring over the counter medication may be administered with a 6 month authorization submitted by the parent. This includes children with Asthma. If your child has asthma you will need to fill out an Asthma Action Plan with your physician for your child. If a parent fails

to pick up a child's medication within 72 hours after the course of treatment is completed or after permission to administer is withdrawn, we must discard the medication. If medication is administered to a child without a parent's permission, as the law allows in an emergency situation, the provider must document that the medication was given, including amount, type, date, time, and who administered it. We will not administer fever reducing medication to "keep a fever down". If your child is running a fever you must keep him home. We will not administer allergy medication; this is something you can do at home before your child comes in and when they return home in the afternoon. **Please do not leave medication in a diaper bag or child's cubby. Always give medications to a staff member. Anything left in a bag will be removed from the bag and held in the office until parent pick-up.**

Accidents

Medical emergency information shall be on file for each individual child from the first day of attendance. This information includes the child's name, address, and telephone number of the parent or other persons to be contacted in case of an emergency, the child's health care provider, preferred hospital, any chronic illness or existing medical condition, any medication the child is receiving, any allergies, and any other information that has a direct bearing on assuring safe medical treatment for the child. Children are very active and have a potential risk for injury. All safety precautions will be used to protect your child from harm. In the event your child suffers an injury while attending day care, you will be contacted. If we are unable to reach you, we will call the emergency contact numbers you listed for your child. There will always be a staff member on site who is certified in CPR and First Aid, who will be responsible for performing First Aid and/or CPR, if needed. All emergency information will be kept in the child's records, as well as in a binder in each classroom. In the case that your child has to be transported to the hospital, Gates County Rescue Squad will be contacted via 911 for transportation to the hospital designated in your child's medical records. A staff member will accompany your child to the hospital until a family member is available *Roanoke Chowan Hospital, located at 500 Academy Street, Ahoskie, NC will be the hospital and emergency room used unless another preference is stated. The phone number is 252-209-3000. Gates County Family Practice will serve as our medical consultants. They may be contacted at 252-357-1226.* Staff shall fill out an incident report anytime an incident occurs, regardless of whether or not an injury has occurred. An incident report will be filed with the Division of Child Development for all accidents/injuries requiring medical attention. You are required to sign and return your child's incident report the same day of the incident. If you would like a copy of the report we will be glad to make you one.

Child Abuse and Neglect

As required by law, all suspected child abuse and/or neglect will be reported to the Department of Social Services.

Custody Disputes

If your child is involved in a custody dispute, you must provide us with a copy of the most recent court order to assist us in following its direction. We will also need a picture of the non-custodial parent who is not allowed to pick up your child from daycare.

Universal Precautions

Universal Precautions describes the infectious control precautions recommended by the Center of Disease Control to prevent the spread of blood borne pathogens. New Beginnings Day Care Center will practice Universal Precautions. Children, as well as staff and any parent staying in the classroom for an extended period of time, will be expected to wash their hands at the recommended times.

Drop Off/Pick Up Policy

There is a sign in/sign out sheet inside the door of each classroom. It is the parents' responsibility to sign their child in and out every day using their name not just "mom" or "dad". To assure the safety of the child, staff encourages conversation regarding the child's health such as any current concerns the parent has regarding their child. Staff will do a quick health check of the child each morning during this conversation period. Once signing your child in, you are required to wash your child's hands. If the parent decides to stay in the classroom longer than the drop off period, the parent must also wash their hands. At the end of the day, your child's teacher will inform you of any changes of events that took place. We must have **written** consent from the parent regarding anyone other than those listed on the emergency form to pick up

your child. If the provider is not familiar with the person picking up your child, they will be asked to provide a picture ID. This is a licensing requirement, for the safety of the child. **If your child will be coming in late please notify the center prior to 10:30 am.**

Rest Time

All children will be offered time to rest after lunch. They do not have to sleep but they are expected to lie quietly on their cot. We will provide a cot for your child. You are required to provide a sheet or something to cover the cot and something to cover up with if necessary. Linens will be sent home at the end of each week to be washed. Crib sheets will be provided by the center for those children sleeping in cribs. Once the child is transitioned to a cot, usually at 12 months of age, the parent is required to return all crib sheets to the center within one week after the transition. If the sheets are not returned to the center a \$40.00 fee will be charged to the account for the replacement cost of those sheets. Crib sheets will be sent home daily to be washed. All infants will be placed on their backs to sleep in accordance to our Safe Sleep Policy. Infants will be taken out of their crib once they are awake.

Daily Activities

Infants will set their own schedule of naps and feeding based on demand. Teachers will work on stimulating their tactile, visual, and auditory senses. A schedule of activities will be posted for all age groups. All activities will be age-appropriate and stimulate your child's overall development. Children will be taken outside daily unless prohibited by weather. N.C. Child Care Regulations state that children that are too sick to go outdoors and/or are not able to participate in daily activities, which include outdoor activities, should be excluded from care until they are well enough to participate in all daily activities. Indoor play times will be provided for gross motor activities when outside play is prohibited.

Infant and Child Physical Activity Policy

We at New Beginnings Day Care Center are committed to improving the physical activity practices for children in our care. We strive to give children the tools they need to develop positive physical activity habits for healthy development and a lifetime of good health. We will provide all preschool children with 120 minutes of active play and toddlers with 90 minutes of active play (indoor and/or outdoor combined) including structured and unstructured activities with 60 minutes of adult led activities throughout the day. Infants will be given tummy time at least 4 times per day and will not be placed in swings or exersaucers. We will also ensure that preschoolers and toddlers are inactive for no more than 15 minutes at a time (aside from naptime). We will not withhold children from playing for more than 5 minutes to manage challenging behavior.

The parents responsibility is to ensure that their child/children have weather appropriate clothing and shoes that allow for active participation in physical activity and play.

Staff will verbally encourage children to be physically active, join children in active play often, always interact with infants during tummy time to help them build motor skills, and incorporate physical activity into classroom routines, transitions, and planned activities every time there is an opportunity. Staff will also ensure there is planned and informal physical activity education on their lesson plan to be used with the curriculum 1 time per week or more.

Physical activity education will be shared with staff and parents alike 2 times per fiscal year.

Outdoor Play and Learning Policy

We are committed to creating health-promoting outdoor environments in addition to health-promoting indoor environments. We believe that play is a key part of healthy child development and work hard to instill a love for outdoor play and learning.

1. We provide outdoor playtime to preschool children and toddlers 2 times per day or more for a total of at least 90 minutes for preschoolers and at least 60 minutes for toddlers. We take infants outside twice a day or more.

2. We ensure adequate total playtime on inclement weather days by following the "Child Care Weather Watch" chart.
3. We ask parents and/or caregivers to provide shoes and clothing that allow children to play outdoors in all seasons.
4. We make sure children, teachers, and staff practice safe sun exposure. Parents are encouraged to bring sunscreen in for their child and staff will apply this before going outside to play. (You must fill out the "Permission to Administer Topical Ointment/Lotion/Powder" form)
5. We do not take away outdoor playtime in order to manage challenging behaviors.
6. We offer professional development on outdoor play and learning to our staff.
7. We offer education for families on outdoor play and learning through our newsletters.

We are committed to continually developing our outdoor play space in ways that meet best practices.

*Inclement weather includes very high and very low temperatures, hazardous air quality, storms and any other factors that make the outdoors unsafe for children.

Screen Time Policy

In an effort to combat childhood obesity and in working with NCSshape (GoNAPSACC) and Blue Cross and Blue Shield of North Carolina, we are committed to providing a stimulating environment that is more enriching than screen time. We set boundaries for television and other media use and avoid all screen time for children birth to two years. Screen time includes any time watching television, using a computer/tablet, or playing games on a screen. All televisions are stored outside of the classrooms to ensure they are not readily available to the children. Children ages two and up will get 30 minutes or less per week. Any child younger than two will have no screen time. When screen time is used the staff will; talk to the children about what they are seeing and learning, actively supervise children during screen time, provide alternate activities for those who are not interested, and will not use screen time as a reward. Teachers will ensure that screen time programming is educational and commercial free and also related to current activity plans in the classrooms. Screen time education will be given to staff and parents 2 times per fiscal year.

Items Needed from Home

Your child will need to have a seasonably appropriate change of clothes and linens for rest time. Infants and toddlers should bring extra blankets, bibs, diapers and wipes. Parents of infants need to provide pre-made bottles of formula/breast milk. Bottles must be clearly marked with the child's name and date. We recommend your child **not** bring toys from home unless it is for show and tell. No toys of violence will be permitted. We also have a "no flip-flop" rule. These shoes are not appropriate for daycare as many children get hurt from falling or having their toes stepped on, etc.

Toilet Training

Usually between the ages of 2 or 3 children are ready for toilet training. When you feel that your child is ready to begin toilet training discuss this with your child's teacher so you can formulate a plan that would be most beneficial to your child. No potty chairs will be used, and no child will be punished for toileting accidents.

Nutrition Policy

New Beginnings Day Care Center utilizes the food program offered by the Gatesville Elementary School Cafeteria for those children eating table food at lunch time. Portions and nutritional requirements described in the US Department of Agriculture, Food and Nutrition Services (USDA) will be followed. This includes using whole fruits and vegetables in place of juice at snack time as often as possible. Juice will be offered only twice a week. Children will receive a well-balanced breakfast between 8:30 – 9:00 am, lunch between 10:50 – 12:00, and an afternoon snack between 2:30 – 3:00 pm. We will encourage a healthy eating environment by praising the children for trying new things, talking to children about the foods they are eating, allow children to make their own choices, and discussing what it feels like to be full. Staff will not eat unhealthy foods in front of the children. In addition, we do not offer food to calm children down or to encourage appropriate behavior. Our staff receive nutrition education at least twice a year and we will share

nutrition information with our families through our newsletters as well. Guidelines for foods offered during the holidays and celebration include: fresh fruits and vegetables, grains, and dairy goods. All baked items must be store bought due to children with food allergies. We will limit sugary foods as much as possible during holiday celebrations. Infant parents are required to bring their child's breast milk/formula and foods until the child is able to eat table food. Any food and drink coming in from home must be labeled with the child's name and date and must return home at the end of the day. A CACFP enrollment form is required annually from all parents along with an income eligibility application if applicable. All CACFP records are kept confidential with only the director and CACFP employees having access to these records. All records will be kept in a locked file cabinet in the office. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited bases apply to all programs.)

Breastfeeding Policy:

Breast feeding babies are healthier babies. They have fewer ear infections, less gas, constipation, and diarrhea, less risk of pneumonia, less risk of allergies and asthma, less risk of (SIDS) sudden infant death syndrome, less risk of obesity during childhood, and less risk of diabetes. Breastfeeding also saves time and money. A mother's milk contains more than 200 nutrients, is always ready, is clean and safe, is never too hot or too cold, and makes vaccines work better. Exclusive breastfeeding is when the infant receives only breast milk for the first six months of life, this is considered to be the optimal way of feeding your infant.

Mothers who breastfeed are healthier; they have less bleeding after childbirth and lose weight sooner, they also have less risk of breast, ovarian, and uterine cancer, and they have stronger bones, and it helps you build a strong bond with your child.

Families benefit because it helps the mother and infant become healthier, it is convenient and the money the family will save through breastfeeding over bottle feeding is very substantial over time.

We support breastfeeding families by providing a private space in our office for mother's to express milk and/or nurse their child during the day. We offer safe storage in our refrigerator/freezer. All milk must be clearly labeled with the child's first and last name and the date the milk was expressed to ensure the child is receiving the highest quality breast milk possible.

By providing a breastfeeding friendly child care:

- We are making a commitment to the importance of breastfeeding.
- We will train all staff in the skills needed to support and promote optimal infant and your child feeding.
- We will inform women and families about the importance of breastfeeding upon enrollment.
- We will provide learning and play opportunities that help to normalize breastfeeding for children through books about how mammals feed their young.
- We will ensure that all families we serve are able to properly store and label milk for childcare facility use.
- We will provide a breastfeeding friendly environment.
- We will support breastfeeding employees.
- We will ensure that each infant has a feeding plan that supports best feeding practices.
- We have contacted and coordinated with local skilled breastfeeding support and actively refer parents to these resources.
- We will continue to update and learn about the protection, promotion, and support of breastfeeding.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

We, New Beginnings Day Care Center, 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 death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

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/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in child care are reported to 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 county Department of Social Services. Phone number: 252-357-0075

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.
- Take the child for a ride in a stroller.
- Turn on music or white noise.
- Other _____

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.
- Other _____

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, 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, developingchild.harvard.edu/resources/inbrief-science-of-eed/

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

Parent web resources

- The American Academy of Pediatrics: 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/>
- Other _____

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&="+](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
- Other _____

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-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
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, 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.
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- 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.
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4-10-17

Effective Date

Fire Drills, Tornado Drills, Lock Down Drills

We participate in monthly fire drills. Occasionally we have tornado drills and lock down drills as well. A log of evacuation times is kept and you are allowed to view this at any time.

Field Trips

You will be notified in advance of any upcoming field trips. A permission slip must be signed before your child can participate in the trip. All child/staff ratios will be maintained and parents are encouraged to accompany their child when able. According to DCD requirements, children under the age of three years are prohibited from being transported. No child over the age of three will be transported without proper safety seats. Any vehicle that is used will meet the NC safety inspection standards and be inspected by the driver before use.

Discipline

Our discipline policy states that if a child's behavior is continually upsetting and/or dangerous to the other children and/or staff we will conference with the parents. If a child's behavior continues to be disruptive to the class after all resources have been exhausted and parent conferences have been held, the day care has the right to discontinue services.

Grievance Procedure

If you encounter a problem with the day care, you should notify your child's teacher. She will work with you on a resolution. In the event that she can not resolve the situation, the problem is then taken to Jo Chatman. If you feel that your problem is still not resolved with Jo you can contact Paula Simpson at 357-1113 extension 29.

New Beginnings Day Care Center
709 Main Street
Gatesville, NC 27938
357-3303 or 357-4255

I understand that there are risks to attending child care. These include, but are not limited to, communicable diseases such as cold and flu, stress, biting and possible skin irritation due to frequent hand washing. I understand that staff is trained to prevent and minimize these risks. I have read and understand the current policy manual distributed by New Beginnings Day Care Center.

Parent/Legal Guardian Signature

Date

I have received and reviewed the pamphlet on the North Carolina Child Care Laws and Rules.

Parent/Legal Guardian Signature

Date

Consent to Observe: I hereby represent that I am the parent/guardian or next of kin to

And that I hereby consent to videotaping/photocopying/audio recording to be used for educational purposes and/or for release to public information media. I also understand that said materials may be copyrighted and will be under the sole control of Gates County Public Schools. I understand that I will receive no compensation for my consent to participate in this project. I have read this consent in its entirety.

Parent/Legal Guardian Signature

Date