

## Welcome!

Dear Parent,

We want to thank you for considering Kidz Choice Learning Center for your childcare needs. We offer a loving, safe, and educational environment for your child to grow, learn and play.

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We understand how difficult it can be for working parents to balance all of their commitments and responsibilities in their lives. For this reason, we strive to offer a program that will enrich your child's development while putting your mind at ease.

We will do our best to assist your child in developing important values such as: good manners, caring, sharing, patience and responsibility, as well as communication and teamwork. I believe that children learn best through play, and we will implement these important values throughout our day. We also offer preschool activities such as learning the alphabet, shapes, colors, numbers, we also work on name recognition.

It is our goal to offer your family the quality childcare experience you deserve. Great relationships come with great communication. Please feel free to openly discuss any problems or concerns you may have at anytime. An open and honest relationship is the key to a happy childcare experience for everyone involved.

Please help us operate this childcare business in a professional manner by carefully reading through the parent handbook and filling out all the necessary forms. It is very important that you are aware of all the facility policies, as we want you to make your decision about childcare based on the terms for which we will provide care.

Again, thank you for considering Kidz Choice Learning Center. We look forward to providing your child with the best possible care.

Sincerely,  
Kidz Choice Learning Center  
Admin Staff



# Children's Medical Report

Name of Child \_\_\_\_\_ Birthdate \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Address of Parent of Guardian \_\_\_\_\_

**A. Medical History** (May be completed by parent)

1. Is child allergic to anything? No \_\_\_ Yes \_\_\_ If yes, what? \_\_\_\_\_

2. Is child currently under a doctor's care? No \_\_\_ Yes \_\_\_ If yes, for what reason? \_\_\_\_\_

3. Is the child on any continuous medication? No \_\_\_ Yes \_\_\_ If yes, what? \_\_\_\_\_

4. Any previous hospitalizations or operations? No \_\_\_ Yes \_\_\_ If yes, when and for what? \_\_\_\_\_

5. Any history of significant previous diseases or recurrent illness? No \_\_\_ Yes \_\_\_ ; diabetes No \_\_\_ Yes \_\_\_ ;  
convulsions No \_\_\_ Yes \_\_\_ ; heart trouble No \_\_\_ Yes \_\_\_ ; asthma No \_\_\_ Yes \_\_\_ .  
If others, what/when? \_\_\_\_\_

6. Does the child have any physical disabilities: No \_\_\_ Yes \_\_\_ If yes, please describe: \_\_\_\_\_

Any mental disabilities? No \_\_\_ Yes \_\_\_ If yes, please describe: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

**B. Physical Examination:** This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.

Height \_\_\_\_\_ % Weight \_\_\_\_\_ %

Head \_\_\_\_\_ Eyes \_\_\_\_\_ Ears \_\_\_\_\_ Nose \_\_\_\_\_ Teeth \_\_\_\_\_ Throat \_\_\_\_\_

Neck \_\_\_\_\_ Heart \_\_\_\_\_ Chest \_\_\_\_\_ Abd/GU \_\_\_\_\_ Ext \_\_\_\_\_

Neurological System \_\_\_\_\_ Skin \_\_\_\_\_ Vision \_\_\_\_\_ Hearing \_\_\_\_\_

Results of Tuberculin Test, if given: Type \_\_\_\_\_ date \_\_\_\_\_ Normal \_\_\_ Abnormal \_\_\_ followup \_\_\_\_\_

Developmental Evaluation: delayed \_\_\_\_\_ age appropriate \_\_\_\_\_

If delay, note significance and special care needed; \_\_\_\_\_

Should activities be limited? No \_\_\_ Yes \_\_\_ If yes, explain: \_\_\_\_\_

Any other recommendations: \_\_\_\_\_

Date of Examination \_\_\_\_\_

Signature of authorized examiner/title \_\_\_\_\_ Phone # \_\_\_\_\_



## Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

The parent/guardian must submit a certificate of immunization on child's first day of attendance or within 30 calendar days from the first day of attendance. Child may not attend the facility until submitted.

Child's full name:	Date of birth:
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Enter each date of each dose received (Month/Day/Year) or attach a copy of the immunization record.

Vaccine Type	Abbreviation	Trade Name	Combination Vaccines	1 date	2 date	3 date	4 date	5 date
Diphtheria, Tetanus, Pertussis	DTaP, DT, DTP	Infanrix, Daptacel	Pediarix, Pentacel, Kinrix					
Polio	IPV, OPV	I POL	Pediarix, Pentacel, Kinrix					
Haemophilus influenzae type B	Hib	Act HIB, Pedvax HIB **	Pentacel					
Hepatitis B	HepB, HBV	Engerix-B, Recombivax HB	Pediarix					
Measles, Mumps, Rubella	MMR	MMR II	Proquad					
Varicella/Chicken Pox	Var	Varivax	Proquad					
Pneumococcal Conjugate*	PCV, PCV-13, PPV-23	Prenar, Pneumovax***						

\*Required by state law for children born on or after 7/1/2015.  
 \*\*3 shots of Pedvax Hib are equivalent to 4 Hib doses. 4 doses are required if a child receives more than one brand of Hib shots.  
 \*\*\*Pneumovax is a different vaccine than Prevnar and may be seen in high risk children.  
 Note: Children beyond their 5<sup>th</sup> birthday are not required to receive Hib or PCV vaccines.

Gray shaded boxes above indicate that the child should not have received any more doses of that vaccine.

Record updated by:	Date	Record updated by:	Date

### Minimum State Vaccine Requirements for Child Care Entry

By This Age:	Children Need These Shots:						
	1 DTaP	1 Polio		1 Hib	1 Hep B	1 PCV	
3 months	1 DTaP	1 Polio		1 Hib	1 Hep B	1 PCV	
5 months	2 DTaP	2 Polio		2 Hib	2 Hep B	2 PCV	
7 months	3 DTaP	2 Polio		2-3 Hib**	2 Hep B	3 PCV	
12-16 months	3 DTaP	2 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
19 months	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years or older (in child care only)	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years and older (in kindergarten)	5 DTaP	4 Polio	2 MMR	3-4 Hib**	3 Hep B	4 PCV	2 Var



### Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of Immunization.

Vaccines Recommended by the Advisory Committee on Immunization Practices (ACIP) NOT Required

Vaccine Type	Abbreviation	Trade Name	Recommended Schedule	1 date	2 date	3 date	4 date	5 date
Rotavirus	RV, Rota	Roteteq Rotarix	Age 2 months, 4 months, 6 months.					
Hepatitis A	Hep A	Havrix Vaqta	First dose, 12-23 months. Second dose, within 6-18 months.					
Influenza	Flu	Fluzone, Fluarix, FluLaval, Fluviri, FluMist, Afluria	Annually after age 6 months.					



SAMPLE #1

Name of Facility: \_\_\_\_\_

## Discipline and Behavior Management Policy

Date Adopted \_\_\_\_\_

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 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 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.

I, the undersigned parent or guardian of \_\_\_\_\_ (child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_ Date \_\_\_\_\_

Distribution: one copy to parent(s) signed copy in child's facility record



## Enforcing the Policy

### Enforcement Responsibility

- **Everyone's responsibility.**

Consider including everyone on enforcement responsibilities: staff, parents, visitors, and children. Encourage everyone to remind others of the policy. Provide some guidance on tactful, non-confrontational approaches for enforcing the policy.

- **Consistency.**

Make a firm commitment to enforce the policy consistently. Expect someone to "test" enforcement of the new policy. Remember that consistent enforcement sends a clear message about the importance of the policy. Consequences for violations of the policy should be clearly stated in the policy and always enforced.

### Communication

- **Proactive, clear and consistent communication.**

This is a very important part of enforcement. Post the written policy and signage around the campus and center for staff, parents, and visitors to read. Announce the policy at events or meetings. Have the parents sign contracts when enrolling their children agreeing to abide by the policy. Point out the comprehensive tobacco- and nicotine-free policies when hiring staff. Also, be sure to send out a letter to parents of children already enrolled in the childcare center informing them of the new policy change.

- **Positive message.**

Present the policy in a positive light while at the same time acknowledging that some parents, staff, and visitors may find it initially challenging. Emphasize the health, academic, and behavioral benefits of a comprehensive tobacco- and nicotine-free daycare can have on the children to staff, parents, and visitors.

- **Focus on behavior.**

Focus on the use of tobacco as an unhealthy behavior – not on the user. For example, staff or parents who use tobacco may still be great role models for youth but their tobacco use promotes an unhealthy behavior and can harm the children. Make sure adults are not alienated because of their tobacco use. Remember to offer parents and caregivers education and cessation resources to help them quit.

# Kidz Choice Learning Center

## Policy and Procedures

1. Kidz Choice will provide care for children 6 weeks through 12 years of age.
2. The School is open Monday through Friday from 5:30am to 11:30pm throughout the year January through December. A late fee will be charged at rate of \$1.00 per minute, per child left after 6pm first shift and 11:30 pm second shift.
3. Fees can be paid in advance payment is due no later than close of business on every Tuesday of the week
4. A non-refundable registration fee of 40.00 per child is payable at enrollment. This fee is then payable ANNUALLY each August 31st. The registration fee covers the cost of the child's paper and art supplies and food throughout the year and their safety.
5. A two-week written notice will be required when a child is being withdrawn from the school
6. The school will be closed for the following holidays; New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, 4th of July, Thanksgiving Day and Day after, Veterans Day and Christmas Day. The school will close at 2:00 pm on Christmas Eve and may close early the day before each holiday listed above.
7. All enrollment forms must be completed prior to the child's first day in the school. A health status review report must be signed by the physicians or other acceptable health care source and immunization record kept current.
8. Medication will not be given without parent/guardian's written authorization. The authorization must include full name of child, name of medicine, time and dosage, parent's signature, and current date.
9. In case of medical emergency, an attempt will be made to notify the parent/guardian immediately (see parent contract). If the parent/guardian cannot be reached, or if the situation warrants, the child may be transported to a medical facility.
10. Children who are ill may not remain in school. This includes fevers, severe colds, undetermined rash or spots, severe headaches, or upset stomach. Parent/Guardians will be notified to pick up children immediately (within one half hour of our call) if signs of illness occur during the day.
11. The school will notify parents/guardians of exposed children when a communicable disease has been introduced into the school. Parents/Guardians are urged to notify the school when their child has been exposed to a communicable disease outside of school.
12. Parent/Guardians must make sure their child is safely inside the school and staff person in charge is aware of the child's arrival, before parents leave.
13. Children will not be permitted to leave with ANYONE except those person(s) listed on the enrollment form. Any changes must be in writing and person(s) picking up children should be prepared to show identification.
14. Each child must have a change of clothes that is left in the school for emergencies.
15. All clothing and personal items must be labeled with the child's full name for identification. This includes coats and sweater worn daily.
16. Children must wear shoes to school at all times; clothing should be comfortable and suitable for indoor and outdoor play.



17. Children should not bring toys, jewelry, or food to the school. The school will not be held responsible for any items brought in.
18. Adequate and nutritious breakfast, hot lunch and snacks will be served daily. Breakfast ends promptly at 8am every morning.
19. Current menus will be posted in the school at all time.
20. Information regarding special dietary needs and/or allergies must be in writing.
21. Formula, baby food, disposable diapers, and "wipes" must be provided by the parents/guardians and available at all times. These items must be clearly labeled with the child's full name.
22. The children will have a (posted) flexible daily schedule appropriate for each age group. This schedule will include outside play, except in inclement weather and an afternoon nap for rest period for each preschooler.
23. Parents/Guardians are expected to notify the school immediately if there is a change of name, address, phone number or place of employment. It is important that our files are kept current so we may contact you in case of an emergency.
24. A copy of the State Rules and Regulations which apply to the operation of the school and a copy of our most recent licensing review is available upon request.
25. Parent/Guardian are encouraged to discuss their concerns and questions with the Director. Parents/Guardians are permitted access to the school at any time their child is in attendance.
26. All staff members are required to report any suspected child abuse, neglect, exploitation, or deprivation to the immediate Director.
27. Parents/Guardians will be called to pick up their child if for any reason we should lose power in the school and the weather is extremely hot or cold. The same will apply to loss of water in the school.
28. Car seats are on all vans for children 8 years of age or younger or less than 80 pounds.
29. All children must be at school by 9:30am or they cannot come in until 2:00pm, unless the child has an appointment. A note must be provided when you come in late. Please call ahead and let us know if your child will be late.
30. I have read and fully understand the preceding policies and procedures.

Signature of Parent or Legal Guardian

Date

Telephone Number

Emergency Phone Number

# Kidz Choice Learning Center

101 Speight Street Havelock, NC 28532 252-665-8999

[www.kidzchoicelearning.com](http://www.kidzchoicelearning.com)

Hours of Operation 5:30am - ~~11:00pm~~ **6:00pm**

## Parent Tuition and Fee Agreement

ACH	\$155
Standard	\$155
Rate	\$145
	\$140
	\$140
	\$140
	\$115
	\$115
	\$85
	\$50
	\$50

### WEEKLY TUITION RATES

(Rates are determined by age not classroom)

- Infants 0-17 Months
- Toddlers 18-23 Months
- 2 Year Olds
- 3 Year Olds
- 4 Year Olds
- Pre-K (Public School)
- Full Time School Age K-6
- Field Trip Fees (Summer Camp, Christmas Break, Spring Break) / Activity Payment (One time fee)
- Part Time School Age K-6 (Before and After School Only)
- School Age K-6 (Before School Only) / (After School Only)

### DAILY RATES

- Per child - Full Day Drop In for non-enrolled children \_\_\_ Initial
- Teacher Work Days (per day) - For enrolled school-age K-6 children only \_\_\_ Initial
- Early Release from school - for enrolled school age K-6 children only \_\_\_ Initial

### OTHER CHARGES

- Non-Refundable Annual Registration Fee \$40 for one child \$75 for a family \_\_\_ Initial
- Due upon enrollment/Due September 1st of each year \_\_\_ Initial
- If a child is dropped and later re-enrolled, a new registration fee will be charged. The child must be dropped at least 4 weeks to be eligible for re-enrollment or normal tuition will be applied for previous weeks.
- Returned Check Charge (After two returned checks, we will not accept checks on this account.) \$25
- Late Pick-up Fee \$1 min/child
- \$1 per minute per child if not picked up by 6:00pm first shift/ 11:30pm second shift - due when child is picked up \_\_\_ Initial
- Excessive late pick-ups can result in termination of services. \$25
- Late Payment Penalty \_\_\_ Initial
- Payments are due by the close of business on Tuesday or late payment penalty will be applied.

### DISCOUNTS

- Families with more than one child are eligible for a 10% discount off the oldest child.
- Discounts are on tuition only. 10% discount for active military families.
- Only one discount per family may not be combined with other discounts.
- Payments made by weekly ACH withdrawal are eligible for the discounted tuition rate. \_\_\_ Initial

### PAYMENTS

- All payments are due on Monday at the beginning of the week for which services will be rendered.
- If payment is not made by Tuesday at close of business a \$25 late fee will be applied and services will be terminated until payment, including any late payment penalties are made.
- Payments may be made by check, money order, recurring ACH withdrawal or credit card.
- Registration fee must be paid prior to a child attending Kidz Choice Learning Center.
- All tuition and fees are the responsibility of the primary parent on the account. \_\_\_ Initial

### ATTENDANCE / ABSENTEE POLICY

- Rates are NOT prorated for Holiday or Inclement Weather Closings. \_\_\_ Initial
- Full tuition is DUE weekly without regards of attendance \_\_\_ Initial
- One week of vacation will be earned after every 6 months of continuous enrollment with no break in care.
- Your child must be absent for 5 consecutive days to use this credit. Only two weeks per calendar year are allowed per family. (Must be current on tuition to be eligible) \_\_\_ Initial

### WITHDRAWAL

- A two-week written notice is required if you plan to withdraw your child(ren). The notice is not effective until received by the director and if not received, a fee equal to one week's tuition will be charged.

### CHILDCARE ASSISTANCE

- If you receive Childcare Assistance you are required to sign an additional tuition agreement.

### CLOSING DATES

Kidz Choice Learning Center is closed for the following Holidays:

NEW YEARS DAY, MARTIN LUTHER KING JR DAY, MEMORIAL DAY, INDEPENDENCE DAY, & LABOR DAY  
COLUMBUS DAY, THANKSGIVING, FRIDAY AFTER THANKSGIVING, & CHRISTMAS DAY, Veteran's Day & Good Friday \_\_\_ Initial

I have read the terms and conditions of this tuition agreement. I understand and accept the conditions of these policies.

Parent / Legal Guardian	Social Security No.	Drivers License No.	Date
Parent / Legal Guardian	Social Security No.	Drivers License No.	Date

(Must be signed by both parents, or responsible party if applicable) 2014



# Summary of the North Carolina Child Care Law for Child Care Centers

What is Child Care? The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

## Star Rated Licenses

Centers that meet 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 rated 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.

## Child Care Centers

Licensing a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religion-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. 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.

## 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 a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury, or allows does not receive proper care, supervision, 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 919-527-6335 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.

## Parental Rights

- Parents have the right to enter a 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.

## How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$500 or suspended from their license. If you believe that a child care provider fails to meet the requirements licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements here, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829.

## Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every licensed center. These files can be viewed during business hours (9am-5pm) or requested via the Division's web site at [www.ncchildcare.gov](http://www.ncchildcare.gov) or viewed from the Division's Child Care Facility Search Site <http://ncchildcaresearch.dhs.state.nc.us/search.asp?lang=English>, requested by contacting the Division at 1-800-859-0829.

Licensed centers must, at a minimum, meet requirements in the following areas.

## Staff Education and Criminal Reports Background Checks

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 annually including ITSS-SDS training for any caregiver that works with infants 12 months of age or younger. One staff must complete the Emergency Preparedness and Response in Child Care training and plan. On January 1, 2013 House Bill (HB) 731 became effective. This legislation made criminal record checks a pre-service requirement. All staff must also undergo a criminal records 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 licenses are shown below and under "Provider Documents."

Age	Teacher - Child Ratio	Maximum Group Size
0-2 months	1:5	10
12-24 months	1:8	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

When the group has children of different ages, staff:child ratios and group size must be met for the youngest child in the group.

## Space and Equipment

Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and indoor furnishings must be the child size, sturdy, and free of triazards that could injure children.

## Program Records

Centers must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained.

## Curriculum

The Division of Child Development and Early Education does not promote or require any specific curriculum over another. The Division website maintains a list of approved curriculums for four-year-old children. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

## Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest. Centers must complete the Emergency Preparedness and Response in Child Care training and plan.

## Transportation

Child care centers providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child:staff ratio must be maintained.

## 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 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. Religious-sponsored programs which notify the Division of Child Development and Early that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. For more information about quality child care, parents can visit the Resources in Child Care website at [www.ncchildcare.gov](http://www.ncchildcare.gov). For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829, or visit our homepage at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov)

This summary shall be posted for the public to view in accordance with GS 110-102



Division of Child Development and Early Education  
 NC Department of Health and Human Services  
 820 South Boylan  
 Avenue Raleigh, NC 27689

Revised March 2016

parent signature \_\_\_\_\_

date \_\_\_\_\_



Prevention of Shaken Baby Syndrome and Abusive Head Trauma  
SAMPLE Policy

Belief Statement

We, \_\_\_\_\_ (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 death<sup>1</sup>. 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/AHT<sup>2</sup>.

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<sup>3</sup>:
  - o Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - o Call the parents/guardians.
  - o If the child has stopped breathing, trained staff will begin pediatric CPR<sup>4</sup>.

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](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: \_\_\_\_\_

Prevention strategies to assist staff<sup>6</sup> 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<sup>5</sup>:

- 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 children<sup>7</sup>.
- 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

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 acknowledgement.
- The child care facility shall keep the SBS/AHT staff acknowledgement form in the staff member's file.

Parents/Guardians

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

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

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 \_\_\_\_\_



Prevention of Shaken Baby Syndrome and Abusive Head Trauma  
SAMPLE Policy

Parent or guardian acknowledgement form

I, the parent or guardian of \_\_\_\_\_ Child's name

acknowledges that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

\_\_\_\_\_  
Date policy given/explained to parent/guardian

\_\_\_\_\_  
Date of child's enrollment

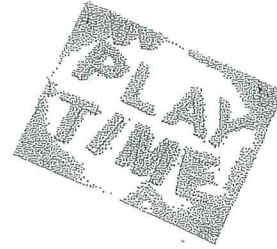
\_\_\_\_\_  
Print name of parent/guardian

\_\_\_\_\_  
Signature of parent/guardian

\_\_\_\_\_  
Date







## Child Care Center

### Tobacco- and Nicotine-Free Policy

Due to the acknowledged hazards to young children arising from exposure to tobacco use. It shall be the policy of Kidz Choice Learning to provide a tobacco- and nicotine-free environment for staff/visitors/parents/students. This policy covers the use of any tobacco for the purposes of this policy "tobacco" is defined to include any lighted or unlighted cigarette, cigar, pipe, and any other smoking product; and spit tobacco, also known as smokeless, dip, chew, spit less, snus and snuff, in any form; including, but not limited to, non-FDA approved cessation nicotine products, digital/electronic nicotine delivery systems e.g. "e-cigarette," vapor products or anything that simulates or can be construed as being a smoking or smokeless tobacco product (i.e., herbal smoking products) and applies to employees and all non-employees including visitors and vendors.

#### Definition:

- There will be no tobacco use or electronic cigarettes in any area of the day care center including the campus at any time.
- There will be no tobacco use in vehicle on campus at any time. There will be no tobacco use in vehicles when transporting child to or from day care facility or authorized activities.
- There will be no tobacco use by staff or volunteers on campus this includes all indoor or outdoor activities.
- ~~Field Trips, walks and all outside activities will be tobacco and electronic cigarette free.~~
- Employees that use tobacco at home will be offered the Arkansas Tobacco Quitline referral as a stop method for tobacco cessation. All employees that use tobacco at home will be required to bring clothing that has not been worn around tobacco users.
- Employees that leave campus and use tobacco while out will be required to change clothes and wash hands thoroughly when reentry of the day care occurs.

- Visitors and vendors that enter the daycare are required to obey all the policies of the day care.
- All Employees will be required to read about all potential hazards of tobacco use and nicotine based products.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

Child Care Supervisor

Day Care Name Kidz Choice Learning Center

Address 101 Speight St Havelock NC 28532

Phone Number 252-665-8999

Email info@kidzchoicelearning.com

# Parental Participation

Kidz Choice Learning Center understands parental participation is a crucial component to the success of a child's educational achievement. Parents are their child's most important teacher. Research has proven that children are more successful learners when their parents are actively involved in their learning, both at home and at school. To support parents as partners, we encourage families to be involved in their child's educational process.

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From the time the enrollment process begins we invite both parents and child to tour the facility to meet the staff and answer any questions.

We offer an open-door policy, allowing parents to visit and participate in our programs at all times, fostering a sense of openness and inclusion. A parent/guardian who wishes to make a complaint should approach the Administrative Staff with a view to resolving the complaint.

Kidz Choice Learning Center's Parent Involvement Committee (PIC) allows parents to participate in the center by planning events that will benefit the overall quality of the program. Some of the group's initiatives include: networking with other families, learning opportunities for families such as workshops and trainings, special events, teacher recognition and development, community service projects, center enhancements, classroom volunteering opportunities and fundraising.

Newsletters are produced each month and are available at the front counter. Parents are encouraged to read the newsletters as they contain information regarding upcoming events, dates the Centre is closed, fundraising events, etc.

Because most of our parents are working, we try to schedule some evening events so that these parents can be involved. Some of our special activities; include our Back to School Bash, Fall Festival, Christmas Festivities, and workshops of interest to our parents.



Parent Signature Agreement

\_\_\_\_\_(initials) I have read and received a copy of the **NC Summary of the laws** on \_\_\_\_\_(date).

\_\_\_\_\_(initials) I have read and received a copy of the Center's **Operational Policies** on \_\_\_\_\_(date).

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\_\_\_\_\_(initials) I have read and received a copy of the facility's **Shaken Baby Syndrome/Abusive Head Abuse Policy** on \_\_\_\_\_(date).

\_\_\_\_\_(initials) I have read and received a copy of the Center's **Discipline Policy** on \_\_\_\_\_(date).

\_\_\_\_\_(initials) I have read and received a copy of the facility's **tobacco/smoke free policy** on \_\_\_\_\_(date).

\_\_\_\_\_(initials) I have read and received a copy of the Center's **ITS-SIDS Policy** on \_\_\_\_\_(date).

\_\_\_\_\_(initials) I have read and received a copy of the **Parent Participation Plan** on \_\_\_\_\_(date).

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

## Children's File Checklist Center

Name of Child: \_\_\_\_\_ Date of Enrollment: \_\_\_\_\_

**The following items must be present in each child's file**

Item	Due Date	Date Received/ Completed
<input type="checkbox"/> Application for Enrollment	1 <sup>st</sup> Day	
<input type="checkbox"/> Emergency Medical Care Information/Medical Action Plan (if applicable)	1 <sup>st</sup> Day/Updated as changes occur and annually	
<input type="checkbox"/> Medical Report	Within 30 days of Enrollment	
<input type="checkbox"/> Immunization Record	Within 30 days of Enrollment	
<input type="checkbox"/> Documentation of Receipt: Discipline Policy	1 <sup>st</sup> Day	
<input type="checkbox"/> Infant Feeding Plan (children less than 15 months-old)	1 <sup>st</sup> Day	
<input type="checkbox"/> Infant Sleep Position Waivers (if applicable)	1 <sup>st</sup> Day	
<input type="checkbox"/> Documentation of Receipt: Safe Sleep Policy (if applicable)	1 <sup>st</sup> Day	
<input type="checkbox"/> Authorization for Transportation (if applicable)	1 <sup>st</sup> Day/As Occurs	
<input type="checkbox"/> Documentation of Receipt: Center Operational Policies	1 <sup>st</sup> Day	
<input type="checkbox"/> Documentation of Receipt: Summary of Child Care Law	1 <sup>st</sup> Day	
<input type="checkbox"/> Copies of Incident Reports	As Occurs	
<input type="checkbox"/> Emergency Medical Care Authorization	1 <sup>st</sup> Day	
<input type="checkbox"/> Medication Authorization, Record of Medication Administration (if applicable), and Medication Error Report (if applicable)	As Occurs	
<input type="checkbox"/> Off Premise Activities Authorization	As Occurs	
<input type="checkbox"/> Permission to Transport/participate in off premise activities (if applicable)	1 <sup>st</sup> Day	
<input type="checkbox"/> Nutrition Opt-out Form (if applicable)	As occurs	
<input type="checkbox"/> Documentation of Receipt: Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policies	1 <sup>st</sup> Day	
<input type="checkbox"/> Permission for aquatic activities (if applicable)	1 <sup>st</sup> Day	
<input type="checkbox"/> Notification of Smoking and Tobacco Restriction	1 <sup>st</sup> Day	
<input type="checkbox"/> Documentation of Discussion: Parent Participation Plan	1 <sup>st</sup> Day	