



Pamlico Christian Academy

change your child's life

2025-2026 PreK ENROLLMENT FORM

Dear Parents: Congratulations on your child's acceptance to Pamlico Christian Academy PreK!
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 PreK (please check):

- Copy of Birth Certificate
- Copy of Immunization Record
 - \$150 Enrollment fee
 - PreK 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 PreK)
- 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 PreK Handbook in full.
4. I understand that Pamlico Christian Academy will employ the methods of discipline outlined in the discipline section of the PreK 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 PreK:

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): _____ Email: _____
Address and Phone Number: _____

Grandparent name(s): _____ Email: _____
Address and Phone Number: _____

Grandparent name(s): _____ Email: _____
Address and Phone Number: _____

Grandparent name(s): _____ Email: _____
Address and Phone Number: _____



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Transportation *[Bi-Annual payments due July 1st and Dec. 1st]*

I will need Craven/Pamlico Transportation for this student YES NO
 ___ Roundtrip \$800 ___ Mornings only \$400 ___ Afternoons only \$400
 ___ Bridgeton Food Lion ___ CStone Church ___ Vanceboro Stop(car seat required)

PCA Preferred Tuition & Fees 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. 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.
Please fill out form on next page if you are interested in bank draft.



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Authorization Form for Bank Draft

I _____, do hereby authorize Pamlico Christian Academy to begin drafting my account from the banking institution and account that I have listed below. I understand that the time I decide to discontinue this payment service, I will notify Pamlico Christian Academy of its termination in a manner as to afford the financial institution reasonable opportunity to act on it. The Bank Draft program is provided by Pamlico Christian Academy. In the event that Pamlico Christian Academy withdraws funds erroneously from my account, I authorize Pamlico Christian Academy to credit my account for an amount not to exceed the original amount of the erroneous debit. Then debit the correct amount.

Same information as previous bank draft

Please attach a voided check and complete the following:

Date _____

Bank Name _____

Account Type: _____

Bank Routing # _____

Bank Account # _____

Start Date: _____

Draft Amount: \$ _____

(see invoice terms)

Frequency of tuition Draft: Monthly _____ Annually _____ Bi-Annually _____

Transportation Draft: Yes No Annually _____ Bi-Annually _____

For Donations Only: _____

For Tuition Payment Only:

_____ day of each month

_____ 5th _____ day of each month

Name: _____

First

Middle

Last

Signature: _____

Typing your name above serves as an electronic signature

Please fill out all NC State information
on the following pages.

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 # _____

Space and Equipment

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

Licensed centers must also meet requirements in the following areas.

Staff Requirements

The administrator of a child care center must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

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

Additional Staff/Child Ratio Information:

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

Reviewing Facility Information

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

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.



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

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

Division of Child Development
and Early Education

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

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

Revised January 2021

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

What Is Child Care?

The law defines child care as:

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

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the health, safety, and well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Family Child Care Homes

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

Child Care Centers

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

Parental Rights

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

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone

directory or talk with a child care provider to see if there is a Child Care Resource and Referral agency in your community. For more information, visit the Resources page located on the Child Care website at: <https://ncchildcare.ncdhhs.gov/>. For more information on the law and rules, contact the Division of Child Development and Early Education at 919 814-6300 or 1-800- 859-0829 (In State Only), or visit our homepage at: <https://ncchildcare.ncdhhs.gov/>.

Child Abuse, Neglect, or Maltreatment

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

Transportation

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

Record Requirements

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

Discipline and Behavior Management

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

Training Requirements

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

Curriculum and Activities

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

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCCs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

Two through Five Star Rated License

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

Criminal Background Checks

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

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:

Parent Signature

Date



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

Nutrition Opt Out Form

Child Care Rules .0901(d) and .1706(c) 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

Facility Name _____

Date Adopted: _____

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

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

- No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking;
 - No child shall ever be placed in a locked room, closet, or box, or be left alone in a room;
 - No discipline shall ever be delegated to another child;
 - Food or rest shall not be withheld or given as a means of punishment or reward;
 - No child shall ever be disciplined for toileting accidents, or for not sleeping during rest time;
 - 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;
 - We will never use or withhold physical activity, such as running laps and doing push-ups, as punishment;
- No child will ever be yelled at, threatened, shamed, humiliated, frightened, bullied, or subjected to sarcastic remarks or profanity;
- 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:

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

- Providing an interesting and appropriate program that does not become frustrating or overwhelming to them.
- 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.
- 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.
- Teaching children self-control techniques and providing children with reason 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*

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for Children up to five years of age.
- Staff will sign an acknowledgement from that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The child care facility shall keep the **SBS/AHT staff acknowledgement** form in the staff member's file.

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with Parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement.
 - The child care facility shall keep the **SBS/AHT 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 death. According to North Carolina Child Care Rule (child care centers, 10A NCAC09.0608, family child care homes, 10ANCAC09.1726), each child care facility licensed to care for Children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

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 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 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](http://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-eed/

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, [Http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+](http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=)
 - Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing SBS 508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)

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 ACKNOWLEDGEMENT

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