



PAMLICO CHRISTIAN ACADEMY

Physical Address:
11089 Hwy 55
Grantsboro, NC 28529
28529

Mailing Address:
PO Box 68
Grantsboro, NC 28529

Phone: 252-745-0462
Email: office@pamlicochristianacademy.org
Internet: <http://www.pamlicochristianacademy.org>

2020-2021 PRESCHOOL ENROLLMENT FORM

Dear Parents: Congratulations on your child's acceptance to Pamlico Christian Academy Preschool! Please see the checklist below of items needed in order to secure your child's enrollment in our program.

Student Information

Date _____

Name: _____
Last First Middle Name used

Date of birth: ____/____/____

Parent Email: _____

I have included all of the following to secure my child's spot in preschool (please check):

- Copy of Birth Certificate
- Copy of Immunization Record
- \$200 registration fee
- \$100 supply fee
- Preschool enrollment form:
 - Child's Application for Enrollment ****NOTE:** In "Health Care Needs" section, please only list conditions that require **specialized health services that require a medical action plan.**
 - Child's Medical Report (within 30 days of start of preschool)
 - Signed Receipt of Summary of NC Child Care Law and Rules
 - Nutrition Opt Out Form
 - Discipline & Behavior Management Policy (signed on 2nd page)
 - Shaken Baby Acknowledgement & No Smoking Policy Signature
 - Parental Contract with PCA (signed)
 - Emergency Contact List & Media waiver (signed)



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PARENT/GUARDIAN CONTRACT WITH PAMLICO CHRISTIAN ACADEMY

I, the undersigned, do hereby commit to the following:

1. That all the information provided on this application is true, to the best of my knowledge, and that I have not intentionally withheld or misrepresented any pertinent data.
2. To fulfill my financial obligations to Pamlico Christian Academy, namely:
 - a) I am responsible for timely payment of the full annual tuition and other fees due Pamlico Christian Academy.
 - b) In the event that I decide to withdraw or choose not to re-enroll my child in Pamlico Christian Academy, I will, for the school's benefit, inform the school concerning my reasons.
 - c) I am responsible for any and all damages my child may have made to school property.
3. I will fully support and abide by all Pamlico Christian Academy policies, including the school uniform policy. I affirm that I have read the Preschool Handbook in full.
4. I understand that Pamlico Christian Academy will employ the methods of discipline outlined in the discipline section of the Preschool Handbook.
5. I will support school personnel, programs, policies, and activities with prayer and communication.
6. I will nurture habits of punctuality, thoroughness, neatness, honesty, resourcefulness, and learning.
7. I will allow my child to be photographed or videotaped for promotional use (advertising, editorials, etc.) and/or training purposes to benefit PCA unless I have signed the attached Media Waiver.
8. I will direct any grievances, concerns, or issues which I may have through the proper channels, according to the principles outlined in chapter eighteen of the gospel of Matthew as summarized below:
 - a) I agree that all persons are to deal with the situation at its source. This usually means initially speaking privately with the person involved in a constructive and supportive attempt to attain clarification and resolution.
 - b) If, after honest attempts have been made and clarification or resolution has not been satisfactorily reached, then I will proceed to the next level of authority. This generally means speaking with the Head of School.
 - c) If satisfaction is not reached by this point, then I will proceed to the PCA School Board by bringing the matter to the Board's attention in writing.

I have read the above contract and agree to abide by it while my child is enrolled as a student at Pamlico Christian Academy.

(Parent/Guardian Signature) (Date)

(2nd Parent/Guardian Signature) (Date)



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EMERGENCY CONTACT LIST

Name: _____ Relationship to Child: _____

Address & Phone: _____

Name: _____ Relationship to Child: _____

Address & Phone: _____

Name: _____ Relationship to Child: _____

Address & Phone: _____

AUTHORIZATION FOR CHILD'S RELEASE

I authorize the following people to pick up my child from Pamlico Christian Academy Preschool:

Name and Relationship to Child _____

Name and Relationship to Child _____

Name and Relationship to Child _____

Name and Relationship to Child _____

MEDIA WAIVER

Yes, I give my permission for Pamlico Christian Academy to use photographs/video footage of my child for information and possible distribution about the school, programs or people.

No, I do NOT want photographs/video footage of my child used by the Pamlico Christian Academy for information and possible distribution about the school, programs, or people.

Parent Signature: _____ Date: _____

GRANDPARENT INFORMATION

From time to time, our school has events that we like to invite grandparents and great grandparents to (even if they do not live close by) so they will feel a part of our school. Please include grandparent and great grandparent info here!

Grandparent name(s): _____

Address and Phone Number: _____

Grandparent name(s): _____

Address and Phone Number: _____

Grandparent name(s): _____

Address and Phone Number: _____

Grandparent name(s): _____

Address and Phone Number: _____



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PCA Preferred Tuition Payment Method

Please indicate preferred tuition payment method:

- Annual tuition payment due on or before July 1st
- Bi-annual tuition payments due July 1st and December 1st
- Ten monthly payments due July 1st through April 1st

Parent/Guardian Name: _____
(Person Responsible for Payment)

Tuition payments may be made via cash, check or automatic bank draft to Pamlico Christian Academy. For monthly payment options, automatic bank draft is encouraged and may begin following the first monthly payment. Please check below if you would like to utilize automatic draft for your payments, and the office will contact you to set this up.

- I am interested in paying tuition through automatic bank draft.

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 _____

Mother/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

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. 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 _____

Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____

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

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

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

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

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

Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

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

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____

Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____

Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____
If delay, note significance and special care needed; _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____
Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____

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. Local 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

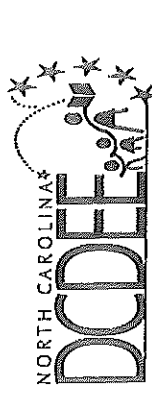
- A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be
- viewed during business hours (8 a.m. -5 p.m.);
 - requested via the Division's web site at www.ncchildcare.nc.gov; or
 - requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829.

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 919-527-6335 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.**



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 February 2018

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 background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal 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 ITSS-SIDS training initially (if caring for infants 0 – 12 months) and every three years, the Emergency Preparedness and Response

(EPR) in Child Care training and create the EPR plan. They also must complete a minimum number of health and safety training and ongoing 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. Recreational programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

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 ITSS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child Ratios

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

Age	Teacher: Child Ratio	Max Group Size
0-12 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

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

Space and Equipment

Centers must have at least 25 square feet per child indoors and 75 square feet per child for ½ the total licensed capacity outdoors, if licensed over 29 children. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

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 and schedule 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. For Centers and FCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.

**North Carolina Child Care Law and Rules
PROOF OF RECEIPT**

Name of Facility: PAMLICO CHRISTIAN ACADEMY

Facility ID #: 69000084

Child's Name: _____

Date of Enrollment: _____

I have received a copy of the brochure "*Summary of the North Carolina Child Care Law and Rules*".

Parent Signature

Date

December 2017



Nutrition Opt Out Form

Child Care Rules .0901(c) and .1706(b) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I _____ plan to provide all meals, snacks and
(Parent/Guardian Print Name)
drinks for my child and do not want his/her meals, snacks or drinks
supplemented to meet the Meal Patterns for Children in Child Care Programs
from the United States Department of Agriculture (USDA), which are based on
the recommended nutrient intake judged by the National Research Council to be
adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I
understand that the program will provide supplemental food and drink.

Parent/Guardian Signature

Date

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

NO CHILD shall be subjected to any form of corporal punishment or discipline as follows:

- o No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking;
- o No child shall ever be placed in a locked room, closet, or box, or be left alone in a room;
- o No discipline shall ever be delegated to another child;
- o Food or rest shall not be withheld or given as a means of punishment or reward;
- o No child shall ever be disciplined for toileting accidents, or for not sleeping during rest time;
- o No child shall be disciplined by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms or floors, or emptying diaper pails;
- o We will never use or withhold physical activity, such as running laps and doing push-ups, as punishment;
- o No child will ever be yelled at, threatened, shamed, humiliated, frightened, bullied, or subjected to sarcastic remarks or profanity;
- o We will not restrain or physically hold a child in a manner that restricts the child's movement, or use heavy objects, my body, or any device such as straps, blankets, car seats, or cribs to restrict their movement except when the safety of the child or other children's safety is at risk. *Examples of a child's safety being at risk that will require restraint include buckling a child in their car seat during transportation, buckling an infant in their feeding chair at mealtimes, and might include holding a child who is throwing chairs at other children until other children have moved away.*

WE DO:

- o Praise and encourage children by recognizing and building on their accomplishments and strengths;
- o Reason with children and set limits for them;
- o Model appropriate behaviors for the children;
- o Modify the childcare environment to help prevent behaviors before they occur;
- o Listen to children, and talk "with" them, not "at" them;
- o Provide developmentally appropriate acceptable alternatives for inappropriate behaviors like biting and hitting;
- o Provide children with natural and logical consequences of their behaviors;
- o Treat children as people and respect their needs, desires and feelings;
- o Ignore minor misbehaviors;
- o Explain things to children at their level of understanding;
- o Use short supervised periods of time-out sparingly;
- o Practice consistency in our behavior management program;
- o Use guidance and behavior management techniques that focus on a child's development.

This means discipline practices will be age and developmentally appropriate. We will use problem solving strategies with children ages 3 and older. If time out is necessary, it will be for no longer than 3 to 5 minutes.

Discipline means guidance and support, not punishment. Staff and volunteers will work daily to build each child's sense of safety, security and self-esteem by recognizing their accomplishments, comforting

children when sad or upset, engaging children in back and forth conversations, encouraging them to try new things, and helping them learn problem solving and friendship skills.

We assist children to take responsibility for their own behavior by using some of the following approaches:

- o Providing an interesting and appropriate program that does not become frustrating or overwhelming to them.
- o Providing timely guidance by assisting children before a problem occurs, redirecting behavior, diverting attention and providing both verbal and physical assistance, as well as alternative opportunities and activities.
- o Recognizing their feelings and helping them learn how to deal with anger and other strong feelings by talking about them and finding appropriate outlets for expression.
- o Teaching children self-control techniques and providing children with reasons for limits.

I, the undersigned parent or guardian of _____ (child's full name), state that I have read and received a copy of the facility's *Discipline and Behavior Management Policy* and that the facility's operator has discussed the policy with me.

Child's Date of Enrollment: _____

Signature of Parent or Guardian _____ Date _____

Give one copy to the parent(s) and signed copy on the child's file.

Time-Out

Time-out is the removal of a child for a short period of time from a situation in which the child is misbehaving and has not responded to other guidance techniques. The "time out" space, usually a chair, is located away from the activity but within the caregiver's sight. During "time-out" the child has a chance to cool down and think about the misbehavior which led to his/her removal from the group. After a brief interval (no more than 3-5 minutes), the caregiver 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 and respect shown the other children. Children are also encouraged to use self-initiated time-out when they start to feel they are losing control; self-initiated time-out might be going to the relaxation chair to take deep breaths to calm down or using designated "alone spaces" designated for a single child.

Pamlico Partnership for Children

Michelle Shields

Phone: 252-745-7850

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*

- o 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.
- o 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.
- o Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment
- o The child care facility shall keep the **SBS/AHT staff acknowledgement form** in the staff member's file.

Parents/Guardians

- o 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.
- o 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.
- o 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
- o The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

Shaken Baby Syndrome Policy and Abusive Head Trauma Policy

Date Adopted: 8/29/18

Pamlico Christian Academy does not serve children under age two; however we ensure every teacher has training and understands the policy of the Shaken Baby Syndrome and understands the importance of NEVER shaking a child of any age for any reason. This policy applies to children up to 5 years of age and their families, operators, early educators, substitute providers and uncompensated providers.

Belief Statement: We at Pamlico Christian Academy 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 young child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

Procedure/Practice

Recognizing:

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

Responding to:

- If SBS/ABT is suspected, staff will:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the Pamlico County Department of Social Services. Phone number:252-745-0104

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

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

- Rock the child, hold the child close, or walk with the child.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back.
- Try to distract the child with a toy.

- Take the child for a walk around the center or outside in the fenced in playground area.
- Turn on music or white noise.
- Other: Sit down and read a book with the child

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 either in their car or in the staff lounge
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.
- Other: Go to the School office for a coffee break

Prohibited behaviors:

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

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

Strategies to assist staff members understand how to care for Preschool-age children

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

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

All staff take training on SBS/Abusive Head Trauma within first 2 weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

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

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

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-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/>

Teachers and Parents may also contact the following people for support:

Pamlico Partnership for Children

SHAKEN BABY AND ABUSIVE HEAD TRAUMA POLICY
ACKNOWLEDGMENT

I, the parent or guardian of _____,
acknowledge that I have read and received a copy of Pamlico Christian
Academy's Shaken Baby Syndrome / Abusive Head Trauma Policy.

Date policy given to parent/guardian: _____

Child's date of enrollment: _____

Printed name of parent/guardian: _____

Parent/Guardian Signature: _____

OTHER ACKNOWLEDGMENTS

I have received a copy of the NC Summary of Child Care Law

Parent Signature

Date

No Smoking Policy

Children at Pamlico Christian Academy are to be in a smoke free and tobacco free environment during operating hours, on vehicles used in transport, and during off premise activities. A No Smoking Sign is posted on the front entrance door and back door. Parents are issued a statement that the premises are a Smoke Free and Tobacco Free environment during school hours.

I understand that I may not smoke or use any tobacco products, including vapes, while I am on the premises of this school. This includes my vehicle.

Parent Signature

Date