

# Trinity Day Care Center

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A ministry of Trinity FWB Church

## **Parent Handbook**

3111 Golden Road Greenville NC 27858

252-758-0037

[www.trinitychristian-school.com](http://www.trinitychristian-school.com)

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## ***Mission***

The mission of Trinity Daycare is to educate and develop the whole person for the glory of God through adherence to Biblical principles that will produce spiritually maturing believers.

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## ***Vision***

At Trinity Free Will Baptist Church, we exist to **EXALT** the Lord Jesus Christ, **ENCOURAGE** Spiritual Maturity and **EXPRESS** the Love of Jesus Christ. The main mission of Trinity Daycare is to assist families by providing Christian childcare to “train up a child in the way he should go” (Proverbs 22:6). It is our desire to partner with parents in their effort to lay strong spiritual foundations in the lives of their young children.

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## ***Purpose***

Trinity Daycare is one of the ministries of Trinity Free Will Baptist Church and operates in harmony with Trinity Christian School, another ministry of Trinity Free Will Baptist Church. We accept the responsibility of offering quality Christian education, both spiritually and academically. The Daycare is intended to be an extension of a Godly and Christian home; therefore, we will work with the parents to meet the Christian goals they have for their children. It is also an arm of the church, leading families into its fellowship throughout our community.

Using Deuteronomy 6:4-7 as a Biblical model, we are to diligently teach our children how to love God with all of their heart, soul and strength. Our desire for each child is that he or she:

- learns about Jesus and His love for him/her;
- learns about the Bible;
- thinks of Trinity Daycare as a safe and happy place;
- realizes the importance of family;
- make new friends.

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## ***Christian Philosophy of Education***

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

At Trinity Daycare, teaching children about the love of Jesus Christ is our very first priority. We emphasize loving one another the way Jesus loves us and treating one another with respect. This philosophy is woven throughout our curriculum and is demonstrated in our lesson plans, in our discipline, and in our relationships.

We believe “the fear of the Lord is the beginning of knowledge”, and that all knowledge has its foundation in the Word of God. We believe the Bible is God’s inspired Word and we teach it as such, helping children to develop attitudes of love and respect toward it. We train the children to hope in the Lord, to love Him, and to keep His commandments. We encourage the children to know and obey the will of God as revealed in the Scriptures. We strive to stimulate and enlarge the children’s involvement in the church and its worldwide tasks of witnessing and evangelizing.

As a staff, we strive to be models of Christ in our understanding, patience and love; as such, everything we do and say is in consideration of the children. Because a child develops spiritually, mentally, physically, socially, and emotionally, we are committed to providing biblically based, developmentally appropriate experiences to allow each child to progress in these areas at his or her own level of ability, while enjoying feelings of success. This is done primarily through our curriculum, with hands-on learning activities in learning centers, and through the positive, Christ-like role modeling of the staff. We view ourselves as partners with families, teaching and loving the children in our care. The following are some things you can expect at Trinity Daycare:

- The children will spend most of their time playing and working with materials or other children. Structured play is crucial for young learners.
- Children will be taught God's Word through stories, activities, games and crafts. In addition, God's principles will be demonstrated through the staff's modeling of God's love. Teaching children to follow Jesus' example of love, respect and honor is our daily goal.
- Children will have access to various activities throughout the day. Some of the activities and materials you will see are assorted building blocks and other construction materials, props for pretend play, picture books, paint and other art materials, science toys, manipulative, and puzzles.
- The teachers will work with individual children, small groups and whole groups at different times during the day.
- The classrooms will be decorated with the children's original artwork. Older children will have an opportunity to show off their own writing with invented spelling as well as their own stories recorded by the teachers.
- The children will learn numbers and the alphabet in their everyday experiences.
- The children will be engaged in projects, yet still have long periods of time to play and explore.
- The children will have an opportunity to play outside every day, weather permitting.
- The teachers will read books to the children. Reading is not limited only to large groups.
- Our teachers recognize that children's different backgrounds and experiences mean that children do not learn the same thing at the same time in the same way. Therefore, curricula will be adapted for each class and each individual child as is necessary for everyone's success.

## ***Teaching Staff***

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The faculty and staff of Trinity Daycare are committed to teach, train and minister to the whole child: spirit, soul and body. We believe our teachers are important role models and have a tremendous impact on the lives of our children. They will teach and evaluate, plan and prepare, relate and counsel, pray and care. Our staff looks forward to serving the needs of your child. Please pray for them and at all times give them your respect and encouragement.

All Teachers and Administrative staff are required to obtain CPR and First Aid training. Prior to hire, each employee must have a criminal records check. Trinity Daycare only accepts employees with a commitment to parents and children.

Trinity Daycare is a ministry of Trinity Free Will Baptist Church; thus, all staff members are hired understanding the higher standard to which they must hold themselves. The teachers are employed by Trinity Daycare and are accountable to the Director. The Director is also employed by Trinity Free Will Baptist Church and is accountable to the Pastor.

## ***Standard of Conduct***

After reading the Trinity Daycare Parent Handbook, parents must read and sign Trinity Daycare's Statement of Responsibility, located in this manual. This form states you have read and are in agreement with the policies and procedures of Trinity Daycare.

## ***Cooperation Expectations***

All children attending Trinity Daycare do so as the result of the parents' desire to have their child educated in accordance with our educational philosophy. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program and philosophy of Trinity Daycare retain the right to remove their child. Likewise, the Administration of Trinity Daycare retains the right to dismiss anyone from the program who, in the sole judgment of the Administration, is considered to be uncooperative with the program.

## ***Enrollment Procedure***

All families wishing to enroll at Trinity Daycare should submit the application to the office. At that time, the child is considered to be pre-enrolled. Prior to the child's start date the following items will need to be completed and submitted:

- Application
- Set up financial agreement via FACTS management system ([www.trinityregistration.com](http://www.trinityregistration.com))
- Emergency Medical Care information
- Immunization Record (Trinity Daycare will NOT accept vaccine waivers.)
- Children's Medical Report
- Documentation of Receipt of:
  - Trinity Daycare Center Operational Policy/Parent Handbook
  - Discipline and Behavior Management Policy
  - Safe Sleep Policy
  - Summary of Child Care Law and Rules provided by the North Carolina Department of Human Resources
  - Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policies
  - Notification of Smoking and Tobacco Restriction
- Transportation Authorization
- Infant Feeding Schedule (15 months and younger)
- If applicable, any custody agreement/protective order granted by the courts or arranged by the parents. This includes an agreed-upon list of those allowed to pick-up the child.

### **Notes for enrollment procedure:**

- A. Parents are required to submit the Children's Medical Report and current Immunization Record for their child **no later than drop-off on the first day of enrollment.**
- B. Parents are encouraged to visit the Daycare before their child is enrolled and should bring their child with them. This will give the parents and child an opportunity to meet the teachers and other children before the first full day of attendance.
- C. Parents must agree to comply with the policies as described within this Handbook prior to the first day of enrollment.
- D. If there is not a space available when you wish to enroll your child, your contact information will be gathered and you will be put on the Waiting List. There is no charge for this. You will be called each time a position becomes available. Your name will only be removed from the Waiting List upon your request.

**Upon enrollment:**

When a child becomes enrolled, families should become familiar with the class daily schedule. This is posted in each classroom. Other information will be placed in the child’s folder and/or emailed to you. In addition, teachers sometimes post in the classroom a list of special items needed for the class, or items needed that week for “Show and Tell”. Please stay informed of daily activities and read any notices posted so your child can fully participate in and benefit from the services offered. Also, please talk with your child about what happens at school and what he/she is learning.

Enrollment may be terminated at any time and for any reason by either the parents or the Administration with **a two-week written notice**. The Administration reserves the right to terminate enrollment immediately if necessary, for the protection of the staff or other children at the Daycare. Tuition is expected to be paid in full whether or not the child attends during the last two weeks, and regardless of which party initiates the termination.

**Class Information**.....

**Nursery – 0 to 1 year**

The child must be at least six weeks old before start date. Ratio: 1 teacher per 5 children  
Maximum group size: 10

**K1 – 1 to 2 year**

1 year-old by August 31st of the schoolyear Ratio: 1 teacher per 6 children  
Maximum group size: 12

**K2 – 2 to 3 year**

2 years-old by August 31st of the school year Ratio: 1 teacher per 10 children  
Maximum group size: 20

**K3 – 3 to 4 year**

3 years-old by August 31st of the school year Ratio: 1 teacher per 15 children  
Maximum group size: 25

**K4 – 4 to 5 year**

4 years-old by August 31st of the school year Ratio: 1 teacher per 20 children  
Maximum group size: 25

On *rare* occasions, Administration reserves the right to place children into any classroom, within NCDCDEE Regulations for child placement, outside of the August 31<sup>st</sup> birth date cut-off based on the needs of the Daycare and/or individual child development needs. *Both* Administration and the child’s parents *must agree* that the placement is best for the individual child.

**Payments, Fees and Written Notices**.....

All Registration Fees are **non-refundable**. These fees are charged at initial application to the Daycare.

Daycare Registration Fee.....\$250

(\$125 is due with the application. A *Parenting Class* is offered within the first few months of registering. Attendance at this parenting class will stand in lieu of the remaining balance of the registration fee)

A curriculum fee of \$125.00 is charged for upcoming K4 students.

We have partnered with FACTS Management Company to manage our tuition payment program (Phone: 866-441-4637, Website: [www.trinityregistration.com](http://www.trinityregistration.com)).

This program offers great efficiency and financial stability for the Daycare while providing convenience to families. Security, convenience of payment processing and information technology offered by FACTS will strengthen the financial operations of our Daycare.

You will receive and understand these benefits by using FACTS.

1. Payment Dates: Day Care uses a bi-monthly payment option that allows for equal payments which should help in your monthly budgeting. Payment are made on the 5th or 20th of each month.
2. Enrolling in FACTS: You may enroll in FACTS by going online at [www.TrinityRegistration.com](http://www.TrinityRegistration.com)
3. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.
4. Consumer Account: You may check your personal account or make payments online (if applicable) from the convenience of your home or office anytime.

Trinity maintains decision-making control with FACTS. We will continue to work with families should special circumstances or “hardship” cases arise during the school year. Contact our Financial Assistant, Karen Ray at 758-0037 for questions about FACTS.

#### Account Information:

1. Tuition payment is due each month on your selected date. It is past due after that date. A late charge of \$35 will be added to delinquent accounts. Both the tuition and late fee must be paid by the last day of the month.
2. A \$30 service charge will be added to any account on which a check is returned for insufficient funds.
3. There are two types of FACTS charges, tuition and incidental charges. Tuition is set up on a regular payment schedule. Incidental charges may be applied to your account. You will receive an email when a charge is applied to your account. You must pay the incidental charges in a timely manner in order to avoid a late fee.
4. Registration fees are non-refundable and non-transferable.
5. Day care parents, upon enrollment of their child, are made aware of financial obligations regarding fees and due dates. A parent with a 30-day delinquent account will be instructed to withdraw their child from day care if full payment or arrangement for payment has not been met. This 30-day period begins on the day following the payment due date. Day care payments are to be paid within 10 days of the established due date. Late fees will be added to the account if the payment is not received within this timeframe. Parents will be notified at the end of a second 10 day period (Day 20) that the student will have to be withdrawn from day care if the payment is not received within a third 10 day period (day 30). Any appeal to the school or day care policy can be made by contacting the school administrator.

**With the exception of Christmas week, there will be no deductions from tuition for absences,**

**holidays, vacations, or school closings.** Please do not expect a space to be held for your child if your tuition payment is not current for the week.

### **Sibling Discount**

Trinity Daycare will offer a sibling discount of 10% off of the tuition of the second child, 20% of the third child, 30% of the 4<sup>th</sup> child, and 100% of the 5<sup>th</sup> child enrolled.

### **Late Pick-Up:**

A late charge of \$5.00 up to 6:05 p.m. and \$1.00 per minute, per child will be added to your account if your child is picked up after the scheduled closing time. It is appreciated if a parent informs the Daycare when a child will be picked up late, **but such acknowledgement will not exempt the parent from the fee.** Repeated tardiness may result in disenrollment.

### **Written Notices:**

- A written, two-week notice is required to terminate your place with Trinity Daycare. **Payment is due for the notice period whether or not the child attends Trinity Daycare during that time.** Any outstanding fees must be paid on or before the child's last day of school.
- There is no refund for early withdrawals.

### ***Closing Dates***

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Trinity Daycare the holidays and closings listed below.

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Day -2 days (the additional day will be announced by the Director)

### ***Hours of Operation***

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Operating hours are Monday through Friday from 6:30 a.m. until 6:00pm, year-round. Transfer of the responsibility of your child may not occur before 6:30 a.m.

### ***Health and Safety Practices***

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- 1. Hand Washing:** Teachers will assist the children in washing their hands before and after snack, before and after lunch, after bathroom use, after nose blowing or wiping, and any other time hand washing is necessary. Teachers will follow the same hand-washing procedures for themselves.
- 2. Scheduled cleaning:** Toys, equipment, and furniture are disinfected daily with a mild bleach solution. Heavy disinfecting cleanings are conducted weekly with a stronger bleach solution. Each teacher is required to log daily/weekly cleaning activities and turn in the report weekly.
- 3. Fire/Tornado/Intruder Drills:** Fire drills are conducted at least once a month and are recorded. Tornado drills are conducted annually, preferably during Severe Weather Awareness week. Evacuation plans are posted next to exits. Intruder drills are conducted quarterly.
- 4. Accidents and Injuries:** First Aid will be administered to a child needing care. Employees will wash the area with soap and water and put a bandage on the wound when necessary. Ice may also be used to

treat wounds. No other treatment—including the administration of any medicine—is allowed by staff. Each injury is recorded on an Incident Report for the person picking up the child to sign to acknowledge communication. The Daycare keeps a copy of the signed Report in an Incident Log Book.

5. **First Aid Training:** All Administrators and Teachers are required to maintain current CPR and First Aid certificates. All other staff is required to obtain CPR and First Aid as soon as possible after employment commences.
6. **Release of Children:** Children absolutely will NOT be released to anyone except those authorized on the enrollment form to pick up the child. Picture identification will be required of anyone unfamiliar to staff. In the event you wish another adult to pick up your child, we require that you notify us in advance, either in writing or over the phone. No one under the age of 18 will be allowed to pick up a child, regardless of the person's relationship to the child. This includes siblings, other relatives, and babysitters. Parents who are under the direction of a custody arrangement must each agree to the names supplied for pick-up by the other party in order for those persons to be considered authorized. It will be noted if a parent refuses or otherwise declines to exercise their right to approve the other party's designees. In such a case, names supplied will be considered authorized.

### ***Sick Policy, Major and Minor Accidents***

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For the benefit of other children enrolled, please keep your child at home if he or she appears ill in the morning before arrival. Your child should be able to participate normally in all daily activities (including outdoor play) in order to attend.

Should a child become sick during the day, the parents will be notified to pick up the child within 30 minutes. If the parent cannot be contacted within a reasonable amount of time, the emergency contacts listed on the Registration Form may be contacted.

A child who displays one or more of the following symptoms is not healthy enough to participate in our program. This is for the protection of every child in the Daycare. Please note that there are more exclusion symptoms than those listed below, but this is the general list of symptoms applicable for most young children:

- A two-month-old child or older. Fever greater than 101 degrees Fahrenheit. (May return 24 hours after being fever-free without medications.)
- A child younger than two months. Fever greater than 100.4 Fahrenheit. (May return 24 hours after being fever-free without medications.)
- Diarrhea: Two or more soft or watery stools within a 24-hour period. (May return 24 hours after the last episode.)
- Vomiting on two or more occasions within a 24-hour period. (May return 24 hours after last episode.)
- Chicken Pox (May return after blisters dry.)
- Eye discharge or Pinkeye (May return 24 hours after treatment begins.)
- Lice or Nits (May return 24 hours after treatment begins and hair is free of nits.)
- Measles (May return 5 days after rash appears.)
- Ringworm (May return 24 hours after treatment begins. Topical ointment and remain covered with bandage.)
- Strep Throat (May return 24 hours after treatment begins.)
- Pink eye (May return 24 hours after treatment begins.)
- Hand, Foot, Mouth (May return after pediatrician clears child for re-admittance.)
- Impetigo (May return 24 hours after treatment begins. Affected areas must be covered.)
- An unexplained rash that needs to be diagnosed by a doctor.

- Generally too tired or ill to participate in normal activities.

If a child develops a contagious disease, such as strep throat, pink eye, or chicken pox, the Director should be notified immediately. Trinity Daycare requires a note from the child's pediatrician to clear the child before re-admittance after such an illness. The Director may notify other parents or post notifications for parents within the classroom. Confidentiality will be honored in all situations.

Children sent home with fever should return only when the following has occurred: A physician's note has been obtained allowing the child to return and/or symptoms have subsided for fever, diarrhea, and vomiting without the aid of a fever reducer. A child may return 24 hours after being fever-free without medications.

***If you believe that your child has fever due to teething or ear infection, you must bring a note from the doctor stating such and prescribing Tylenol only for that reason.***

**Minor Accidents:** If a child gets a scrape, scratch, bite that does not break the skin, bruise, bloody nose, or bump on the head, it will be considered a minor accident. An employee will complete an Incident Report for the parent to sign as described under Health and Safety Practices.

**Major Accidents:** If a child has an accident that requires medical attention, the teacher or Administration will notify the parents and either the parent will take the child to the doctor or the Director will accompany the child to the nearest hospital. The Daycare will assume no financial responsibility for child's treatment in the event the child must be transported to the hospital by a staff member. In an emergency situation, 911 will be called first, then the parent.

**Children with allergies or other special medical needs must have an Action Plan signed by a physician. This plan includes all actions needed for any given medical situation to properly care for the child.**

## ***Medications***

With the exception of asthma maintenance/prevention medications, sunscreen, diaper cream, and emergency medications, Trinity Daycare does not administer medications to children. No medications may be brought into the Daycare without the proper authorization. This includes Chap Stick, eye drops, lotions, soaps, and acetaminophen.

- 1. Consent:** Written parental consent is required to administer ANY medication.
- 2. Prescription Medication:** The ONLY prescription medications Trinity Daycare will administer are asthma maintenance/prevention medications (via nebulizer, inhaler, or other doctor-prescribed device) and emergency medications (Benadryl or Epi-Pens). No other prescription medications will be administered in the Daycare. With the exception of asthma maintenance/prevention and emergency medications, prescription medications may NOT be brought into the classroom. Prescription medication may ONLY be administered to the child whose name appears on the label. The prescription medication must be in its original container and be properly labeled with the child's full name, the date the prescription was filled, the medication's expiration date, and legible instructions for its administration, such as the manufacturer's instructions, prescription label, or the child's doctor's written instructions. Please do not ask us to administer medicine to your child in a way that does not totally agree with the label or prescription itself.
- 3. Non-Prescription Medication:** The ONLY non-prescription medications we will administer are diaper cream and sunscreen. Proper written parental authorization is required before medications can be applied. Cough medicines and fever-reducing medicines will NOT be administered. The only exception shall be for children who have been diagnosed with febrile seizures. In such a case, we must be provided a doctor's note stating clear instructions as to the circumstances under which the medication must be

given. After administration of the medication, the parents will be called to pick up the child.

- 4. Unused Medication:** Unused medication must be picked up promptly after the time to be administered, or after notification that it is no longer qualified for use (i.e., permission form or medication has expired, etc.). Any medications left at the Daycare after 72 hours will be properly discarded.

## ***Inclement Weather***

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Should it become necessary to alter our regular school schedule due to inclement weather or for other reasons, Trinity Daycare will make every attempt to notify parents as soon as possible by means of announcements through SchoolCast, RenWeb, WNCT News, our website, our Facebook page, and email. We may use additional methods, as well.

It is important to note that our staff and families live in several counties surrounding the area. Therefore, for the safety of all staff and families, we will take into account the Pitt County Public School System's announced schedule changes, but we will not necessarily follow their plan. Business closings are considered as well. Additionally, we ask that you pick up your child as quickly as possible in such situations, so our staff has the opportunity to get home safely.

## ***Emergencies***

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- A. Fire:** Trinity Daycare conforms to all fire regulations as designated by the State Fire Marshall. A fire evacuation plan is posted in each room. The 911 emergency number, the numbers of the local police and fire departments, and the exact address of the building are posted by each telephone. Fire drills are held monthly. The fire alarm system, sprinklers, emergency power pack lights, and fire extinguishers are checked yearly for proper function. All staff members are taught how to use fire extinguishers. Fire training is held yearly, with new information presented as needed. All staff members are trained in fire procedures as part of their orientation. In the event of a fire, the building will be evacuated immediately. All staff members are to remain with the children and see them safely to the designated emergency area.
- B. Severe Weather:** A written severe weather shelter plan is posted in each classroom. Severe weather drills are held quarterly. In the event of a severe weather warning, the children will be evacuated to a designated area and remain there until the warning is lifted.
- C. Evacuations:** In the unlikely event an emergency requires the children to be evacuated from Trinity Free Will Baptist Church's property to ensure their safety, the Daycare has an arrangement with Pope John Paul II High School and Eastern Elementary School to relocate the children and staff to their property until parents can pick up their children. If such a situation arises, parents will be notified through the same channels we utilize during Inclement Weather events: email, Facebook, RenWeb and SchoolCast phone calls if possible. Specific pick-up instructions will be given in the evacuation announcement. Please DO NOT call the alternate locations for information. They may not be able to give you the information you need. Transportation will be achieved through use of the ministry's vans and buses, which will be driven by Church and/or Daycare staff. We will utilize any and all car seats we have at our disposal, but please note we cannot guarantee your child will have the proper restraints he/she would typically have.

## ***A Typical Day***

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- A. Classroom Schedules:** The teachers are responsible for setting the individual classroom schedules. The schedules are developmentally appropriate for the children in the classroom, and include, but are not limited to, the following activities

- Transition from home to school
- Manipulative/Table Toys
- Number and letterwork
- Group/Circle Time
- Music
- Puzzles
- Center Play
- Outdoor Play (See weather policy)
- Enrichment/Creative Activities
- Clean-up
- Snack/Lunch
- Art
- Nap

- B. Weather Policy for Outdoor Play:** Young children need outdoor play for healthy development. Children will be given the opportunity to play outside on the assigned playgrounds every day, weather permitting. “Weather permitting” means there is no active precipitation or weather advisory (such as an unhealthy ozone condition). Also, if the temperature alone or combined with wind (wind chill) or humidity (heat index) falls outside of the 32°-100° range, we will not take the children outside. Snow showers and sprinkling, misting, or light rains are not considered to be active precipitation; therefore, the children may be taken out for a brief period in these conditions in order to meet outdoor play requirements. Please dress your child appropriately for the weather.
- C. Daily Reports:** If your child is younger than Prekindergarten, you will receive a written account of your child’s general activities each day.

## ***Adjusting to Daycare***

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- 1. What is Normal:** It is normal for your child to have some fears about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be, too.
- 2. First Experiences:** If this is the first time your child has been separated from you, it is natural for him/her to be hesitant. A cheerful kiss, a smile, and a reassuring reminder that you will be back after a short while is usually all he or she needs from you. Our caring staff will take it from there. Please do not sneak out when your child is not looking, as this can be unsettling for your child. Usually your child will settle down very shortly after you leave.
- 3. Common Behaviors:** Depending on their age, children may “act out” their feelings by:
  - Clinging to you/refusing to let go
  - Having tantrums
  - Bed wetting/forgetting toilet training
  - Decrease in eating
  - Waking up at night or having bad dreams
  - Expressing a desire to stay home
- 4. What to Do:** Usually these reactions are temporary. If your child is treated lovingly but firmly, this behavior should go away. Please feel free to call the Daycare to check on your child. Chances are, your child will be busy playing and you can relax.

## ***Checking In and Out***

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Parents who arrive before 6:30 a.m. must wait with their child until the doors are unlocked. When dropping off or picking up your child, please be sure to make contact with one of the teachers in the room, acknowledging transfer of responsibility for the child. The time will be noted on the class day sheet. Children are not to be left by themselves- they must be escorted to and from their classroom by an adult.

We request that parents not enter their child's classroom while talking on the phone, as this is a time for parents and teachers to communicate about children. Children may only be released to adults authorized by the child's enrollment form. If the adult picking up the child is unfamiliar to the staff, the child's enrollment form will be checked for the adult's name and a picture ID will be required before the child can be released.

No child will be released to anyone who appears to be under the influence of alcohol or other drugs. No one under the age of 18 years will be allowed to pick up a child. This includes siblings, relatives, and babysitters. For their protection, children are not allowed to run in the hallways, leave the care of an adult, or open doors by themselves.

We encourage you to have your child in class each morning before the classroom's scheduled group time begins so your child can benefit from the Biblical and academic lessons that are taught. Please do not bring your child into the classroom during nap time, as it is especially difficult for your child to transition at this time, and it is disruptive to the other children.

For families under the direction of a court-appointed custody situation or other such legal proceedings, we will strictly adhere to the findings of the court with regard to who is allowed to pick up a child.

For the safety of the children, enter and exit only through the main entrance of the Daycare. The safety of the children and staff is very important to us.

Likewise, we ask that you refrain from letting into the Daycare any individual whom you do not know with absolute certainty to be authorized to be with the children (i.e. a parent or staff member). This will help ensure no unauthorized individual is accidentally given access to the children. We understand it is uncomfortable to appear rude by not holding the door open for those behind you, but the safety of the children is absolutely vital, and far outranks common courtesies such as this. You may simply encourage the unknown person to use the keypad to buzz the office and someone will assist them shortly.

Each staff member and family has a unique card and pin code for entrance into the Daycare. This is to be shared **only** with those who will have regular drop off/pick up duties, such as a consistently-used babysitter or grandmother. Please refrain from teaching your children—including older siblings—your pin code number, as it poses a security risk.

Please do not share your pin code with family members or friends who drop off/pick up infrequently. These individuals may call the Administration from the front foyer entrance door for access to the Daycare.

## ***Supplies and Toys from Home***

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- A. **Children's Supplies:** Parents are required to supply those items which are necessary for the proper care of their child.
- Extra set of weather-appropriate clothing including shoes.
  - Crib-size sheet and blanket for naptime. Please take sheets and blankets home to launder each Friday and return to school each Monday.

- Box of tissues (to be used by entire class).
- Wipes (every child).
- Diapers, if applicable. We strongly discourage the use of pull-ups for potty-training.
- Baby nurseries only:
  - Bottles with prepared formula or breast milk, labeled with child's first and last name on the bottle and the cap and the date
  - Prepared baby food
  - A blanket for snuggling (not allowed in crib)
  - Sheets are provided

**B. Toys from Home:** Unless it is designated Show-and-Tell day, please do not allow your child to bring any of his/her toys or costume jewelry from home, as they can become misplaced or broken. No form of "violent" toys is permitted at Trinity Daycare. We make every attempt to get along with one another and discourage "power" or aggressive play.

In light of this principle, we ask that no action figures (including but not limited to Batman, Power Rangers, Teenage Mutant Ninja Turtles, Superman, Spiderman, G.I. Joe, Captain America, etc.) be brought to the Daycare. We also respectfully ask that no regalia such as backpacks, sheets, pillows, shirts, shoes, underwear, etc. be brought or worn. In a similar spirit, we also strongly discourage the promotion of Halloween. Therefore, we respectfully ask that no costumes/clothing such as witches, ghost, or other potentially frightening characters be brought into the classroom.

## ***Clothing and Accessories***

In order for your child to enjoy his/her time at Daycare, we advise you to dress your children in play clothes suitable to the weather and normal daily activities.

For footwear socks and shoes with non-slip soles are suggested. Tennis shoes work best. Flip flops are not permitted as they are very difficult to play in. Shoes must have a back of some fashion that secures the child's heel. Crocs of all styles are strongly discouraged as they tend to encourage tripping. Baseball hats may be kept in your child's cubby for outdoor use only.

Please be aware if your child comes to school wearing inappropriate clothing, you will be asked to change your child's clothes or they will be changed for you by the teacher. If a change of clothing is not available within the Center, you will be asked to take your child home and return him/her with suitable attire.

When a child's clothing must be changed and there is no appropriate clothing in the child's cubby, it will be necessary to dress the child in spare Trinity Daycare clothing. As our supply of extra clothing is limited, please launder and return all Trinity Daycare clothing items as soon as possible.

## ***Meals and Snacks***

Since food and nutrition are important components of a child's development, we emphasize good eating habits. Our menus are created by the cafeteria staff according to nutritional guidelines, cooked on-site in our own kitchen, and served to the children by our staff. Extra food may not be brought from home.

Well-balanced mid-morning snacks, lunches, and mid-afternoon snacks are served and incorporate a variety of food groups. Lunch is prepared each morning based on the number of children expected to be in attendance that day. If your child will not be adhering to his/her normal schedule or will not be here for lunch on a day he/she would typically be here, please notify the Daycare by 9:00 a.m. that morning.

***If your child is eating breakfast before arrival, the child must finish it before entering the Daycare.*** You may sit with your child in the cafeteria in the morning to allow them to finish the breakfast.

If your child will be arriving after his classroom has finished lunch for the day, you may provide lunch before arriving to the center. If this is not possible, we are happy to save your child a plate with proper notification and request.

If your child does not drink the provided milk, you may provide a milk substitute with an equal nutritional value of protein. Therefore, water and juice are not options for substitution.

In the case of special dietary needs as mandated by the child's physician, all parent provided food substitutions must meet the nutritional requirements of the original food provided. This rule applies to all components of a meal: meat/protein, vegetable, fruit, bread/grains, and milk. It is also helpful if the substitute provided can very closely match what the other children are being served at each meal.

It is not good practice to substitute foods based on your child's eating preferences as exposure to a variety of foods is vital to a child's proper nutritional development. This also promotes poor table manners.

## ***Breastfeeding***

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Trinity Daycare acknowledges the importance of breastfeeding and it is our policy to support nursing mothers as much as possible. Breastmilk can be stored frozen in the nursery. Ask the teacher for more information.

## ***Parent Communication***

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Trinity Daycare understands the importance of communication between our staff and our parents. Trinity Daycare will provide multiple methods of communication throughout the year. Families are encouraged to suggest additional means of communication. Our communication methods are as follows:

- **Informal Conversations and Notes:** Each day, teachers may talk informally with you as you drop off or pick up your child. Please share any pertinent information about your child, such as a recent emotional upset or interrupted sleep pattern the previous night.
- **Communication Folders/Cubbies:** These folders/cubbies are located in each classroom and labeled with the child's name. This folder contains the child's artwork and crafts, important fliers and reminders, a daily behavior log, the teacher's notes, and a place for parents to place notes for teachers. Parents should check their child's folder every day.
- **Facebook/Social Media:** Social media sites such as Facebook are used to communicate snapshots of our Center's activities, to highlight upcoming special events, and to provide an additional means of "real time" communication during events such as inclement weather.

## ***Discipline and Behavior Management***

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In order to provide suitable educational opportunities for all children in the classroom and to enhance the effective moral training of the children, Trinity Daycare adheres to the following philosophies:

The responsibility and authority for parent to train and discipline their child comes from God (*Ephesians 6:1-4*). A teacher stands in the parent's stead during the day and is the authority in the classroom. However, corporal punishment **will not be** administered by Trinity Daycare faculty or staff.

Christian love should be at the heart of all discipline. One side of love is correction and chastising, an essential part of the firmness of love. Firmness without love becomes harsh, whereas love without firmness is a sentimentality (*Proverbs 3:11-12*).

The school seeks to assist in developing the following characteristics in our children:

- Cheerful obedience to authority.
- Responsibility in doing assigned or expected tasks.
- Cooperation with others within and outside the classroom.
- Courtesy and respect for others.
- Cleanliness in person and property.
- Truthfulness and honesty in work and life.
- Respect for others' property.
- Punctuality in attendance and assignments.
- Morally good conduct in recreation, social relationships, and language.

Any behavior or display of attitude in opposition to the basic principles and purpose of the school, or which restrict the spiritual or academic atmosphere of the school, is strongly discouraged. While not comprehensive, the following is a general list of unacceptable behaviors which will not be tolerated:

- Being disrespectful to the teachers or other persons.
- Lying, cheating, stealing, using profanity, or other immorality.
- Fighting, excessive noise, disorderly conduct anywhere on the Church/Daycare campus or while in the care of Trinity Daycare staff off-campus.
- Tampering with school or church equipment or destroying another individual's property in any manner. *Parents will be financially responsible for all damages.*

The State of North Carolina requires that a written copy of the Daycare's discipline policy be given to each parent. A signed statement indicating receipt of, understanding of, and agreement with that policy is kept in the child's folder. The Daycare's policy reflects guidelines required by the State, as well as our philosophy of child guidance. The policy statement is outlined as the following:

### **Discipline and Behavior Management Policy**

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, Trinity Daycare uses a positive approach to discipline and practices the following discipline and behavior management techniques.

#### **WE DO:**

- Communicate to children using positive statements.
- Communicate with children on their level.
- Talk with children in a calm quiet manner.
- Explain unacceptable behavior to children.
- Give attention to children for positive behavior.
- Praise and encourage the children.
- Reason with and set limits for the children.

- Apply rules consistently.
- Model appropriate behavior.
- Set up the classroom environment to prevent problems.
- Provide alternatives and redirect children to acceptable activity.
- Give children opportunities to make choices and solve problems.
- Help children talk out problems and think of solutions.
- Listen to children and respect the children's needs, desires and feelings.
- Provide appropriate words to help solve conflicts.
- Use storybooks and discussion to work through common conflicts.

**WE DO NOT:**

- Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- Use any strategy that hurts, shames, or belittles a child.
- Use any strategy that threatens, intimidates, or forces a child.
- Use food as a form of reward or punishment.
- Shame or punish a child if a bathroom accident occurs.
- Embarrass any child in front of others.
- Compare children.
- Place children in a locked and/or dark room.
- Leave any child alone, unattended or without supervision.
- Allow discipline of a child by other children.
- Criticize, make fun of, or otherwise belittle a child's parents, families, or ethnic groups.

**Guidance Techniques and Procedures:** We believe children learn best in a positive, structured environment. Boundaries are set in each classroom to help guide the children as choices are made based on individual interest. You will receive a copy of your classroom's rules in your welcome packet; however, Trinity Daycare has three basic rules that every class incorporates:

**1) Be kind    2) Be safe    3) Use listening ears**

In keeping with these rules, when a child is having a difficult time following directions or treating others or equipment with respect, developmentally appropriate guidance techniques are used. These techniques are as follows:

- **Positive reinforcement:** The child will be encouraged when he/she is demonstrating acceptable behavior.
- **Redirection:** The child will be redirected to another activity and given an opportunity to try the original activity again at another time.
- **“When...Then” Statements:** A statement in which the child is encouraged to make a positive choice. Sample: “When you pick up the blocks, then you can go to the Dramatic Play area.”
- **Time Out:** The child is separated from the group for a child-regulated period of time. This period will not exceed one (1) minute per year of age. This technique is used only when a child is exhibiting temper-tantrum type behavior or is hurting self, others, or equipment. When the child shows he/she is ready to demonstrate acceptable behavior, the child is encouraged to join the rest of the group and try

again.

**Communication:**

- Working closely with parents and keeping them informed of any behavior changes or problems that are encountered is essential. When necessary, parents are called to come to the Daycare to discuss incidents with the child at the time of occurrence. We reserve the right to require a child be sent home for the remainder of the school day if we feel it is necessary. Parental follow-up at home in shaping appropriate behavior is also essential.
- Violent or physical TV cartoons or other influences lead to imitative behavior. Kicking, biting, bullying, or similar activities will not be permitted. When this type of behavior expresses itself as a pattern, it will be reported to the parents, and teachers will immediately enact disciplinary measures.
- Conferences will be scheduled with parents if particular disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Administrator has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that child.
- These stringent measures are intended to assure the other parents of a safe environment for their children, free from persistent destructive and/or potentially harmful actions by other children in the Daycare, but also to give the child every opportunity for success.
- The Daycare's highest goal is to help children grow in a positive direction, develop the ability to function within the world and continue in the development of self-discipline.
- Any change in the discipline policy will be given in writing thirty days prior to the effect.

**Observation:** Periodic class observations will be made in the classrooms by administration to ensure the proper discipline and behavior techniques are being implemented by the staff at all times.

**Mandatory Reporting:** Any staff member that observes or suspects co-workers' inappropriate discipline, care, or treatment of children, must report it to the Director immediately to ensure the safety of the child(ren) and staff. If an incident occurs and the Director is off the premises, a call to their cell phone will be made to ensure the incident is taken care of in a timely manner. Confidentiality is always our top priority here at Trinity Daycare and anything reported will stay confidential.

**Review of Policy:** Annual review of the discipline and mandatory reporting policies and procedures will be maintained with staff. The policies and procedures will be signed and dated by each staff member.

**Biting:** Biting is not uncommon among young children. During early childhood, children are sensory learners and often explore orally. In addition, immature language skills and imperfect impulse control can lead children to bite as a means of making their needs known. We do realize that biting is a concern to parents, and we strive to minimize biting at the Center. The following strategies are incorporated at Trinity Daycare to help prevent, manage, and/or minimize biting incidents:

1. When a child bites out of frustration or during confrontation, he will be redirected to another activity and will be shown an alternate way to express his needs. We will encourage the child's use of language in expressing wants and needs. The child's parents will be notified via written communication when their child bites another child or himself. The parents of the bitten child will be contacted following the bite and will also have an Incident Report to sign at pick-up.
2. If a child tends to bite frequently, staff members will utilize a more intensive approach that involves careful observations of the child to determine precipitating events. A conference with the child's

parents will be arranged to discuss the child's actions at home, search for outside resources, and discuss other positive opportunities and guidelines.

3. If a child bites more than three times in one day, we will require the parents of the biting child to pick up their child for the remainder of the day.
4. You will be notified if your child bites or is bitten at the Center by phone call and in writing; however, to protect the privacy of the families in the Daycare, you will not be informed of the identity of the other child involved.
5. When a child bites another child and breaks the child's skin, State regulations require staff to recommend the parent take the bitten child to the doctor for immediate treatment. If we must recommend sending a child to the doctor under these circumstances, we will also require the parents of the biting child to remove their child from the Daycare for the remainder of the school day. This policy is enforced for the protection of the other children in the Center and is done to help the biting child and his parents understand the seriousness of his action. A parent's decision to take their child to the doctor for a bite that does not break the skin does not necessarily trigger the requirement for the biting child to be sent home.
6. Trinity Daycare believes wholeheartedly in developing the whole child. Biting is a normal part of the development of toddlers; therefore, we will exhaust every means possible to work with both the child and the parents to help the child use other means of making their needs known. However, when a child is biting excessively, the safety of the other children in the Daycare is at risk; therefore, we reserve the right to permanently remove the biting child from the program if all attempts to stop the behavior fail.

We will loosely define the amount of excessive biting as 40-48 bites within a four month period, (roughly equivalent to three bites per week), as there are many variables involved in a child's choice to bite: immature language skills, sensory exploration, under/over-stimulation, immature social skills, etc. Therefore, the Director reserves the right to refine the definition of "excessive" based upon each individual child's circumstances and will make every attempt possible to help the child learn appropriate ways of communicating their needs before removal from the program is initiated.

## ***Parent Participation***

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We recognize the importance of the parent-teacher/family-school relationship and therefore encourage participation in the classroom and at special events. You are always welcome and are encouraged to visit at any time. Parents are invited to make suggestions and to share their special talents in the classroom. Children are proud when their parents come to the school. Participating in your child's class can be an enriching experience for you, your child and the entire class. After communicating and scheduling with the teacher, upon arrival we ask that you report your presence to the office before proceeding to your child's class. This is a precautionary measure for the safety of the children and a requirement of the Fire Marshal.

## ***Celebrations***

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Children love to party! At Trinity Daycare the teachers typically will have classroom celebrations for the following occasions: Thanksgiving, Christmas, Valentine's Day, Easter, and Independence Day, as well as at other significant times throughout the year. Parents are welcomed and encouraged to join the celebrations.

Trinity Daycare believes that God loves life and all that is good and holy. Therefore, because of this belief, we strongly discourage the promotion Halloween. Because our focus is NOT on Halloween, we respectfully ask that no costumes/clothing items such as witches, ghosts, or other potentially frightening characters be brought into the classroom on this date, or at any other time of the year.

## ***Birthdays***

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Birthdays are an important time for your children. If you would like to bring a special snack for your child's birthday, please make arrangements with your child's teacher prior to the chosen day and discuss any food allergies that may be present within the classroom. Due to state health codes, all food items must be made in a commercially licensed facility, such as a grocery store or bakery, and cannot contain or be made in a facility that processes nuts. The refreshments may be shared with the class during lunch or afternoon snack.

Please understand that balloons are prohibited by North Carolina law within the facility. Also, lighting candles on the birthday cake (or anywhere) is not a good idea within a childcare facility.

## ***Moving Up***

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**Moving from Nursery to K1:** By the time a child leaves our Nursery classrooms at age 12 months, they will need to be able to drink from a sippy cup. It is good to anticipate this move by allowing your child to use a sippy cup at home several months before the one-year old birthday. A child will be moved up based on age and availability of space.

Pacifier use is limited in the classroom after leaving the nursery (naptime only for 1-2 year olds).

**Moving from K1 to K2:** A child will be moved up based on age and availability of space.

**Moving from K2 to K3:** All children three years-old by August 31<sup>st</sup> of the current year MUST be completely potty-trained (no longer use disposable training pants) BEFORE they may graduate to the next age group. Accidents happen occasionally, but not frequently to be considered fully trained. As a team, the parents and teachers need to take into consideration the child's readiness before beginning the process of potty-training.

*Fully potty trained* is defined by Trinity as able to tell you they have to go, and no recurring accidents in over 2 months, and able to wipe themselves well enough without assistance. The child also has to have matured enough to be able to trust them to be able to go into the bathroom stall unassisted with a teacher nearby, or just inside the bathroom door. The children are out of visible sight for the time that they are using the bathroom. We do ask them if they wiped well, and flushed to be sure that they are following the proper procedures. We also make sure that they are washing their hands properly.

Pacifiers must be retired before entering the 3-year old classroom. A child will be moved up based on age and availability of space.

**Moving from K3 to K4:** Child must be four before August 31<sup>st</sup> to be eligible for the K4 program at Trinity Daycare.

## ***Open Door Policy***

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Parents have free access at all times to all areas used by the children. If you are coming to observe your child, we ask that you observe them through the observation window located at each classroom. If you plan to enter the classroom during your visit, please be sensitive to your child's expectations. Children often mistake a visit as an early pick-up and become upset when they discover they are not leaving with their parent.

## ***Photographs***

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Photographs of the children participating in our program may be taken from time to time. Any such

photography will be done under the supervision of the Director and staff. These photos may appear on bulletin boards, in newsletters, in brochures, on our website, or in other publicity materials. Permission to use photos, including your child or his/her work (artwork, crafts, projects, etc.) must be first granted by the child's parent via the *Photo/Video Tape Waiver*, which is signed upon enrollment. Parents and other visitors may NOT take pictures or recordings of any child other than their own without consent from the other children's parents. This includes both audio and video recordings, utilizing any form of technology (camera, video camera, phone, etc.).

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### ***Parking Area***

We ask that you please park in the designated parking area for our Daycare. **It is against the law to leave the engine running or another child in the vehicle.** The entrance is very busy and can be very dangerous. Do not park directly under the breezeway. Do not block traffic. Please use caution when entering and exiting the center. As you walk across the driveway and parking lot, always carry your child or hold his/her hand. Be aware of cars backing up or coming around corners. For everyone's safety, we ask that you refrain from fast driving through the parking lot and **never exceed 5 MPH on ministry property.** The driveway between the church and the cafeteria is NOT an entrance. You must exit onto Golden road.

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### ***Donations***

As a non-profit, church-based child development center, it is not unusual for parents and others to bless us with items they feel may assist us in the role of loving and teaching their children, and we are grateful for these donations. It will be understood that such donations will be given to the Daycare and/or Church; however, if there is ever a circumstance in which a parent or other individual would like to donate an item to an individual staff member personally, as opposed to donating it to the Daycare or Church, the person wishing to make the donation should inform the Director of his/her desire to donate the item to the teacher and not to the Daycare and/or Church. Following this guideline will ensure there is no miscommunication among the involved parties. Please note that this policy does NOT pertain to gifts customarily given to staff at Christmas, Valentine's, etc., as those gifts are obviously intended especially for the staff members to whom they are given.

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### ***Non-Discrimination Policy***

Trinity Daycare admits children of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded to or made available to children at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships or other school-administered programs.

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### ***Anti-Harassment Statement***

Trinity Daycare will not tolerate the harassment of any personnel, child, family member, or any other persons by any individual. Any personnel found guilty of harassment will be subject to suspension without pay and possible termination based on the judgment of the Administration. Children and families found guilty will be dis-enrolled from the program. Other persons will be removed from the premises immediately and will be permanently banned from the Daycare.

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### ***Grievance Procedure for Parents***

We strongly encourage open communication between parents, staff and Administration at all times. If you should ever have a question, concern or complaint regarding anything related to the Daycare, please do not hesitate to contact the appropriate source. Any classroom issue should first be discussed with the classroom

teacher. If the issue is not resolved at this level or if you are uncomfortable speaking with the teacher, the issue should then be brought to the Director or Assistant Director. If a satisfactory result is not achieved with the Administration, you may contact the Pastor of Trinity FWB Church.

## ***Abuse and Neglect***

By law, we have the duty to report suspected child abuse and neglect. "Any person or situation which has cause to suspect that any juvenile is abused or neglected shall report the case of that juvenile to the director of the Department of Social Services in the county where the juvenile resides or is found." (GS 7A-543)

This report can be made in person, by phone, or in writing. The reporting law only requires that a person have a reasonable suspicion that a child is abused or neglected, not that the person is certain or actually knows that abuse or neglect exists.

In the case that abuse or neglect is suspected, the Director of the Daycare will be informed and Social Services will be contacted. The person reporting will keep documentation of any indicators of that abuse or neglect as record of his/her suspicion, until such time that Social Services calls for the record or notifies the Daycare that no abuse or neglect was found. The record will then go into the child's file on site. A copy of the North Carolina Child Abuse and Neglect Reporting law is kept in the Administrator's office.

## ***Shaken Baby Syndrome and Abusive Head Trauma***

### **Belief Statement**

We, Trinity Daycare, 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 (1). According to the 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 (2).

### **Procedure/Policy**

#### **-Recognizing:**

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from hitting the head.

#### **-Responding to:**

- If SBS/ABT is suspected, staff will(3):
  - Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - Call the parents/guardians.
  - If the child has stopped breathing, trained staff will begin pediatric CPR(4).

#### **-Reporting:**

- Instances of suspected child maltreatment in child care are reported to the Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing

[webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).

- Instances of suspected child maltreatment in the home are reported to the Pitt County Department of Social Services. Phone number:(252) 902-1110

### **Prevention strategies to assist staff\* in coping with a crying, fussing, or distraught child**

Staff first determines if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies (5):

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children (6).
- Provides support when parents/guardians are trying to calm a crying child and encourage parents take a calming break if needed.

### **Prohibited Behaviors**

Behaviors that are prohibited include (but are not limited to):

- Shaking or jerking a child
- Tossing a child into the air or into a crib, chair, or car seat
- Pushing a child into walls, doors, or furniture

### **Strategies to assist staff members understand how to care for infants**

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, [www.ncchildcare.nc.gov/PDF\\_forms/NC\\_Foundations.pdf](http://www.ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf)
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups](http://www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups)
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, [www.acf.hhs.gov/sites/default/files/opre/nitr\\_inquire\\_may\\_2016\\_070616\\_b508compliant.pdf](http://www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf)

### **Strategies to ensure staff members understand the brain development of children up to five years of age**

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth](http://www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth)
- The Science of Early Childhood Development, Center on the Developing Child, [www.developingchild.harvard.edu/resources/inbrief-science-of-eed/](http://www.developingchild.harvard.edu/resources/inbrief-science-of-eed/)

### **Resources**

Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-](http://www.healthychildren.org/English/safety-)

[prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://prevention/athome/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx)

- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

#### Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, [http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&="+](http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=)
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing\\_SBS\\_508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)
- Early Development & Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

#### References

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3. Shaken baby syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-200034461](http://www.mayoclinic.org/diseases-conditions/shaken-babysyndrome/basics/symptoms/con-200034461)
4. Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](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-andadvice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques)
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

#### Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

#### Communication

##### Staff\*

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

## ***Infant/Toddler Safe Sleep Policy***

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died, and a review of the baby's clinical history.

Child care providers can maintain safer sleep environments for babies that help lower the chances of SIDS. North Carolina law requires that child care providers caring for children 12 months of age or younger implement a Safe Sleep Policy, share this information with parents, and participate in training.

In the belief that proactive steps can be taken to lower the risks of SIDS in child care, and that parents and child care providers can work together to keep babies safe while they sleep, Trinity Daycare will practice the following Safe Sleep Policy:

### **Safe Sleep Practices**

1. All childcare staff working in this room, or childcare staff who may potentially work in this room, will receive training on our infant Safe Sleep Policy within two months of hire.
2. Infants will always be placed on their backs to sleep. We do not accept waivers to this policy.
3. The American Academy of Pediatrics recommends that babies are placed on their backs to sleep, but when babies can easily turn over from the back to the stomach, they can be allowed to adopt whatever position they prefer for sleep. We will follow this recommendation by the American Academy of Pediatrics. However, child care staff can further discuss with parents how to address circumstances when the baby turns onto his/her stomach or side.
4. Sleeping infants will be checked daily, every 15 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in our care. We will check to see if the infant's skin color is normal, watch the rise and fall of the chest to observe breathing, and look to see if the infant is sleeping soundly. We will check the infant for signs of overheating—such as flushed skin color and elevated body temperature—by touch and restlessness.
5. Steps will be taken to keep babies from getting too warm or overheating by regulating the room temperature, avoiding excess bedding, and not over-dressing or over-wrapping the babies.

### **Safe Sleep Environment**

1. Room temperature will be kept between 68-75 degrees Fahrenheit, and a thermometer will be kept in the infant room to ensure appropriate temperature.
2. Infants' heads will not be covered with blankets or beddings. The parent may choose to provide a sleep sack instead of a blanket. We do not allow infants to be swaddled.
3. No blankets, pillows, bumper pads, etc. will be used in cribs.
4. We do not allow any objects other than pacifiers in the crib or sleep space.
5. A safety-approved crib with a firm mattress and tight-fitting sheet will be used.
6. Only one infant will be in a crib at a time unless we are evacuating infants due to an emergency.
7. No smoking is permitted in the infant room or anywhere else on the Daycare's property.
8. All parents/guardians of infants cared for in the infant room will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment.
9. We encourage families to follow the same safe sleep practices to ease infant's transition to child care.

10. To promote healthy development, awake infants will be given supervised “tummy time” for exercise and for play.

### **Smoke and Tobacco Free Facility**

Trinity Daycare is a smoke free and tobacco free environment during our operating hours, while being transported in our vehicles, and during off premise activities. Trinity Daycare is a smoke and tobacco free facility.

### **Summary of the North Carolina Child Care Law and Rules**

***The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.***

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#### **What Is Child Care?**

The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education.

The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

#### **Star Rated Licenses**

Centers and homes that are meeting the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program.

#### **Family Child Care Homes**

A family child care home is licensed to care for five or fewer Daycare age children, including their own Daycare age children, and can include three additional school-age children. The provider’s own school-age children are not counted. 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:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family childcare homes when children are in care must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and

complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children’s immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.

**Child Care Centers**

Licensing as a center is required when six or more Daycare children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas:

**Staff**

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

**Ratios**

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

*Small centers in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.*

AGE	TEACHER/CHILD RATIO	MAXIMUM GROUP SIZE
0-12 months	1/5	10
12-24 months	1/6	12
2 years old	1/10	20
3 years	1/15	25
4 years	1/20	25
School-age	1/25	25

**Space and Equipment**

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained,

and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

### **Curriculum**

The Division of Child Development and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore and use materials on their own.

### **Health and Safety**

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for Daycare children and at least thirty minutes a day for children under two. They must have space and time provided for rest. The following requirements apply to both centers and homes.

### **Transportation**

Childcare centers or family childcare homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratio must be maintained.

### **Records**

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

### **Discipline**

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

### **Parental Rights**

- Parents have the right to enter a family childcare home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.net](http://www.ncchildcare.net). For more information on the law and rules, contact the Division of Child Development and Early Education at

919-527-6335 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

### **Reviewing Files**

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be viewed during work hours; requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or, requested by contacting the Division at 1-800-859-0829.

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829.

### ***Child Abuse or Neglect***

***Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development and Early Education at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.***

*This concludes this portion of the handbook.*

*To enroll your child in Trinity Daycare, fill out the following forms, and then return them to the ministry office.*

Date Application Completed \_\_\_\_\_

Date of Enrollment \_\_\_\_\_

### CHILD'S APPLICATION FOR ENROLLMENT

*To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually*

**CHILD INFORMATION:**

Date of Birth: \_\_\_\_\_

Full Name: \_\_\_\_\_  
Last First Middle Nickname

Child's Physical Address: \_\_\_\_\_

**FAMILY INFORMATION:**

Child lives with: \_\_\_\_\_

Father/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

Mother/Guardian's Name \_\_\_\_\_ Home Phone \_\_\_\_\_

Address (if different from child's) \_\_\_\_\_ Zip Code \_\_\_\_\_

Work Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**CONTACTS:** Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application.

Name	Relationship	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____

**HEALTH CARE NEEDS:**

*For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached? Yes\_\_ No\_\_*

List any allergies and the symptoms and type of response required for allergic reactions. \_\_\_\_\_

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns \_\_\_\_\_

List any particular fears or unique behavior characteristics the child has \_\_\_\_\_

List any types of medication taken for health care needs \_\_\_\_\_

Share any other information that has a direct bearing on assuring safe medical treatment for your child \_\_\_\_\_

**EMERGENCY MEDICAL CARE INFORMATION:**

Name of health care professional \_\_\_\_\_ Office Phone \_\_\_\_\_

Hospital preference \_\_\_\_\_ Phone \_\_\_\_\_

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator \_\_\_\_\_ Date \_\_\_\_\_

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## CHILDREN'S MEDICAL REPORT

Name of Child: \_\_\_\_\_ Birth Date: \_\_\_\_\_

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

Address of Parent or 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 child on any continuous medication? No \_\_\_\_ Yes \_\_\_\_ If yes, for what reason? \_\_\_\_\_

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: \_\_\_\_\_

### THIS SECTION MUST BE COMPLETED BY A MEDICAL PROFESSIONAL AS DESCRIBED BELOW

**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

\_\_\_\_\_ Follow-up \_\_\_\_\_

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: \_\_\_\_\_

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Child Care Facility \_\_\_\_\_ Date \_\_\_\_\_

**Health and Emergency Contact Information**

Child's Name (Last, First, MI) \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations:

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**Information about the Family**

Legal Guardian (Father) Name: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Employer: \_\_\_\_\_

Legal Guardian (Mother) Name: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Employer: \_\_\_\_\_

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**Emergency Care Information**

*Contacts (to whom the child may be released if legal guardian is unavailable)*

Name #1 \_\_\_\_\_ Relation to child: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

Name #2 \_\_\_\_\_ Relation to child: \_\_\_\_\_

Telephone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_ Work \_\_\_\_\_

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**Child's Usual Source of Medical Care (Doctor, Dentist, etc.)**

Doctor or Practice Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Dentist or Dental Practice Name \_\_\_\_\_ Telephone: \_\_\_\_\_

Address: \_\_\_\_\_

Hospital Preference: \_\_\_\_\_ Telephone: \_\_\_\_\_

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**Child's Health Insurance:**

Name of Insurance (BCBS, Medicaid, Health Choice, etc.) \_\_\_\_\_ ID # \_\_\_\_\_

Subscriber's Name (Name on the insurance card) \_\_\_\_\_

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*I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither the family physician nor I can be contacted immediately. I give consent for the emergency contact person listed above to act on my behalf until I am available. I agree to review and update this information whenever a change occurs and at least every 6 months.*

Parent/Legal Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_

Review date: \_\_\_\_\_

*I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In the event of an emergency situation, a responsible adult will supervise other children in the facility. I will not administer any drug or medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.*

Operator's signature: \_\_\_\_\_ Date \_\_\_\_\_

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# Infant Feeding Schedule

Please write small, but legible. You will need to update this same piece of paper every time your child's feeding schedule changes.

Name of Child \_\_\_\_\_ Date \_\_\_\_\_

Date of Birth \_\_\_\_\_

## General Instructions

1. Food/Bottles Brought Daily: (quantity)
2. Instructions for Feeding:
  - A. Bottles (breast milk, formula, milk, juice)
  - B. Food (cereal, baby food, table food)
3. I plan to nurse: (approximate time)  \_\_\_\_\_

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

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## Changes in Schedule (Must be recorded as eating habits change)

Food to Introduce:	Date	New Instructions	Parent Signature
Juice			
Cereal			
Baby Food			
Milk			
Table Food			

*\*Must be completed for all children less than 15 months old*

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**Document of Receipt (Please Complete)**

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Child's Name (Please print) Age Date of enrollment

This handbook contains discipline, attendance, and financial policies for children at Trinity Daycare Center. These policies can change without notice at the discretion of the Administration, and will be strictly enforced. Parents should read them carefully. Parents will be notified in writing of any policy changes. Please contact the Daycare Director if clarifications are needed.

The statement below, when signed and dated by parents / guardian, serves as documentation and will become a part of the child's file. Any child whose parent/guardian fails to return this signed form within one week may be excluded from classes until the form is returned.

We have received, read and understand the following policies:

- Trinity Daycare Center Operational Policy/Parent Handbook
- Discipline and Behavior Management Policy
- Safe Sleep Policy
- Summary of Child Care Law and Rules provided by the North Carolina Department of Human Resources
- Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policies
- Notification of Smoking and Tobacco Restriction

I have read and understand that the policies set forth can change without notice by the discretion of the Administration and will be strictly enforced.

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Parent/Guardian Signature Date

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Parent/Guardian Signature Date

---

Facility Representative Signature Date

\*\*\*\*\*

**Trinity Daycare Center  
Off Premise / Outside of Fence Activity Permission**

I, \_\_\_\_\_ parent/guardian of \_\_\_\_\_  
(Name of Parent/Guardian) (Name of Child)

**DO** **DO NOT**  
*(circle one)*

Give my permission to Trinity Daycare Center to allow my child to play outside the fenced area during planned activities (nature walks, buggy rides, sidewalk chalk time, etc.). I understand my preference does not apply to safety drills, and will be void in the event of an emergency that requires my child be removed from the fenced area for his/her safety.

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Parent/Guardian Signature Date

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**Trinity Christian School and Daycare  
Photo/Videotape Waiver**

Throughout the school year, there may be times when Trinity Christian School and Daycare (TCS) staff, the media, or other organizations, with the approval of the school administrator and or daycare director may take photographs of students, audiotape/videotape students, or interview students for school or daycare-related stories in a way that would individually identify a specific student. Those photographs and/or audio/videotaped images or interviews may appear in publications; in video productions; on the school or church web site; in classroom blogs; in the news media; or in other nonprofit, education-related organizations' publications.

\_\_\_ Yes, I give permission for my child to be videotaped or photographed.

\_\_\_ No, I do not give permission for my child to be videotaped or photographed.

Student's Name: \_\_\_\_\_

Father/Guardian's Signature \_\_\_\_\_

Mother/Guardian's Signature \_\_\_\_\_

