First Baptist Church
7th & Walnut, Lumberton, NC
a family of faith

# First Baptist Early Childhood Ministry

## Spring 2019 Edition
## Handbook

First Baptist Church
606 N. Walnut Street, Lumberton, NC 28358
ECM Office: 910-738-6608
Church Office: 910-739-4336
Fax: 910-739-7858
fbclumbertonnc.org

# “Loving Care Makes Happy Children”

Dear Parents,

Thank you for the opportunity of teaching and loving your child in our Early Childhood Ministry. Each child is very special to us and we take pride in treating each one as the unique individual he/she is.

We base our philosophy on Luke 2:52. Just as “Jesus grew in wisdom and stature, and in favor with God and Man,” we help your children to grow physically, mentally, socially, and spiritually. Our curriculum is designed to help them develop self-concepts, to become independent individuals and to use their eager minds to explore their world. All of this takes place in an atmosphere of Christian love.

First Baptist Church supports this ministry and wants to serve your family.

In Christian Love,
ECM Staff

*December 2018*

# Mark Your Calendar

| | | |
|---|---|---|
| New Year's Day | January 1, 2018 | Closed |
| Easter | April 22, 2019 | Closed |
| SEA Last Day of School | May 24, 2019 | |
| Memorial Day | May 27, 2019 | Closed |
| PSRC Last day of School | June 14, 2019 | |
| Independence Day | July 4, 2019 | Closed |
| Staff Development Day | TBA August 2019 | Closed |
| Open House 2019 | TBA August 2019 | 6-7 pm |
| New Year Begins | TBA First Day of PSRC School Year | |
| Labor Day | Sept. 2, 2019 | Closed |
| Thanksgiving | Nov. 28-29, 2019 | Closed |
| Christmas | Dec. 25-27, 2019<br>*Early Closure Dec. 24 | Closed |

Public Schools of Robeson County will be CLOSED for the following teacher work days for the 2018-2019 school year. We are open these days:

January 2, 2019
January 21, 2019
February 1, 2019
April 19, 2019
April 22-26, 2019

# Other Dates

Class activities and field trips are announced throughout the year. For summer trip for our school-age group, a summer activity fee will be due in June that pays for all summer field trips.

# Staff Directory

ECM Office: 910-738-6608

Director: Mrs. Chanda Hughes

Two-Year-Olds
Benita Justice and Evelyn Vincent
Lisa Hardin and Debbie Kerns
Lisa Matthews and Stephanie Morgan

Three-Year-Olds
Sherry Pierce and Amanda Bowen
Amanda Osborne and Susan Murphy
Paula Jones and Audrie Hunt
Assistants/Floaters: Tori Bullard and Chelsea Smith

Four-Year-Olds
Debbie Strickland and Melissa Shaul
Sheila Caulder amd Amber Kline
Assistant/Floater: Madilyn Mayers

NC Pre-K
Megan Ivey and Michelle Prevatte
Assistant/Floater: Sandra Norton

Afterschool Classes
Audrie Hunt
Tiffany Locklear
Sandra Locklear
Susan Murphy
Amanda Reeves
Melissa Shaul

Staff
On-Call Teacher Assistant: Leslie Chavis
Kitchen: Helen Lawson and Sandra Norton

# Mission Statement

First Baptist Early Childhood Ministry is an extension of First Baptist Church, seeking to lead children to grow physically, mentally, socially, and spiritually in an atmosphere of Christian love and to work closely with the parents to develop the whole child.

# Basic Operation

First Baptist Early Childhood Ministry operates 12 months a year. Hours of operation are from 7:00 a.m. until 6:00 p.m., Monday through Friday. We are a Four Star center.

We follow the regulations set forth by the North Carolina Division of Child Development and Early Education, ncchildcare.ncdhhs.gov.

**Arrival Procedures**

- **Walk your child into his or her classroom and notify staff of the child's arrival.**
- **Children need to be dropped off no later than 9:00 a.m.**
- **Place child's belongings in his or her cubby upon arrival.**
- **Help your child wash his or her hands upon entering the classroom.**

Naptime is 1:00-3:00 p.m. daily. Make arrangements for pick-up before or after naptime.

We offer classes for ages 2 through 4 and afterschool for K-6. Children who will be two years old by August 31st may register for the new year. However, they cannot start attending until they are 2 years old.

Transportation is provided for afterschool pick-up from local schools:

| | |
|---|---|
| Tanglewood | East Robeson |
| Rowland-Norment | Carroll Middle |
| Southeastern Academy | |
| Littlefield | |

We serve breakfast, hot lunch, and an afternoon snack.

We maintain the following Staff/Child ratio:

| | |
|---|---|
| 2 year olds | 1 adult/9 children |
| 3 year olds | 1 adult/10 children |
| 4 year olds | 1 adult/13 children |
| K-1st Grade | 1 adult/20 children |
| 2nd-6th Grade | 1 adult/20 children |

We also have a NC Pre-K class. Apply for NC Pre-K at the Robeson County Partnership for Children: 910-738-6767.

# NC Pre-K

The school day begins at 8:00 am and ends at 2:30 pm. If the child is left after 2:30, then you will be charged $1.00 per minute until the child is picked up. If your child needs to come before 8:00 am and/or stay after 2:30 pm, you will need to enroll in wraparound care. Registration for wraparound care is $50.00 and the weekly fee is $55.00. See ECM's fee schedule and payment policy.

During the NC Pre-K portion of the day, NC Pre-K funds are not used to pay for religious worship, instruction/proselytization activities or equipment/supplies for religious worship.

# Parent Participation

Parents are encouraged to visit the center and set up a conference with the Director before registering the child. We hold an open-door policy and parents are free to visit at any time. Teachers are available to talk to parents daily as they come in.

Progress Reports are sent home for each child during the year.

***Open House***

We hold open house at the beginning of each new year for parents and children to meet the teachers.

***Special Parent Activities***

Parents are invited to Christmas Breakfast (2's and 3's) or Christmas Program (4's, PreK, Afterschoolers), and a Spring Art Show & Performance. Invitations will be sent home.

Parents also serve as chaperones for field trips as needed and are invited to eat lunch with their child by reservation.

***Parties***

Your child's birthday will be recognized through conversation and song. If you would like to send cupcakes for the occasion, please notify the teacher in advance. If you wish to send treats for special holidays, please sign up on the treat sign-up list in your child's classroom in advance. All foods must be store-bought and candies/treats must be individually wrapped.

# Special Activities

Field Trips
Creative Arts
Puppet Shows
Music Time
Special Guests
Cooking
Holiday Activities

Each week our thoughts center around a unit theme. In addition to emphasis on social adjustments, children are introduced to colors, shapes, numbers, alphabet, days of the week, months, seasons, music and art.

You will receive a copy of the year's units for your child's age group at the beginning of the year. We welcome books, music and videos that compliment the unit of study.

# Curriculum

We use the W.E.E. Learn Curriculum for the 2 and 3 year olds and Pearson for the 4 year olds. This is supplemented by other age-appropriate activities. We do incorporate Bible stories, Bible thoughts and the teaching of good morals.

In keeping with our mission statement, we help the children to:

- Function in a group socially
- Follow instructions
- Show respect for others
- Complete tasks
- Share and take turns

Preschoolers learn by doing, by repetition, by imitating, by making choices, by using their senses, by pretending, by relationships and by satisfaction. Playing in our activity centers allows them to be happy, well-rounded learners.

# Basic Daily Activities

***Free Choice Time***

Children choose to play in learning centers that include blocks, art, science, home living, books, and manipulatives.

***Group Time***

Includes storytelling, sharing time, singing, drama, and readiness activities.

***Snack Time***

Allows children to take turns being helpers and serve each other nutritious snacks.

***Outdoor Play***

Our playground includes opportunities for running, jumping, climbing, sliding, riding wheeled toys, and playing ball to help develop physical coordination.

***Lunch Time***

Lunch is a happy time of conversation as we eat nutritious food and practice table manners.

***Naptime***

Naptime is welcomed after a structured morning.

***Afternoons***

Afternoon time includes a snack, outside play, stories, games and free choice activities.

A daily calendar and weekly planning chart is available in each classroom.

# General Information

## ***Medicine***

- We must have a completed, signed Medication Administration Permission form on file. This form is available from your child's teacher. Medications must be in their original packaging with pharmacy label.
- Parents must bring medicine in—do not send it with your child.
- Over-the-counter medications may not be administered.

## ***Health***

- A medical form is required by the state for each child within 2 weeks of enrollment.
- We will call you to pick up your child if he has a fever, rash, vomiting, diarrhea, or evidence of a fresh cold. Your child must be symptom free for 24 hours before returning to class.

## ***Nutrition***

- We serve breakfast, lunch, and an afternoon snack.
- Breakfast is served 8:30-8:50 a.m. If you child arrives after that time, please serve your child breakfast before they arrive.

## ***Outside Play***

- We follow the recommendations from Child Care Weather Watch (http://www.c-uphd.org/documents/wellness/weatherwatch.pdf).
- We take the children outside every day except in the case of inclement weather, using discretion in extremely hot and cold weather.
- If your child needs to remain inside, a written note from you or a physician is required.

## ***Messages and Child Pick-Up***

- All messages should be by phone, in person to the teacher, or in writing. We cannot accept verbal message from a child.
- Only parents/guardians, or those designated by the parents/guardians on the application, may pick up your child. If a person not listed on the application needs to pick up your child, a signed note must be provided to the director to go in the child's file, and picture ID will need to be provided. We cannot accept notes over the phone.
- Any court orders concerning your child that is important to his or her safety should be provided with your application.

## ***Toys***

We ask that children bring toys from home on "Show and Tell" days only. We welcome books, music, and nature items that can be shared.

## ***Child Abuse***

We are required by law to report suspected child abuse.

## ***Custody Procedures***

When parents are separated or divorced, we need the name of the parent who has primary custody. This person is responsible for seeing that payments are made and informing us for the legal rights of the other parent regarding picking up the child.

## ***Clothing***

Any clothing to be removed at school, such as coats or hats, should be clearly labeled with your child's name. Please bring at least change of weather-appropriate clothing for your child to keep in their cubby in case of an accident.

# General Information & Policies, Continued

## ***Spring & Fall Portraits***

Daycare portraits are taken each Fall and Spring. Class pictures are taken in the Spring. We take pictures during the year to show parents about our program.

## ***Inclement Weather***

If safe travel is possible, we will open for parents who must work. When there is doubt, call the center (738-6608), check the center's Facebook page, Remind app, and your email.

Like Us On facebook **facebook.com/FirstBaptistECM**

Get info for the ECM right on your phone

remind

## ***Television & Video***

Children are to watch television on a very limited basis:

- Early arrival time
- Late departure time
- Preschoolers: no more than 45 minutes in the afternoon & occasional use on rainy days.
- Afterschoolers: quiet time after lunch

Television programs are limited to cartoons and other children's programs approved by the Director. Videos and movies are limited to "G" rated movies only.

## ***Naptime***

The lights are off and soft music is played. Each child is encouraged to lay quietly on his or her cot. Teachers spend moments with each child, sitting by his or her cot and gently rubbing his or her back, encouraging rest and sleep.

## ***Cot Covers/Nappers***

- Each child must have his or her own napper for naptime, to be brought on the first day of the week and sent home for laundering on the last day of the week.
- The child's name should be on the napper.
- Because of limited storage for cots, we ask that you not bring pillows, sleeping bags, or quilts. Towels or small, light-weight blankets work better.
- You may purchase a napper from us if you choose. Cot size is 28" by 60."

## ***Field Trips***

Parents are notified ahead of time when the children will be away from the building for a field trip. Field trips are taken by Church Vans and church policies are followed. Emergency transportation forms for each child are taken on all field trips. A signed permission form for each child is on file in the ECM office. Children are never left unattended on field trips or in the classroom.

# Pick-Up and Drop-Off

Upon arrival, all children must be accompanied inside the facility by an adult. Children need to be dropped off no later than 9:00 a.m. Naptime is 1:00-3:00 p.m. so make arrangements for pick up before or after naptime.

Staff must be notified of the child's arrival.

Upon the child's departure, an adult *must* come inside the facility and notify staff that the child is leaving (daycare-age and afterschoolers). Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of the persons other than known parent/guardian.

Authorization from parent/guardian is required in writing when anyone other than the designated person(s) listed on the child's application arrives to pick up the child.

State Law: Sign children in and out. Daily arrival and departure times must be recorded. Please sign in and out using Headmaster on our laptop by the stairs.

Children must never be left unattended.

**Transportation for Afterschool Children**
Afterschool children will be picked up and brought to our center as follows:

- Tanglewood Elementary: Children are picked at the front of the school at 3:00 pm, where they are brought to us by a teacher. The last load arrives by 3:40 pm.
- East Robeson Elementary: Children are picked up from the supervising teacher at 3:00 pm and arrive back at the center at 3:10 pm.
- Rowland-Norment Elementary: Children are picked up from the supervising teacher at 3:00 pm and arrive back at the center at 3:10 pm.
- Carroll Middle: Children are picked up from the supervising teacher at 3:00 pm and return to the center at 3:20 pm.
- Littlefield Middle: Children are picked up from the supervising teacher at 3:00 pm and return to the center at 3:20 pm.
- Southeastern Academy: Children are picked up from the supervising teacher at 3:00 pm and returns and return to the center at 3:20 pm.

Qualified substitute drivers are available when the designated drivers are out.

**Field Trips**
Parents are notified in advance when children will be on a field trip. Field trips are taken by church van and church policies are followed.

Emergency transportation forms for each child are taken on all field trips.

A signed permission form for each child is on file in the ECM Office.

# Registration Process

Registration will typically be announced to begin in February of each year.

Registration for the ECM will take place in the following order:

1st Priority ECM families in good-standing with payments and have maintained a cooperative spirit with daycare policies may re-register for the year.

2nd Priority First Baptist Members. At least one parent must be a church member to register on this date.

3rd Priority Open to Public. We will make those arriving for registration aware of the number of openings available for each age group.

If at any time after registration there are more ECM families with younger children than there are spaces available, a lottery system will be implemented. Parents of enrolled children must have their bill paid in full before registering their child(ren) for another year.

# First Baptist Church Ministerial Staff

All day care and afterschool families are invited to worship with us at First Baptist. Notices of special services and seminars for all ages will be posted in the preschool area. Feel free to pick up information from the Director or Church Office. We welcome you!

Dr. David Elks, Senior Pastor
Rev. Erin Collier, Associate Pastor or Families and Worship
Rev. Tim Little, Minster of Music and Facilities
Rev. Doug Reedy, Associate Pastor of Youth, Young Adults and Missions

# Children's Ministry at First Baptist

At FBC, we believe that discipleship and faith formation begin at a young age. As such, our children's ministry strives to help children learn what it means to follow Jesus through a holistic approach that includes worship experiences, Bible study, mission learning and opportunities, music classes, fellowship activities, and more. We'd love to get to know your family and minister to you and alongside you. Come check us out on a Sunday morning or a Wednesday night!

***Age Groups***

Nursery: infants—2 year olds
Preschool: 3 year olds—Kindergarten
Elementary/Children—1st-6th Grade

***Weekly Schedule***

Sunday Morning:

8:45 am: Early Worship in Fellowship Hall
9:45 am: Sunday School Classes for all ages
11:00 am: Traditional Worship in the Sanctuary

Wednesday Evening:

5:15 pm: Family Night Supper
5:45 pm: 1st-3rd & 4th-6th Grade Choirs
6:30 pm: 1st-3rd Grade Bible Study & 4th-6th Grade Handbells

Nursery care is available on Sunday and Wednesday.

Contact Rev. Erin Collier, Associate Pastor of Families and Worship, erincollier@fbclumbertonnc.org, for additional information about FBC's Children's Ministry. We also host several fun seasonal events for children including Trunk or Treat, Easter Eggstravaganza, Vacation Bible School, and Music Day Camp and much more!

***Church Office:*** 739-4336
***Website:*** www.fbclumbertonnc.org

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# Weekly Fees Effective January 1, 2019

1 child— 2 years old ..... $107.00
1 child—3,4,5 years old ..... $105.00

2 children in family — 2 years old..... $193.00
2 children in family—3 or 4 years old..... $190.00
2 children in family—2 year & 3 or 4 years old..... $191.00

1 child afterschool..... $55.00
1 child (2 year) & 1 afterschool..... $146.00
1 child (3 or 4 year) & 1 afterschool ..... $144.00
1 child (2 year) & 2 afterschool..... $196.00
1 child (3 or 4 year) & 2 afterschool ..... $194.00
2 children (2 year) & 1 afterschool..... $243.00
2 children (3 or 4 year) & 1 afterschool ..... $239.00
2 children (2 and 3/4 year) & 1 afterschool..... $241.00

2 children afterschool, same family..... $100.00
3 children afterschool, same family..... $149.00

School-age children full-time Summer Care ..... $105.00

On teacher work days or inclement weather days, afterschool children who are here all day pay $10.00 per day in addition to weekly fee.

Returned Check Fee ..... $36.00
Late Pick-Up Fee.....$1.00 per minute after 6:00 pm

## Registration Fees

A non-refundable annual registration fee is to be paid on the day of registration each year.

Full Day Care ..... $60.00
After-School Care ..... $50.00
Summer Care Only..... $20.00

# Payment Policy

In an effort to keep all payments current and collection efforts to a minimum, please adhere to these policies.

1. All fees are due on Monday of each week in advance of care. Pre-payments are accepted.
2. A late fee of $5.00 will be charged if payment is not received by 10:00 a.m. the following Monday.
3. If your account is two weeks or more past due, you will be considered to be out of compliance with the payment policy and full payment will be required or your child will be dismissed from the program.
4. If you are past due (out of compliance) three times in a 90 day period, your payment will be required in the office before you leave your child. In other words, you will have to prepay. You may be able to return to usual and customary payment procedures after a satisfactory 90 day period, subject to approval by the administrator.
5. Accounts receiving a subsidy from the Department of Social Services will be due in full by the 15th of each month. If payment is not received by the 15th of the month, a $5.00 late fee will be charged the following week. If payment is not received by the last day of the current month, your child will be dismissed from the program.
6. Full fees are due whether your child attends or not, including during inclement weather and holidays.
7. If a child is picked up after 6:00 p.m., a fee of $5.00 for every five minutes late will be charged.
8. We request that a two-week notice be given before withdrawing your child from the program. This allows the center time to fill the vacant spot.
9. Bank draft is available.

This policy is important in order for us to provide our excellent childcare. It will be enforced by the Early Childhood Ministry Committee.

All payments, fees, and trip payments should be paid in the Church Office (Room D-101) or placed in the locked drop-box outside of the Church Office. No payments will be accepted by ECM staff or teachers. We accept cash, check, money order, and bank draft payments. Receipts will be provided by request in print or by email.

The church office is open Monday through Friday, 9:00 a.m. to 5:00 p.m. and follows the same holiday closures and inclement weather procedures as the ECM.

Any questions or concerns about your ECM account should be directed to:
Church Office: 739-4336

Kandace Ramsey kandaceramsey@fbclumbertonnc.org

Nancy Bass nancybass@fbclumbertonnc.org

Daphne Fletcher daphnefletcher@fbclumbertonnc.org

When your child has been absent one week, your day care fees have not been paid and you have not notified us why your child is absent, we will contact you. If we have not had a response by the end of the second week, your child's enrollment will be terminated. <u>You will be responsible for those two weeks of fees.</u>

After being dropped for non-payment twice, you will no longer be allowed to re-enroll.

Parents of enrolled children must pay their balance in full before returning or registering their children for another year.

All fees must be paid in order to receive an annual statement of receipts ("tax statement").

If you are having difficulty paying your daycare bill, contact us about a payment plan.

*Returned Check Fee = $36.00*
*After 2 returned checks in a 90 day period, we will require cash payment for your account.*

# *First Baptist Church*

## *Bank Draft Authorization Form*

*ECM Fees/Teacher Work Days*

**Type of account:**

☐ **Checking**
☐ **Savings**

**Name on account** _____

**Financial Institution** _____

**Account #** _____

**Bank Transit/ABA #** _____

**Enclose (or scan) a voided check, deposit slip or copy of either. Any information received pertaining to the Bank Drafts will be handled by Nancy Bass only.**

**I hereby authorize First Baptist Church to draft the checking or savings account I have indicated in the amount equal to two weeks ECM fees on the 5th and 20th of each month.**

**Four times per year there will be 5 billing weeks per month. During these months, I authorize First Baptist Church to draft two weeks due on the 5th draft and three week due on the 20th.**

**For parents with after school children: I authorize First Baptist Church to draft on the 20th draft any teacher work day charges incurred.**

**I understand that I will not incur late charges while participating in this program.**

**I understand that this authorization will remain in effect until I complete a "Stop Bank Draft Authorization Form".**

_____ _____

**Name - Please print** **E-mail address (required)**

_____ _____

**Signature** **Date**

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- ***A $36 returned item fee will be charged for any ACH transaction unable to be processed. More than one of these charges in a calendar year will result in termination from the bank draft program.***
- ***All transactions will be processed on the 5th or 20th of each month. If the draft date falls on a weekend or bank holiday your account will be drafted on the next business day. You will be reminded by email before your draft.***

**At least 7 working days are required to set up drafts. You will be notified by email before your drafts begin. You should continue making payments until you receive verification your draft is in place.**

**Email Nancy Bass, nancybass@fbclumbertonnc.org with questions.**

*Draft forms are also available in the church office or email Nancy Bass (nancybass@fbclumbertonnc.org).*

# Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. **Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy**:

**We:**

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences for their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.
13. DO use short supervised periods of time-out sparingly.

**We:**

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

**Our program's goals for helping children develop self-control and learn acceptable forms of social behavior are:**

To help children grow physically, mentally, socially, and spiritually. Our program is designed to help children develop self-concepts, to become independent individuals and to use their eager minds to explore their world.

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

Teachers model conflict resolution in the classroom through their interactions with children, parents and teachers. Children are encouraged to resolve conflicts themselves. Teachers observe and step in to assist when needed.

**We ensure staff follow the programs discipline and behavior management policies and practices and use behavior management strategies appropriately by:**

The director and ECM committee are responsible for making sure that discipline and behavior management policies are followed by every staff member. When problems arise, staff is to immediately report to the director so the issue can be handled without any further complications. If the director is not onsite, staff members will contact Mr. David Elks, Erin Collier or Christy Strickland. Staff members should also contact the director so that she knows of the situation. They may contact her via her cell phone. If the director is unable to help resolve the issue then the Supervising Minister and/or ECM committee may be asked to assist. An observation/evaluation is conducted on every staff member of the facility every three months.

# Discipline and Behavior Management Policy, Continued

**Local resources that can assist with services and support when persistent challenging behaviors continue to occur are:**
Riverbend Services, Shining Stars and Robeson County Partnership for Children, Smart Start. These services have been utilized in the past and continue to be excellent resources. If, at any point, there is an indication/ suspicion that a child may have special needs, ECM is required to make referrals to the appropriate agency for assessment and assistance.

**Center's administration response to all reports of inappropriate discipline, care, or treatment of children are:**
The center's administration will immediately handle all reports made to them by the teacher or parents that involve injuries, allegations regarding discipline, or any other allegations that is possible child maltreatment. Minor reports, those violating facility policies, complaints that do not involve injuries, or possible maltreatment, will be handled within one business day. If the director deems it appropriate, DCDEE will be contacted by administration within one business day. All allegations that involve injuries, discipline, or any other possible child maltreatment, will be reported to DCDEE immediately.

**A plan for regular review of the discipline policies and procedures with all staff members, including the review of the policies and procedures in the orientation of new staff members before they assume child care responsibilities:**
Policies and procedures are discussed, explained and signed during orientation of all new staff members prior to assuming child care responsibilities and kept in their file.
A regular review of the discipline policies and procedures will be conducted during staff meetings, at least twice a year. These meetings will also be a time to educate staff, offer opportunities to discuss and share ideas or helpful tips for classroom management. Outside resources may be asked to provide training during the staff meetings.

**Time Out**
"Time out" is the removal of the child for a short period of time, one minute per year of age, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time out space, usually a chair is located away from classroom activity but within the teacher's sight. During time out, the child has a chance to think about the misbehavior. After no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection respect shown the other children.

Behavior will be managed properly depending on the age group. Two year olds may be redirected with the possibility of a very short time out period. Three year olds may be redirected with the possibility of a short time out period. Four year olds and up may be redirected with the possibility of a time out period. In the cases of continued discipline problems, parents are called in for a conference so the parent and teacher can work together to encourage correction of the problem. All conferences will be documented. After 3 conferences with the parent, teacher, director, minister, or ECM committee the parents may be ask to withdraw the child. Behavior problems which may require parent conferences are as follows but not limited to:

| | | |
|---|---|---|
| *Fighting | *Vulgar Conversation | *Bad Language |
| *Disrespect for Teachers | *Hurting Others | *Continually Disrupting Activities |
| *Defiant Attitudes | *Biting/Scratching/Hitting | *Aggressive Violent Behavior |
| *Bullying | *Other Misbehavior Determined by Director | |

**Acceptable ways to handle children, situations and issues in the classroom:**

- Always pick a child up by the trunk or under their arms.
- Give positive reinforcement.
- Model the right behavior.
- Provide direct guidance and explain your reasoning.
- Prevent bad behavior before it happens and seek out support (assistant).
- Monitor your tone of voice and your word choice.
- Be consistent with your expectations.
- Give attention to the behavior you like-not the behavior don't.
- Redirect, Redirect, Redirect
- Build a relationship with your children and parents.

# Dismissal Policy

It is our desire to provide the best of care for each child who enters our program. There are times when expectations between the center and parents differ. If for any of the following reasons it is not working out for either, steps will be taken to solve the problems. If these steps are unsuccessful, parents may choose, or be asked to, find another center that will better meet their needs.

**Children may be dismissed ("dropped") from the ECM for any of the following reasons:**

1. ***Failure to follow and adhere to the Early Childhood Ministry's Payment Policy.*** This policy is outlined in our application and acknowledged by signature by a parent or guardian.

***2. Continued discipline problems***

- This policy is outlined in our manual and acknowledged by signature by a parent or guardian.
- Parents are called in for a conference so the parents, teachers, and director may work together to encourage correction of the problem.
- All conferences will be documented.
- After the third conference, the parent may be asked to withdraw the child.
- Behavioral problems which may require parent conferences are:

| | |
|---|---|
| Fighting | Hurting Others |
| Bad language | Continually disrupting activities |
| Vulgar conversation | Defiant attitudes |
| Disrespect for teachers | Biting |

Other misbehavior determined by Director

***3. Parent-Center Concerns***

We encourage parents to discuss with us any concerns about our program in connection with their child. After 3 specific unresolved concerns by either center or parents, the parents may choose to withdraw the child; or we may suggest the parents find a daycare that will better meet their needs.

# Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

**BELIEF STATEMENT**
We, First Baptist Early Childhood Ministry, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

**BACKGROUND**
SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09.0608, family child care homes, 10A NCAC 09.1726), each child care facility licensed to care for children up to five years of age shall develop an adopt a policy to prevent SBS/AHT.

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

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

Reporting:
- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the count Department of Social Services by calling (910) 671-3500.

**PREVENTION STRATEGIES TO ASSIST STAFF IN COPING WITH A CRYING, FUSSING, OR DISTRAUGHT CHILD**
Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change or bathroom break. If no physical need is identified, staff will attempt one or more of the following strategies:

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

In addition, the facility:

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

# Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy, Continued

**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, or car seat
- Pushing a child into walls, doors, or furniture

**STRATEGIES TO ASSIST STAFF MEMBERS UNDERSTAND HOW TO CARE FOR INFANTS**

Staff Reviews and Discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508complaint.pdf

**STRATEGIES TO ENSURE STAFF MEMBERS UNDERSTAND THE BRAIN DEVELOPMENT OF CHILDREN UP TO FIVE YEAR 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-nuturing-health-brain-development-from-birth
- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-ecd/

**RESOURCES**

Christy Strickland, First Baptist Early Childhood Ministry Committee, Chair.
Chanda Hughes, First Baptist Early Childhood Ministry, Director: 910-738-6608

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: http://dontshake.org/family-resources
- The Period of Purple Crying: http://purplecrying.info/

Facility web resources

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

References


1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. Shaken Baby Syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress, http://cfoc.nrckids.org/StandardView/1.7.0.5

# Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy, Continued

**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 training in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgment form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement.
- The child care facility shall keep the SBS/AHT Staff Acknowledgement Form in the staff member's file.

Parents/Guardians:

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

Effective Date
February 2, 2017

The following requirements apply to both centers and homes.

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

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

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

**Parental Rights**

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

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. 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.nc.gov* . For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.nc.gov

**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 business hours (8 a.m. -5 p.m.);
- requested via the Division's web site at www.ncchildcare.nc.gov; or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829 -800-859-0829.

**How to Report a Problem**
North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and 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 919-527-6500 or 1-800-859-0829.

**Child Abuse, Neglect, or Maltreatment**
Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education** at 919-527-6335 or 1-800-859-0829. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

NORTH CAROLINA DCDEE
Division of Child Development and Early Education
5 Star Rated License • Prekindergarten • Subsidized Early Education for Kids

# Summary of the North Carolina Child Care Law and Rules

Division of Child Development and Early Education
North Carolina Department of Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27699

**Revised March 2016**

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

## What Is Child Care?

The law defines child care as:

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

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the 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 preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care 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 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, complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. 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 preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. 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. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

## Staff/Child Ratios

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

| Age | Teacher: Child Ratio | Max Group Size |
|---|---|---|
| 0-12 mths | 1:5 | 10 |
| 12-24mths | 1:6 | 12 |
| 2 years old | 1:10 | 20 |
| 3 years old | 1:15 | 25 |
| 4 years old | 1:20 | 25 |
| School-age | 1:25 | 25 |

*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.*

## Space and Equipment

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

## Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. 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, use materials on their own and have choices.

## 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 centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.

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