



WELCOME

First Presbyterian Child Development Center

Policies and Procedures

Start children off on the way they should go, and even when they are old, they will not turn from it.

Proverbs 22:6

First Presbyterian Child Development Center Philosophy and Purpose

Welcome to First Presbyterian Child Development Center, choosing the right childcare center is very important. At First Presbyterian Child Development Center we provide a place where your child is safe, loved and involved in constructive learning.

Specialists in child development create our learning programs and they are designed to help children grow socially, emotionally and intellectually. We teach constructive as well as abstract concepts. We encourage children to learn through interaction with their surroundings. At First Presbyterian Child Development Center they will learn trust, self-expression and self-worth.

Your child's health and safety are our primary concern. First Presbyterian Child Development Center provides breakfast/snack, lunch and afternoon snack each day. They are well balanced and approved by the Federal Food Program. Each month your child will participate in a fire drill. We also have regular health and safety inspections.

This handbook will help answer many of your questions about childcare. Please feel free to talk with the Director/Assistant Director regarding any further information or any concerns you have regarding care of your child.

Goals

The goal of First Presbyterian CDC is to fulfill this purpose by sharing God's love through the love and care given to each child in our center. Our program is geared to the individual needs of each child, which we believe to be the following:

- The need to be loved and accepted unconditionally.
- The need of security gained by being accepted as a member of a group.
- The need for getting to know one's self by developing a positive self-image.
- The need to develop independence.
- The need to be creative.
- The need to express ideas and emotions constructively.
- The need to be allowed to develop in all areas: social, emotional, physical, intellectual and spiritual.

Our staff consists of professional leaders who have a genuine love and understanding of children. We will promote respect and cooperation from all children without resorting to corporal punishment, humiliation, or threats. We strive to maintain a happy and relaxed atmosphere.

Admission

Children are admitted from 6 weeks through 12 years of age; without regard to race, color, sex, religion, national or ethnic origin or ancestry. Our program also accepts children with special needs as long as a safe supportive environment can be provided for the child.

All children must have the following completed upon enrollment:

1. Application
2. Documentation for receipts and Policy
3. Updated Immunization
4. Updated Medical/Physical Form
5. Discipline Policy and Behavior Management Treatment and Release Form
6. Field Trip/Playground Authorization Form/Travel and Activity Authorization
7. Summary of the North Carolina Child Care Law and Rules
8. Prevention of Shaken Baby Syndrome and Abusive Head Trauma, 5 years and under (Please see attached)
9. Infant Feeding Schedule
10. SIDS (Sudden Infant Death Syndrome) information for infants 6 weeks to 15 months
11. No Smoking Policy
12. Any legal restriction documents

Members of First Presbyterian CDC, staff and families that are presently enrolled at FPCDC will be given priority on our waiting list. If you put your child's name on our waiting list it is important that you call every 30 days or if you no longer are in need of care.

Enrollment Procedure

All parents are required to visit the program and talk with the Director/Assistant Director. It is highly recommended that both parents, as well as the child, attend this initial visit. This is for the purpose of explaining the philosophy of the center and to determine whether or not this particular program will best serve the needs of both the parent and child. If the Director/ Assistant Director believes that another program is more beneficial, she will make some recommendations. Upon enrollment, the Director will discuss the Safe Sleep Policy with parents of infants 6 weeks to 15 months.

Children Served

Any child between the ages of 6 weeks and 12 years will be considered for enrollment. First Presbyterian CDC is not equipped to serve children with serious special needs. First Presbyterian CDC admits children of any race, color, and national or ethnic origin.

Arrival and Departure

Hours of Operation- Monday through Friday 6:45am-5:45pm.

In order to provide consistency, we require ALL children arrive NO Later Than 9:30am.

Exceptions can be made for doctor and other pertinent appointments. Documentation will be required at drop off. Please notify the center by phone @ 919-775-2822 if your child will be arriving late due to these circumstances.

Upon arrival and departure, please enter and exit through the designated areas only. For the safety of the children and our staff, we cannot allow access to parents and children through classroom doors or through the playground area.

PLEASE DO NOT PULL AROUND BACK TO PICK YOUR CHILD FROM THE PLAYGROUND. Only an adult 18 years or older may pick up your child unless approved by the Director/Assistant Director. Adults need to sign children in and out daily in the classroom. Please, never lift your child over the fence. We need to respect the fence as a barrier for their protection, and it should never be climbed. Children 24 months and older are not allowed in the Infant and Toddler room. Please drop older siblings off first.

Separation Anxiety

Most children experience separation anxiety when changing their routine. Crying and/or being frightened when they come to stay at a new school are to be expected. However, we try to work with the parents on the following procedures: Give the child a big hug, say “I Love You” and “Goodbye” and then leave. Prolonged good byes are difficult for you, the child and us. However, you may return anytime to check on your child, or call as many times as you feel is necessary, to check on how your child is doing in making the transition. When calling, we do ask that calls are limited to limit the time the staff is away from the class. Always remember that returning on Monday, after a holiday or after an illness, is the most difficult time for the child.

Food and Nutrition

FPCDC Participates in the Food Program.

Allergies: A Doctor’s note is required of any and all allergies.

Nutritious meals- We serve Breakfast, Lunch and Afternoon Snack.

*We strive to serve multicultural foods and are always open to suggestions.

*Our kitchen staff follows the guidelines of the local Health Department and the Federal Food Program.

Infants:

* Parents who wish not to participate in the Food Program are to provide bottles that are labeled and dated with the current date.

* First Presbyterian CDC will provide Iron Fortified Cereal.

* First Presbyterian CDC will only provide formula and jar food that is required by the Federal Food Program. **You must provide empty bottles with your child’s name labeled on the bottles and caps.**

* When your child starts eating jar food and table food please let the Infant teacher know so that another feeding schedule is updated.

Discipline

At First Presbyterian CDC we believe that positive discipline teaches and encourages the healthy development of a child's self-esteem. Our teachers praise and call attention to appropriate behavior and act as role models in order to reinforce a child's positive self-esteem. Discipline is designed and carried out to help each child:

1. Learn self-control
2. Choose alternatives
3. Identify feelings
4. Respect the feelings of others.

We set limits and enforce them fairly and consistently. The method of discipline used by the First Presbyterian CDC staff is **Redirection and Time Out**.

As a Christian center our staff is required to treat all children with respect and kindness. We expect our children to demonstrate the same positive behavior toward each other as well as to our teachers.

All attempts to positively modify negative and/or disrespectful behavior will be made by rewarding positive behavior and ignoring negative behavior. However, in the event of failed repetitive efforts, you may be called to come and pick your child up. If negative behavior continues, the parent may be called to come to the center and speak with your child or the center reserves the right to suspend your child for up to 3 business days if necessary. **If problems continue, your child may be suspended permanently from our program. The following includes negative behaviors that will not be tolerated and grounds for suspension from our program:**

1. **If a child demonstrates physical aggression towards another child or staff member in which their action requires an accident report to be written**
2. **Biting a child or staff member (for ages 2-12)**
3. **Profanity or inappropriate words**

Health

Immunization records are required upon enrollment. Updated immunizations are required for each child at Birth, 6-8 weeks, 4 months, 6 months, 12-15 months, and 4-5 years of age. **Please bring in a copy of your child's updated shot record as your child receives them so that a copy can be placed in their file.** Division of Child Development requires forms to be completed before the center can administer medication.

The following is a list of symptoms that your child will be sent home for:

1. Temperature of 100.6 degrees or higher
2. Pink eye or ring worm
3. Profuse nasal discharge

4. Diarrhea or projectile vomiting
5. An unfamiliar rash
6. Thrush

Upon being sent home with any of the above symptoms, your child will be required to stay out for 24 hours and fever free, without the use of fever reducer, unless you have a Doctor's note indicating that your child is not contagious.

Inclement Weather Procedures

In reference to inclement weather procedures we will follow the Lee County School schedule.

* Lee County School closed: **We will be Closed**

*Lee County School Closed with optional teacher work day: **We will have a 2-hour delay**

If Lee County Schools are closed more than 2 days or closed for teacher work days, you will be notified on our Facebook page: FPCDC Staff & Parents and REACH ALERT.

If Lee County Schools Close **During our Hours of Operation** then **FPCDC will close**. You will be given at least 1-hour notice to pick your child up.

If you have a school-age child and Lee County Schools close because of inclement weather, it will be the responsibility of the parent to pick their child up from school.

Vacation

FPCDC is not able to offer any discounts for sick days, family vacations, or days the center is closed for holidays or bad weather. Staffing and other operational cost are incurred on the basis of enrollment: these costs are not eliminated when a child is temporarily absent.

Holidays

The Center will be **CLOSED** on the following days:

- **New Year's Day**
- **Easter Monday**
- **Memorial Day**
- **July 4th**
- **Labor Day**
- **Thanksgiving and the Friday after**
- **Christmas Eve, Christmas Day and the Day After**

Clothing

Washable play clothes that will adapt to food spills, paint, sand, and water play are encouraged. **We ask that you please label jackets, sweaters, hats, bathing suits, towels and other items that may be removed.** Shoes must be worn at all times.

Your child's comfort is an important concern to us. If your child is an infant or in the process of being toilet trained, we urge you to provide us with 4 changes of clothes, 5 pairs of underwear

(pull-ups are not recommended), and an extra pair of shoes. **We have a NO pull-up policy.** Older children also need a change of clothes to accommodate physical activity and outdoor play. No drawstring clothes please.

Parent Involvement

FPCDC has an open-door policy and welcomes you to visit the center at any time. Should your child see you and become upset, we ask that you take your child with you. We want their experience at FPCDC to be a pleasant experience for them.

Emergency Procedures

Injuries: All FPCDC staff and members are certified in both First Aid and CPR. However, if something serious arises, we will call an ambulance and then call the parents.

Releasing Children to Persons Other Than Parents

If anyone other than the designated person is to pick-up your child, we must be called and or told in advance and given his or her name and description. The person picking up your child must have a valid NC Driver's License; a copy of their license will be made and placed in your child's folder.

Rest Time

All Children under 5 years of age must have a down time. School age children 6-12 are also given the time to rest. However, this does not mean that a child has to sleep but, it is recommended that they are to stay on their mats quietly and asked to respect the other children who are resting. Please bring a crib sheet and a small blanket for your child to cover up with (**label each item**). Sheets and Blankets will be sent home on Friday to be washed and brought back on Monday.

Licensing

First Presbyterian CDC is licensed and inspected regularly by the Division of Child Development. The center operates above and beyond the minimum standards for childcare facilities.

Abuse and Neglect

Staff members are required to have some training in recognizing physical or emotional abuse. If there are suspicions, staff members are to inform the Director/Assistant Director. The Director/Assistant Director will review the case with all staff members involved and document findings. By law, all suspected abuse has to be reported to the Department of Social Services.

Birthdays

Birthdays are a special event in a child's life. We appreciate your interest and involvement when arranging a birthday party for your child. If you wish to provide a "treat" for each child in your child's group, please arrange the date and time with the teacher. Please check with your child's teacher for any food allergies. **Health Regulations require that all foods must be store bought. Balloons are part of a child's birthday, unfortunately, they are not allowed at the center for any reason. This is a safety violation.**

Personal Items

We do not encourage children to bring books or toys (especially, guns, war toys or other toys of destruction) to share with the other children. However, if there is a book that your child would like for the teacher to read to the class, please make arrangements to do so. Your child can bring a stuffed animal or something similar for security to sleep with at rest time.

Field Trips

All parents need to sign a permission slip for children to partake in field trips. (Travel and Activity Authorization form) School age children take several off-premises field trips throughout the year. Parents will be notified of all planned field trips at least 1 week in advance. The field trip destination form will be posted on the door. The address of the field trip and teachers phone numbers will be provided as well. **Parents are welcome to attend. Parents who wish for their child not to participate on the field trip must make other arrangements for childcare during the duration of the trip.**

Fees

The following are the pay schedule options:

*First Monday of the month

*On Monday weekly or Bi-Weekly

Any payment received more than three days late need to be discussed with the Director/Assistant Director.

A Registration is a onetime fee of \$45 is due with application. This is non-refundable.

The Centers Closing Time is 5:45pm; if you should be late, please contact the Director/Assistant Director. Over time costs are incurred when you are running later than the designated schedule. To offset these costs, it is necessary to charge a **Late Fee of \$1.00 for each minute after 5:45pm.**

There is also a \$25 fee for all non-sufficient checks. After your second NSF check, your payment must be made by money order or cash.

Tuition

- Infant & Young Toddlers \$170 per week
- Old Toddlers & Young Two's \$170 per week
- Two-year-old class \$150 per week
- Three-year-old class \$145 per week
- Four-year-old class \$145 per week
- After School class (during the school year) \$ 80 per week
- After School class (during the summer time) \$130 per week

- **After School- During Intersession & Holidays Weekly Rates will be Charged Plus \$10 for every Full Day your child attends.**
- **Summer Time - Full Time Rate regardless of child's attendance.**
- **FPCDC WILL NOT PRORATE.**

***Tuition will change only upon entering new age group. Children will advance upon availability.**

Withdrawal

When withdrawing a child, you must give the Director/Assistant Director a two-week notice.

Sibling Discount

There is a \$5 discount for additional children.

Receipts

Receipts are given with Cash Payments. We will also provide each family with a year to date receipt upon request.

The Center Reserves the Right to Change Tuition Rates or Registration Fees at Any Time.

Additional Information

First Presbyterian CDC hires employees based on their education and expertise within a supervised and managed environment. First Presbyterian CDC, therefore, cannot be responsible, or held liable for the hiring of its employees for privately arranged childcare outside the scope of their environment.

Fire, Weather, and other Building Disaster

Plans for evacuation of children and personnel in the event of a fire or other disaster which requires that the building be evacuated have been formulated. Maps showing the most direct route to the playground have been posted in every classroom and in the main building. Regular safety inspections are conducted along with monthly fire drills and quarterly Emergency Preparedness drills. In the event of bad weather safety is our first priority and the decision regarding opening will be made by the Director in conjunction with the designated Center Board Members. The announcement will be made on the FPCDC Staff and Parents Facebook Page and on the FPCDC REACH ALERT as soon as possible and updated as needed. Every effort will be made to keep the center open.

No Smoking

First Presbyterian Child Development Center is a Smoke Free Campus. Please be aware that any time you are on the premises of the center, SMOKING IS NOT ALLOWED.

Grievance Procedure

It is the policy of First Presbyterian CDC to provide a means, whereby parents can freely discuss problems concerning their child's well-being, with the teachers and Director/Assistant Director and provide a procedure to ensure that concerns are considered. The procedure is as follows:

1. Parents shall discuss concerns with the child's teacher.
2. If not satisfied that there has been change, discuss concerns with the Director/Assistant Director of the center.
3. If the complaint is not satisfied within 5 working days of talking with the Director, the parent shall request in writing for a hearing to be presented to a subcommittee of the Board of Directors within 10 Business days.

No deviation shall be made from this procedure without prior approval of the Director.

First Presbyterian CDC Board of Directors

The policies and operating procedures of the First Presbyterian CDC are made up of the Board of Directors consisting of eight voting members:

1. One parent representative (church member of First Presbyterian)
2. One parent representative (non-church member)
3. Two Elders
4. Two Deacons
5. Two women of the church representatives

Ex-officio members include the head of Staff Associate Pastor and Director of Christian Education. These meetings are open to parents, staff and congregation members unless personnel matters are to be brought up that require confidentiality. Matters routinely discussed at meetings include finances, public relations within and outside the church, staff handbook or policy changes, program and equipment needs and other topics.

Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child 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.

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

Additional Staff/Child Ratio Information:

Centers located 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.

Reviewing Facility Information

From the Division's Child care Facility Search Site, the facility and visit documentation can be viewed.

A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at www.ncchildcare.ncdhs.gov.

How to Report a Problem

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 issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. 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 919-814-6300 or 1-800-859-0829.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child Development and Early Education

North Carolina Department of
Health and Human Services
333 Six Forks Road
Raleigh, NC 27609

Child Care Commission

<https://ncchildcare.ncdhs.gov/Home/Child-Care-Commission>

Revised June 2019

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

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 health, safety, and 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure 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. Recreational 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.

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. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers 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. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care 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, and one quality point option.

Criminal Background Checks

Criminal background qualification is a **pre-service requirement**. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

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 page located on the Child Care website at: www.ncchildcare.ncdhs.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.ncdhs.gov.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It 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. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education** at 919-814-6300 or 1-800-859-0829. 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 maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

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 ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

Discipline and Behavior Management

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.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma SAMPLE Policy

Belief Statement

We, FPCDC (name of facility), 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 will³:
 - 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: 919-718-4690

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 strategies⁵:

- 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 _____
- 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 children⁶.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
- Other _____



Prevention of Shaken Baby Syndrome and Abusive Head Trauma SAMPLE Policy

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&=+>
- 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 _____



Prevention of Shaken Baby Syndrome and Abusive Head Trauma

SAMPLE Policy

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.

* 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.

7/2019
Effective Date

This policy was reviewed and approved by:

Owner/Director (recommended)

Date

DCDEE Child Care Consultant (recommended)

Date

Child Care Health Consultant (recommended)

Date

Annual Review Dates



Sudden Infant Death Syndrome and the Childcare provider

Parent Letter and Sleep Position Waiver

Dear Parents:

Providing your infant with a safe environment in which to grow and learn is of extreme importance. To that end, policies and procedures have been implemented by the childcare facility to create a safe sleep environment.

The **First Presbyterian Child Development Center** follows the recommendations of the American Academy of Pediatrics (AAP) and the Consumer Products Safety Commission regarding safe sleep environments to reduce the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the "sudden death of an infant under the age of one year of age which remains unexplained after a thorough case investigation, including performance of a complete autopsy, examination of the death scene, and review of the clinical history."

- All infants will be placed on his/her back in a crib that is safety- approved by the US Consumer Product Safety Commission for sleep. Unless a Physician and parent request, in writing, an alternative sleep position.

(Please complete attached form: Alternative Sleep Position Waiver for Doctors, Nurse Practitioners, Physician's Assistant)

- Infants will not sleep on waterbeds, sofas, soft mattresses, or other soft surfaces.
- Soft materials such as pillows, quilts, comforter, sheepskins, stuffed animals, and loose bedding will not be placed in infant's sleeping environment.
- Infants will not share a crib with other children.
- Infants will remain lightly clothed and comfortable while sleeping
- Supervised tummy time will be observed while infant is awake.
- No smoking will be allowed in infants' environment.

Since the start of the 1994 nationwide campaign which provided guidelines for parents, professionals, and other caregivers to place infants on their backs to sleep the number of infants dying of SIDS has decreased by 42%.

Again, the safety of your infant is paramount.

Infant/Toddler Safe Sleep Policy

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

First Presbyterian Child Development Center (facility name) implements the following safe sleep policy:



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 12 months of age on their backs to sleep, unless:
 - **the infant is 6 months or younger** and a signed ITS-SIDS Alternate Sleep Position Health Care Professional Waiver is in the infant's file and a notice of the waiver is posted at the infant's crib.
 - **the infant is 6 months or older** (choose one)
 - ☐ We do not accept the ITS-SIDS Alternate Sleep Position Parent Waiver.*
 - ☐ We accept the ITS-SIDS Alternate Sleep Position Parent Waiver.We retain the waiver in the child's record for as long as they are enrolled.
3. We place infants on their back to sleep even after they are able to independently roll back and forth from their back to their front and back again. We then allow the infant to sleep in their preferred position.
 - ☒ We document when each infant is able to roll both ways independently and communicate with parents. We put a notice in the child's file and on or near the infant's crib.*
4. We visually check sleeping infants every 15 minutes and record what we see on a Sleep Chart. The chart is retained for at least one month.
 - ☒ We check infants 2-4 month of age more frequently.*
5. We maintain the temperature between 68-75°F in the room where infants sleep.
 - ☒ We further reduce the risk of overheating by not over-dressing infants*
6. We provide infants supervised tummy time daily. We stay within arm's reach of infants during tummy time.
7. We follow N.C Child Care Rules .0901(j) and .1706(g) regarding breastfeeding.
 - ☐ We further encourage breastfeeding in the following ways: _____

Safe Sleep Environment

8. 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.
9. We do not allow pacifiers to be used with attachments.
10. Safe pacifier practices:
 - ☒ 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.
 - ☒ We do not allow garments that restrict movement.*
12. We do not cover infants' heads with blankets or bedding.
13. We do not allow any objects other than pacifiers such as, pillows, blankets, or toys 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 this policy before enrollment. We review the policy with them and ask them to sign the policy.
 - ☒ We encourage families to follow the same safe sleep practices to ease infants' transition to child care.*
16. Posters and policies:
 - **Family child care homes:** We post a copy of this policy and a safe sleep practices poster in the infant sleep room where it can easily be read.
 - **Centers:** We post a copy of this policy in the infant sleep room where it can easily be read.
 - ☒ We also post a safe sleep practices poster in the infant sleep room where it can easily be read.*

Communication

17. We inform everyone if changes are made to this policy 14 days before the effective date.
 - ☒ We review the policy annually and make changes as necessary.*

*Best practice recommendation.

Effective date: 1/2018 Review date(s): _____ Revision date(s): 9/2019

I, the parent/guardian of _____ (child's name), received a copy of the facility's Infant/Toddler Safe Sleep Policy. I have read the policy and discussed it with the facility director/operator or other designated staff member.

Child's Enrollment Date: _____ Parent/Guardian Signature: _____ Date: _____

Facility Representative Signature: _____ Date: _____

SAMPLE #1

Updated 6/19

Discipline and Behavior Management Policy

Name of Facility: First Presbyterian Child Development Center Date Adopted 6/2019

No child shall be subjected to any form of corporate punishment. 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 age and developmentally appropriate 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 level.
11. DO use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food as punishment or give food as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

Safe Procedures for Pick-up and Delivery

Rule .1003(b)

Child care programs must establish safe procedures for pick-up and delivery of children to ensure children are protected from danger and not exposed to risk of harm. This includes safe pick-up and delivery procedures for parents, as well as, safe pick-up and delivery procedures for the transportation of children to and/or from the center, to and/or from public/private school programs, to and/or from the child's home, to and/or from off-premise activities, such as, field trips and other education outings. The safety procedures must be communicated to parents, and a copy must be posted in the center where the procedures can be seen by parents. Your safe procedures may include:

- ☒ Time frames, if appropriate, for pick-up and delivery of children
- ☒ Upon arrival, children should be accompanied inside by a responsible person
- ☒ Where the child should be taken upon arrival
- ☒ Who the parent should notify when the child arrives and departs
- ☒ How children should be picked up (i.e. Upon departure, an adult must come inside the facility and notify staff that the child is leaving)
- ☒ Authorization is required in writing when anyone other than the designated responsible person indicated on the child's application arrives to pick up the child.
- ☒ Children should never be left unattended



Dear Parent/Guardian,

First Presbyterian Child Development Center is pleased to offer **MyProcare**, a free online portal for you to access account information and easily pay tuition. MyProcare is safe, secure and created with your convenience in mind.

Log in today!

1. Go to MyProcare.com.
2. Enter your email address (the email you have on file with First Presbyterian Child Development Center and choose **Secure Login**.
3. Enter the confirmation code sent to your email, choose a password, and press **Submit**.
4. Then you may:
 - a. View your child's account and more.
 - b. Use the **Pay** button to make a payment with your card.

Thank you!

First Presbyterian Child Development Center and MyProcare