

# First Baptist Church Child Care



*"The Perfect Place to Grow Your Child"*

## Parent Handbook 2023-2024

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# Table of Contents

<b>CC Calendar .....</b>	<b>4</b>
<b>A Reputation for Excellence .....</b>	<b>5</b>
<b>Our Purpose and Objectives.....</b>	<b>6</b>
<b>Our Mission Statement.....</b>	<b>7</b>
<b>Our Philosophy .....</b>	<b>8</b>
<b>Welcome Letter .....</b>	<b>9</b>
<b>ABOUT US.....</b>	<b>10</b>
<b>DAYS AND HOURS OF OPERATION .....</b>	<b>11</b>
Age Range of Children We Serve .....	11
Inclement Weather Policy.....	11
<b>OUR PROGRAM.....</b>	<b>12</b>
<b>FEES.....</b>	<b>13</b>
Registration Fee .....	13
Tuition Rates.....	13
Discount .....	14
Tuition Payment Policy.....	14
Returned Checks.....	14
Summer Policy.....	14
<b>WAITING LIST AND REGISTRATION PROCEDURES .....</b>	<b>15</b>
Waiting List.....	15
Registration .....	15
Withdrawal from Program .....	16
<b>GENERAL POLICIES .....</b>	<b>17</b>
Arrival and Departure .....	17
Absences .....	17
Late Arrivals .....	17
Authorization for Child's Release.....	18
Late Pickup .....	18
Classroom Telephones .....	18
Opportunities for Parent Participation .....	18
Field Trips .....	19
<b>PLAYTIME, MEALS, AND NAPS .....</b>	<b>20</b>
Outdoor Play Policy .....	20
Change of Clothing .....	20
Items from Home.....	21
Food Service .....	21
Meal Schedule .....	22

Menus.....	22
Birthdays .....	23
Nap/Rest Time .....	23
<b>DISCIPLINE POLICY .....</b>	<b>24</b>
We DO .....	24
We DO NOT.....	25
<b>HEALTH, SAFETY, AND STATE LICENSURE .....</b>	<b>26</b>
Emergency Procedures .....	26
Abuse and Neglect.....	26
Licensing.....	27
Notice of Nondiscriminatory Policy .....	28
Concerns/Questions.....	29
Immunizations .....	29
Illness.....	30
Medication .....	31
Prescription Medication .....	32
Administering Prescription Medication.....	32
Over-the-Counter Medications.....	32
Administering Over-the-Counter Medication.....	33
Sample Medication Forms.....	34-37
<b>INFANT ROOM.....</b>	<b>38</b>
Hours of Operation.....	38
Infant Room Sample Schedule.....	39
Infant Room Supplies.....	40
Items Provided by Parents .....	40
Items We Provide .....	40
Instructions for Labeling Bottles.....	41
Infant/Toddler Safe Sleep Policy.....	42
Prevention of Shaken Baby Syndrome and Abusive Head Trauma .....	43-44
<b>YOUNGER TODDLER ROOM DAILY SAMPLE SCHEDULE.....</b>	<b>45</b>
<b>TODDLER ROOM SAMPLE SCHEDULE.....</b>	<b>46</b>
Hours of Operation .....	46
Daily Schedule .....	46
Toddler Room Supplies.....	47
Items Provided by Parent.....	47
Items We Provide .....	47
<b>TWO'S DAILY SAMPLE SCHEDULE .....</b>	<b>48</b>
<b>PRE-K/THREE A DAILY SAMPLE SCHEDULE .....</b>	<b>49</b>
<b>THREE B DAILY SAMPLE SCHEDULE.....</b>	<b>50</b>
<b>PRE-K DAILY SAMPLE SCHEDULE .....</b>	<b>51</b>
<b>A Final Word .....</b>	<b>52</b>



# First Baptist Church

## Child Care Calendar

### 2023-2024

August 10 - Parent Orientation

August 11 - Closed Professional Development Day

August 14 - 1<sup>st</sup> day of school

September 4 - Closed Labor Day

November 10 - Closed Veteran's Day

November 20 - Thanksgiving Feast THREES & PRE-K

November 23, 24 - Closed Thanksgiving

December 25-29 - Closed Christmas Vacation

January 1 - Closed for New Year's Day Holiday

February 16 - Closed Professional Development Day

March 29, April 1 - Closed Easter Break

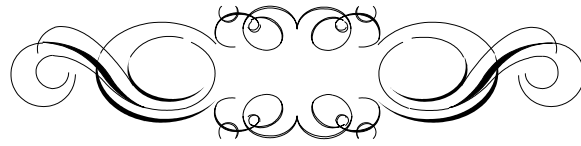
May 27 - Closed Memorial Day

May 30 - Pre-K Graduation

July 4- Closed July 4<sup>th</sup> Holiday

August - Closed TBA Professional Development Day





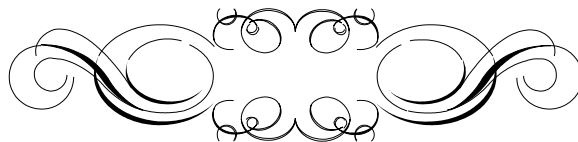
# First Baptist Church Child Care

## A Reputation for Excellence

First Baptist Church Child Care of Shelby first opened on August 23, 1976. Its staff consisted of four dedicated, Christian women: Mrs. Carol Ball, Director; Ms. Ann Pharr, Teacher; Mrs. Karen Pearson, Teacher; and Mrs. Iris Maloney, Assistant Teacher.

This small but committed group spent a concentrated week of training at Thomasville Child Development Center to prepare for the new Child Care facility. Mrs. Mary Lou Dickey, the Director of the Child Development Center, advised the new staff to "always keep their eyes on Christ and the Child Care facility of First Baptist Church would always have the reputation for being a great place for children."

With that wise advice in mind, the First Baptist Church Weekday Ministry opened one program with two classrooms, and grew to six programs, including Infant/Toddler, Full Care and Summer Camp. In 1997, we were the first AA licensed Church-sponsored Child Care facility in Cleveland County. The rating system was revised in 2000 to the star system. In 2005, First Baptist Church Child Care became the first and only 4 star Church-sponsored facility in Cleveland County. In 2016, First Baptist Church Child Care became the first and only 5 star Church-sponsored facility in Cleveland County. As we continue to move into a new millennium, the Weekday Ministry program consists of the Child Care, which offers a full day program for Infants through Pre-K and Mother's Morning Out, which offers a half-day program for Toddlers through Pre-K. From 1976 to the present, First Baptist Church Child Care of Shelby has focused on Christ. By looking to Him for guidance, the Child Care facility has obtained a reputation for excellence.



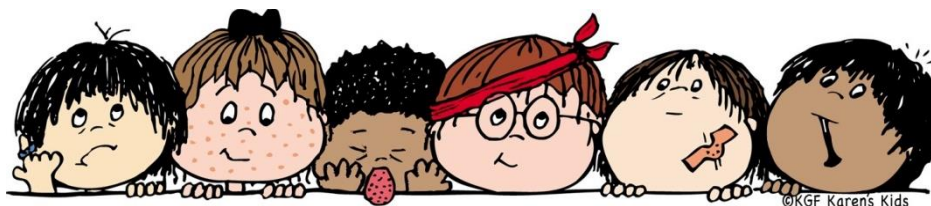
# Our Purpose and Objectives

First Baptist Church Child Care is a ministry of First Baptist Church to children and their families in the name of Christ. We believe that children are gifts from God. We value their feelings, desires, thoughts and needs.

The purpose of First Baptist Church Child Care is to provide Christian nurture as a specific context for the intellectual, social, emotional, physical, and spiritual development of the whole child.

Each day we seek to meet the following objectives:

- Foster self-esteem
- Recognize that each child is an individual and to allow each child to develop at his or her own pace
- Provide opportunities for self-expression, investigation, experimentation and participation in group activities
- Increase independence in meeting and solving problems
- Strengthen inner emotional controls and growth toward self-discipline
- Provide experiences that will satisfy the child's desire for knowledge
- Guide and help prepare each child for a successful school experience
- Promote health, physical growth and motor development
- Provide opportunities for the child to grow and develop in his/her understanding of God



# MISSION STATEMENT



## FIRST BAPTIST CHURCH

Community + Compassion + Service

### Community

Jesus calls us to live life together – that’s what community means, “with unity.” Small Group Bible Studies connect us so that we are not trying to live life on our own! Worship is our signature way uniting our hearts and lives in obedience to God as we commit ourselves to his Kingdom work.

### Compassion

Jesus calls us to love our neighbors. Paul underlined this teaching for the early church saying, “The only thing that counts is faith expressing itself through love.” Our hearts break when our neighbors hurt and grieve or struggle with sin. We look to share God’s love with them by missional living “here” and “there.”

### Service

Even as Jesus came not to be served but to serve, so each First Baptist Church member finds a place to give themselves in service to the Lord and our neighbors.

Visit us on  at: First Baptist Church Shelby Weekday Ministries.



# OUR PHILOSOPHY

First Baptist Church Weekday Ministries is a program sponsored and supported by First Baptist Church and its members. It was founded for the purpose of providing our community with Christian education for all children. The children are encouraged to reach their full potential by offering opportunities through which they are able to experience love and understanding. The *WEE Learn Curriculum* provides teachers with units designed to help lay a strong foundation for faith development in each child. The concept areas are God, Jesus, Bible, church, self, family, others, community, and the natural world. The foundational teaching begins with infants and continues throughout the preschool years with each year building on the previous year. *The Creative Curriculum* shows teachers how to structure their classroom and to have positive respectful interactions with children.

The staff will provide opportunities for every child to develop skills in sharing, taking turns, making friends, resolving conflicts, solving problems, helping others, recognizing and accepting others, building self-esteem, strengthening emotional control, and experiencing growth towards self-discipline. Our qualified teachers have a strong faith in Jesus Christ and look toward Jesus for guidance throughout each day.





Dear Parents and Families,



We are excited about your child joining us for this school year at First Baptist Church Child Care. Our staff is looking forward to working with your child in their learning experiences.

Our Child Care facility has Infant through Pre-Kindergarten classes that allow opportunities for your child to grow and develop in a Christian environment. This handbook tells you the purpose and objective of this center's policies.

This year your child will participate in a variety of activities such as:

- Working with paints, clay, crayons, blocks and other manipulatives
- Enjoying books, poetry, dramatization, and music
- Learning to share, take turns, plan work, think, and reason
- Experiencing and learning foundational truths of the Christian faith
- Learning readiness skills through various avenues of hands-on activities and experiences, field trips, cooking, etc.

Communication between parents and staff is the key to a successful program for children. Throughout the year, we will keep you informed about Child Care activities. Parent bulletin boards and regular newsletters will also provide current information. Please feel free to visit us, ask questions and offer suggestions.

We look forward to a wonderful year as we work and plan together for the children.

In His Service,

*Penny Corn*

Penny Corn

Weekday Ministries Director



# ABOUT US



- First Baptist Church Child Care is located in the Educational Building and is a tobacco-free Child Care facility.
- The rooms are air conditioned and fire resistant.
- The rooms are fully furnished and arranged in activity centers.
- During free play activities, children choose activities and playmates.
- Periods of active play are followed by periods of relative quiet or rest.
- There is a balance between self-directed and teacher-guided activities.
- There are opportunities for group experiences, one-to-one interaction experiences and opportunities for being alone.
- We feel that respect is important and needs to be instilled in children at an early age.
- We encourage preschool-aged children to address teachers by Miss, Ms., or Mrs.
- Manners are reinforced on a daily basis. We encourage children to use amenities such as "Please", "Thank-you", "Excuse me", "Yes Ma'am", and "No Ma'am".
- The Dover Activities Building is available to all the children during school hours. The gymnasium provides a place for indoor games and other gross motor activities during inclement weather.
- Children are encouraged to participate in activities but are not forced to do so.
- The playground provides an opportunity for children to engage in gross motor activities twice a day, weather permitting.
- Lunch is catered by the Church Food Service.



# AGE RANGE OF CHILDREN WE SERVE

First Baptist Church Child Care serves children from 8 weeks to Pre-K.



# DAYS AND HOURS OF OPERATION

First Baptist Church Child Care operates Monday - Friday year-round, from 6:30 a.m. - 5:30 p.m. with the exception of the days and holidays listed below. Please note that the Infant and Toddler rooms are open 7:30 a.m. – 5:30 p.m.

New Year's Day  
Good Friday and Easter Monday  
Memorial Day  
July 4th  
Labor Day  
Veteran's Day  
Thanksgiving (Thursday and Friday)  
Christmas Week



**First Baptist Church does not offer After School Care  
or provide transportation.**



## Inclement Weather Policy

*In the event of inclement weather, the Child Care facility will follow the Cleveland County Schools schedule when applicable.* Call the Child Care office at 704-482-3460 for late openings and closings or visit our Facebook page at First Baptist Church Shelby Weekday Ministries.



**The Child Care facility reserves the right to close for repairs, workshops, trainings, and conferences. Advance notice will be given when possible.**

# OUR PROGRAM...

First Baptist Church Child Care is designed to teach children who are ready to learn. It is flexible so that the needs of each child can be met. The same curriculum areas are used for all ages, but the experiences provided expand as the child grows and develops.

The curriculum areas are:

Faith Development

Creative Art

Music

Dramatic Play

Block Building

Large/Small Muscle Activities

Discovery (Science)

Problem Solving/Number Concepts

Social Awareness

Health & Safety

Field Trips and Visitors

Water and Sand Play

Food Experiences

Carpentry

Language Development

Self-Help (Routines)



Our program uses the ***WEE Learn Curriculum***, ***The Creative Curriculum*** and ***NC Foundations*** each of which are highly recommended for Infants through Pre-K. Each curriculum provides approaches to play and learning, emotional and social development, health and physical development, language development and communication and cognitive development.

Faith development is woven throughout the activities planned each day. Each unit is supported with a Bible story, Bible thoughts and prayer which are a part of, but not limited to, the early morning circle time as children prepare for the day's activities.



# FEES



## NOTE:

- Please write separate checks for payments other than tuition.
- When paying with cash, always get a receipt before leaving the office.
- Leave payments with office staff or drop in the drop box.
- For your convenience a weekly automatic draft is available.

## Registration Fee

An annual, non-refundable registration fee that includes secondary accidental insurance will be charged for each child for the school year.

Registration for the Child Care program for the 2023-2024 year is \$50.00.

## Tuition Rates

Tuition rates for the 2023-2024 school year are as follows:

Infants and Toddlers <i>Classroom</i>	\$175.00/week
Two Year Old <i>Classroom</i>	\$170.00/week
Three Year Old <i>Classroom</i>	\$160.00/week
Four Year Old <i>Classroom</i>	\$155.00/week



*Tuition is based on classroom placement, not age of child.*

If your child is absent from the Child Care program or if the program is closed for holidays, snow days, emergency days, teacher workdays, etc., tuition payment is still required. **If the program or a classroom is closed due to any communicable illness, tuition payment is still required. All fees are non-refundable.**

## Discount

If more than one child in a family is enrolled in the **Full Day Program**, a discount of \$3.00 per week will be given. Parents do not pay for the week of Christmas.



## Tuition Payment Policy

Tuition can be paid on a **weekly, biweekly, or monthly** plan.



Payment arrangements must be made in the WDM office during enrollment or at the beginning of the school year.

**If you are paying weekly or biweekly, payment is due by 5:30 p.m. the Monday service begins. If paying monthly, payment is due by 5:30 p.m. on the first service day of the month.**

If payment is not received as stated above, the account will be considered delinquent at the end of the first week of non-payment. All accounts that are not paid by the designated time as stated above will be reviewed the following Monday to determine action to be taken, which may include termination of childcare services until such accounts are up-to-date.

Delinquent accounts will be reviewed by the Budget & Finance Committee or those acting on their behalf. Those acting on behalf of the Budget & Finance Committee will be: WDM Director, Pastor and, if possible, a member of the WDM Committee.

We encourage you to speak with our Director regarding any concerns about your balance as soon as possible. We will be glad to assist you.

## Returned Checks

A service charge of \$25.00 will be charged for each returned check. After the second returned check, tuition payments may only be paid with cash or money order.

## Summer Policy

A weekly holding fee is required for those students who will not be attending this summer but would like to return in the fall. This fee is in addition to the annual registration fee and will guarantee your child a position in the fall.



The Weekday Ministries Committee and Staff reserve the right to re-evaluate this policy as needed.

# WAITING LIST AND REGISTRATION PROCEDURES

## Waiting List

In order to place your child's name on the waiting list, First Baptist Church Child Care encourages a visit to the center by the child and the child's parents before the child begins attending the center, parent gives current information needed for the waiting list file and pays the \$50.00 non-refundable registration fee. The parent will then be informed of the child's position on the list. Priority for children on the waiting list will be as follows:



1. Children whose parents are members of First Baptist Church.
2. Children whose families are not members of First Baptist Church, but have children currently enrolled in the Center.
3. Children whose families are not members of First Baptist Church and do not have children enrolled in the facility.
4. Children of the Child Care staff.

Within each category the date a child is placed on the waiting list and the date when care is needed is also given a priority. If a family is given space they have requested and it is refused, the family may remain on the waiting list but will go to the bottom of the list in their category.

## Registration

Our new school year begins in August each year. In-house registration is held in March. Spaces that are not filled through in-house registration are opened up to those on the waiting list as well as others outside the center. Persons on the waiting list will be called when a space is available for their child. Parents are welcomed to call periodically to inquire about the waiting list.



An annual enrollment packet including Policies and Procedures Agreement must be completed and on file by the first day of attendance. A copy of the Center's policies (Parent Handbook) will be given to parents on or before the child's first day, and the parents will be notified in writing of any changes as they occur.



## Withdrawal from Program

First Baptist Church Child Care requires a **two-week written notice** of a child's withdrawal from the program. This notice must be submitted to the Child Care office at least two weeks prior to the child's last day.

Tuition payment is required for that two-week period even if the child does not attend. Tuition will be charged until such written notice is received. The bill is to be paid in full.

**The Child Care program reserves the right to discontinue child care and may do so if the parent fails to keep current physical and immunization records, if the child is continuously absent or late without sufficient reason, habitual abuse of program policies occurs or child exhibits aggressive behavior repeatedly.**

.....  
**2 WEEKS**  
**NOTICE**  
.....



# GENERAL POLICIES

## Arrival and Departure

**SIGN IN/OUT:** Upon arrival, an adult must accompany all children inside the building. *In the event of a pandemic, all adults may be required to wear face coverings, remain six feet apart, temp checks may be administered, and parents may have limited access to classrooms. Never leave your child unattended!*



The Sign In/Out Sheet is located in the main hallway of the building. When your child arrives, please sign in the time of arrival, and give a phone number where you can be reached that day in the event of an emergency.

When you return to pick up your child for dismissal, sign your child out *before* picking them up. If your child is in a location other than inside the Center (ex: playground, gym, etc.) be sure to sign in/out and notify your child's teacher of his departure.

We follow **Safe Kids** guidelines for transportation which states the following: “When **children** are driven in a motor vehicle other than a bus, all **children** should be transported only if they are restrained in a developmentally appropriate car **safety** seat, booster seat, seat belt, or harness that is suited to the **child's** weight and age in accordance with state and federal laws and regulations.”

## Absences/Late Arrivals

If your child will be absent or late, please notify our office (704-482-3460) by 9:00 a.m. This information affects classroom activities and meal counts.



## Late Arrivals

Unless previous arrangements have been made, all children are expected to be in their classroom by 9:00 a.m. It is best for a child to arrive prior to his/her Morning Circle time. If, however, the arrival time will be after 9:00 a.m. you must notify the Office staff in order for your child to be included in the lunch count. Please plan appointments early morning or late afternoon if possible. **Except in case of emergency**, please pick your child up before or after naptime, which is between the hours of 11:30/12:00 p.m. and 2:00/2:15 p.m., in order not to disturb those who are asleep.

## Authorization for Child's Release

Children may be released only to parents, legal guardian(s), or persons who have been specifically authorized to pick up the child. An Authorization for Release form gives your permission for us to release your child to the individuals you have designated. In the event someone not identified on the form needs to pick up your child, you should provide advance written notification to the Office staff. A picture ID may be required. **Please do not send anyone under the age of 18 to pick up your child.**



## Late Pickup

**A \$10 Late Pickup Fee will be charged to your account if you pick up your child from the Child Care facility after 5:30 p.m.** An additional \$2.00 will be added for every minute after 5:30 p.m. that your child is at the facility. This is time by the clock in the Child Care office. If you know that you will be late picking up your child, please call the Child Care office before 5:30 p.m. to notify us of the delay. **A late fee will still be charged.**

## Classroom Telephones

Parents have direct access to their child's teacher. Each classroom can receive incoming telephone calls. However, each teacher has certain times daily that interruptions are discouraged. If you call during one of those times, we will take a message and ask the teacher to return your call unless it is an emergency. To contact your child's teacher, Administrative Assistant, or Director, please call 704-482-3460.



## Opportunities for Parent Participation

Parent Orientation	Fall & July 4 Parades ( <i>if applicable</i> )
Thanksgiving Feast	Annual Parent Conferences ( <i>and upon request</i> )
Class Parties	Graduation
Field Trips	Special Events ( <i>sharing books or talent</i> )



## Field Trips (Off Premise Activities)

**Off-premises activities refer to any activity which takes place away from the licensed and approved space in the Child Care facility. When children participate in off premise activities, the following apply:**



1. Children under the age of 3 may not participate.
2. Parents must give written permission.
3. The facility must post a schedule of off premise activities on the board of each participating classroom where it is clearly visible to all parents.
4. Staff must take a list of the children participating in the activity and check attendance:
  - a. Before leaving the Child Care facility
  - b. During the activity
  - c. Before leaving the activity
  - d. When returning to the Child Care facility
5. A list of all the children participating must also be at the Child Care facility.

**If transportation is required for the field trip, the following applies:**

1. Emergency and identifying information for each child being transported must be in the vehicle.
2. The driver of the vehicle must be at least 21 years old.
3. The vehicle must contain a First Aid Kit.
4. A staff member must carry a cellular telephone or other functioning two-way voice communication device for use in an emergency.

Children may **NOT** remain at the Child Care facility while their class goes on a field trip. If you do not want your child to participate or your child refuses to participate, you must make arrangements for your child during the time the class is away from the Child Care facility. **Parents may be invited to attend field trips.** If you do attend, you will be responsible for your child. No parent will be permitted to transport any child other than your own without written permission from that child's parent or unless accompanied by that child's parent. Payment for all field trips must be made in the office prior to the trip. We recommend tennis shoes for safety and comfort on all field trips.

A blanket permission slip is included in the enrollment packet and is required to allow your child to go outside the fenced area; i.e. nature walks, walks uptown, buggy rides, etc.



# PLAYTIME, MEALS, AND NAPS

## Outdoor Play Policy

Children at First Baptist Church Child Care will have a minimum of 30 minutes outside in the morning and a minimum of 30 minutes in the afternoon. We are fortunate to have a gym available on cold, rainy or extremely hot days. Please be sure your child has appropriate cold weather hats and coats in the winter. **If your child is too ill or unable to participate in daily outdoor play, please keep him/her at home.**



## Change of Clothing

Children are active. They play on the playground, make play dough, paint, cook, etc. They need to wear clothes that are washable. Simple clothes and shoes that are easy to fasten and unfasten are the best choices for children learning self-help skills. Please take the weather into consideration when dressing your child for school.

Please label and send a complete change of clothing for your child. When used, please bring replacement change of clothing. This includes shirt, pants, underwear, socks, and shoes. Be aware of safety concerns if you allow your child to wear jellies, flip flops, or any slide-on shoes, which could slip off when running or climbing.

**If your child needs a change of clothes and one is not on site, you will be called to bring the clothes or pick up your child. First Baptist Church Child Care will not be responsible for damaged or lost clothing.**



## Items from Home

We provide a good variety and a sufficient quantity of educational toys and equipment for the children. **Please do not allow your child to bring toys from home.** If your child wishes to bring a toy on **Show and Tell** days, it must be labeled with the child's name. No weapon toys of any type are permitted in the building. Please-no toys or cars that will fit in pockets. We will not allow children to swap or give away personal toys.



Your child's teacher will inform you of **Show and Tell** days. We encourage your child to share "nature discoveries" with classmates, such as a bird's nest, fresh vegetables, or flowers from your garden. Nature items are especially desirable for your child to bring. If an item is alive-insects, reptiles, small creatures, etc. and is caught on another day, let your child bring it on that day rather than wait as it may die if kept too long.

## Food Service

We provide nutritious snacks and meals for the children according to state licensing standards. The church's Food Service Coordinator plans meals and weekly menus that are posted in the facility. Parents should not send food to the facility. Staff will not be allowed to serve food to the children except for meals and snacks served by the Church Food Service. **Exception: Food for parties planned by staff may be served on special occasions and parents may bring a commercially baked birthday cake or cupcakes for a child's birthday.**



If your child has special dietary needs, please bring this information from your child's physician in writing. List any allergies on the child's application. Special diets and food allergies will be posted in the child's classroom, where the child eats, in the small kitchen and large kitchen. Our Food Service team will prepare and serve food accordingly. If needed, a parent provided EpiPen can be located in child's classroom.

## Meal Schedule

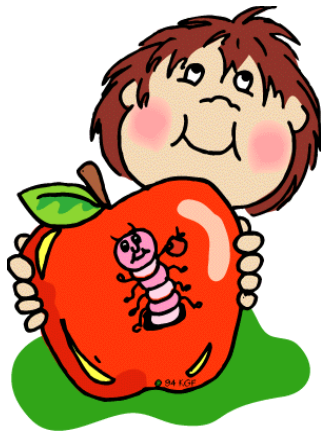
In order to serve meals on time and allow sufficient time for preparation and cleanup the following schedule has been set up:

<b>Breakfast</b>	8:00 a.m. – 8:15 a.m. (Two's and under) 8:15 a.m. – 8:30 a.m. (Three's and Four's)
<b>Lunch</b>	11:00 a.m. – 12:00 p.m.
<b>PM Snack</b>	2:00 p.m. – 2:30 p.m.

If your child arrives after mealtime, **please be sure that he/she has eaten before arriving.** If you would like to eat lunch with your child, please notify us the day before so that we can let the Food Service Coordinator know. The cost for lunch is \$2.00. You may pay in the Office.



## Menus



At First Baptist Child Care, teachers eat with our students modeling appropriate table conversation, manners, and clean up skills. **Please let us know by 9:00 a.m. if your child will be absent or coming in later than 9:00 a.m. in order for us to include your child in the lunch count.** Menus will be posted on the board outside of your child's classroom.

In an effort to address good nutrition and healthy choices we will serve whole milk to children under two years old and skim or fat free milk to children over two years old. We also will incorporate a variety of fresh fruits, vegetables and whole grain foods, limit 100% fruit juices and avoid sweetened drinks in our daily menus. In addition, we will increase water consumption and physical activity while limiting screen time.



## Birthdays

Birthdays will be celebrated as part of the curriculum with equal attention being given to each child on his/her special day. You may bring commercially baked cookies or cupcakes if you like and possibly juice. We will provide plates and cups. Due to regulations as well as dietary restrictions, the following must be followed or we cannot use the items:



- **COOKIES/CUPCAKES MUST BE COMMERCIALY BAKED AND IN THE ORIGINAL CONTAINER SHOWING INGREDIENTS USED.**
- **JUICE MUST BE 100% FRUIT JUICE.**

## Nap/Rest Time

Nap/Rest time follows lunch. This time usually runs from 11:30/12:00 until 2:00/2:15 depending on the age group. Children must have a quiet/rest but do not have to sleep. They should not be brought or picked up during rest time **except in case of an emergency**. Although you are welcome to drop in anytime, please do not visit with your child during rest time. Even the slightest disruption can sometimes keep an entire class from



napping/resting. For toddlers and above, cots and sheets are provided for your child. You may bring a **small** blanket that will be kept in his/her cubby except during rest time. Fleece blankets are not encouraged due to limited space in the cubbies. These items must also be taken home at the end of the week to be cleaned.

# BEHAVIOR MANAGEMENT AND POSITIVE GUIDANCE POLICY

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent and understanding interactions from adults and others, they develop good self-concepts, problem-solving abilities, and self-discipline.

The Administrator will review the Behavior Management and Positive Guidance Policy during the registration process with the parents. All children must have a signed Behavior Management and Positive Guidance Policy form in their files.

Based on the belief of how children learn and develop values, First Baptist Church Child Care will practice the following Behavior Management and Positive Guidance Policy:

## **WE...**

- **DO** give positive and specific encouragement to children and comment frequently on children's appropriate behavior.
- **DO** post behavior expectations and review regularly.
- **DO** model appropriate behavior for children.
- **DO** design the classroom environment to attempt to prevent problems before they occur.
- **DO** listen to children.
- **DO** identify inappropriate behaviors and engage children in problem solving.
- **DO** provide the children with natural and logical consequences of their behaviors.
- **DO** treat the children as people and respect their needs, desires, and feelings.
- **DO** ignore minor misbehaviors and focus on positive behaviors.
- **DO** give instructions that are age appropriate, clear and concise.
- **DO** use a variety of developmentally and age appropriate strategies including redirection, planned ignoring, and time-in.
- **DO** promote the acquisition of self-regulation skills by teaching feelings and emotions, calming and relaxation strategies, and teaching children responses that are socially acceptable and emotionally mature.

## WE...

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

## Parent or Guardian Acknowledgement

I, the parent or guardian of \_\_\_\_\_ (Child's Name), acknowledge that I have read, reviewed and received a copy of the facility's **Behavior Management and Positive Guidance** policy.

---

(Date Policy Given to Parent/Guardian)

---

(Print Name of Parent/Guardian)

---

(Signature of Parent/Guardian)

---

(Date)



# HEALTH, SAFETY, AND STATE LICENSURE



## Emergency Procedures

The staff will keep a file indicating how to get in touch with parents, who to call if parents are unavailable, and the name of your child's physician, hospital, and dentist. Please keep these numbers up to date. **If your address or telephone number should change, please notify the Office staff. Always leave a number on the Sign In/Sign Out sheet and in the Office where you, or someone you designate, can be reached in case of sickness or an emergency.**

In the event that your child requires medical attention due to an accident that occurred at the Child Care facility:

- A car is always available for emergency transportation.
- Staff must be able to identify persons authorized by the parent to take the child from the facility.
- The Child Care facility maintains a phone number list where emergency contacts may be reached.
- Emergency telephone numbers are posted by the phone for fire, police, ambulance, and rescue squad.
- If your child should require medical attention, please bring the medical report to the Child Care office the following day.

## Abuse and Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** Suspected cases of abuse or neglect will be reported to the Weekday Ministries Director or Pastor. The Weekday Ministries Director or Pastor will report suspected cases to the Department of Social Services. A person cannot be held liable for a report made in good faith.

## Licensing

First Baptist Church Child Care is licensed by the NC Division of Child Development and Early Education. Annual inspections are made by the NC Division of Child Development and Early Education, the Health Department, the Fire Department and the NC Department of Environment and Natural Resources.



Staff conducts monthly fire drills and playground inspections and quarterly Shelter-in-Place and Lockdown drills. All staff receives required training hours in addition to First Aid, CPR and EpiPen use.





## Notice of Nondiscriminatory Policy

The First Baptist Church Child Care, in accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**

U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or

2. **fax:**

(833) 256-1665 or (202) 690-7442; or

3. **email:**

[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal  
opportunity provider.

05/05/2022



## Concerns/Questions

Our goal is always to provide the best and safest program for your child that we possibly can. If, however, you should ever have concerns or questions about your child or anything concerning this program, **please** feel free to talk to me, Penny Corn. You may call me at my office (704) 482-3460. You may also leave a message with the office staff for me to call you.



## Immunizations

First Baptist Church Child Care (FBC-CC) is responsible for accurately reporting children's immunizations to the state of NC. North Carolina state law requires the following:

*"No child shall attend a childcare facility unless a certificate of immunization indicating that the child has received the immunizations required by G.S. 130A-152 is presented to the facility. A certificate of immunization should be presented to the child care operator for each child who attends the facility. The child care operator should check the certificate to ensure the child meets immunization requirements".*



The law further states:

*"If a child's immunization record lacks evidence of required vaccination, the parent or guardian must be notified about the deficiency".*

**An immunization record must be signed or stamped and updated as immunizations are received in order to attend FBC-CC.**

If an immunization record is incomplete, the Child Care facility will give written notification to the parents that the file must be completed and/or updated. Written verification of proper immunization must be received within 30 days of notice, or child care will be terminated. **It is the responsibility of the parent to provide the immunization record at the time of enrollment and to continue to bring in up-to-date records as the child receives immunizations.**

"Sharing, caring and working together, helping to make the world a better place." ~Karen's Kids





## Illness

Per NC Division of Child Development and Early Education, childcare facilities may be required to exclude children based on local public health department recommendations.



Children should be **EXCLUDED** from childcare when:

- 1) A child older than 2 months has a temperature of 101 degrees Fahrenheit or higher taken by any method
- 2) A child is vomiting or has two or more episodes of vomiting within a 12-hour period or
- 3) Has more than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having diarrhea accidents
- 4) Is unable to participate comfortably in activities
- 5) Has symptoms that result in a need for care that is greater than staff members can provide without compromising the health and safety of other children

If your child displays any of the above symptoms at school or was sick when left with us, we will call you immediately to come for him/her. If your child is absent due to an illness, please call us so we can keep an account, and if necessary, to notify other parents about communicable diseases. **Your child must be symptom-free and fever free for 24 hours without fever reducing medication before returning to the facility.** For some illnesses, a doctor's excuse may be required before re-admittance to the facility.

**During an outbreak of illnesses or viruses, we may limit access to classrooms.**



## Medication

Our licensing regulators have suggested that we keep as little medication as possible in the center in order to provide a safer environment for children. Please ask your child's physician to prescribe medicine to be given before and after the hours that your child will be in our care, if at all possible.

The following information comes from the NC Day Care Licensing Handbook and will be the procedure used at First Baptist Church Child Care. All medication for children enrolled in the program must have specific instructions and written permission for administering medication. Instructions must be completed by either the parent or a physician and must include the following:

1. Child's name
2. Name of medication
3. Dosage amount
4. Times to be given

**NOTE: INSTRUCTIONS MUST BE SPECIFIC - DO NOT USE THE WORDS "AS NEEDED" ON THE FORM**

5. Length of time the medicine is to be given
6. Signature of parent



## Prescription Medication

1. Must be in original container bearing the original label. Must have complete instructions on the label or be accompanied by written instructions from a health professional, which include 1 - 6 above.
2. Must be administered only to the person for whom it was prescribed.
3. Cannot be administered after its expiration date.



## Administering Prescription Medication

The procedure for administering prescription medication is as follows:

1. Read medication RX label
2. Read and compare the medication form with the RX label
3. Use second person verification
4. Administer the medication and document



## Over-the-Counter Medications

1. Should have the individual child's name written on the bottle.
2. Must have written instructions from the parent or physician.
3. Must have written permission from the child's parent.
4. Can be administered only to the person specified in written instructions from the parent.
5. **A doctor must give instructions about dosage if the dosage conflicts with the instructions on the patient medicine bottle. The correct dosage amount for your child's age must be clearly listed on the bottle.**
6. Medication cannot be administered after the expiration date.



Instructions must be followed when administering all medications. Medications must not be administered in any manner that is contrary to the instructions on the container or the physician's instructions. Medication slip must include specific instructions from the container or the physician's instructions. When administering the medication, the medication slip must be signed by staff using full first and last name.



Leftover medications must be returned to parents after treatment is completed. Medicine can be kept and given to a child only for the length of time noted on the instructions and never after its expiration date.

## NOTE:

- Medications must be in separate locked storage as required by the sanitation regulations. Any product that states: ***Keep Out of Reach of Children*** or has ***any other warnings on the label*** must be locked up except for emergency medications. Locked storage will be checked daily by Director or person administering medication and will remain locked at all times.
- Medication is not to be left in a child's diaper bag.
- Sunscreens, diaper ointment, etc. are considered medications and must be handled as all other medications. Choose a sunscreen that is suitable for children 1-5 years of age such as a sensitive or toddler sunscreen. These are just as protective but much gentler on their skin. No **aerosol** sunscreens please.
- All medications in locked storage are checked by the Director and/or Lead Teacher monthly to ensure compliance.

**KEEP OUT OF THE  
REACH OF CHILDREN**

## Administering Over-the-Counter Medication

The procedure for administering over-the-counter medication is as follows:

1. Read the medication label
2. Read and compare the medication form with the medication label
3. Use second person verification
4. Administer the medication and document



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# **SAMPLE FORM**

## **FIRST BAPTIST CHURCH**

### **CHILD CARE**

120 N. Lafayette Street

Shelby, N.C. 28150

#### **PERMISSION TO ADMINISTER PRESCRIPTION MEDICATION**

(Completed by Parent)

Child's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Name of Medication \_\_\_\_\_

Dosage \_\_\_\_\_ Times to be Given \_\_\_\_\_

Dates to be Given \_\_\_\_\_ Special Instructions \_\_\_\_\_

I give authorization for my Child Care provider to administer medication listed above as instructed.

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

#### **MEDICATION LOG**

(Completed by Child Care provider)

\_\_\_\_\_  
Day & Date

\_\_\_\_\_  
Day & Date

\_\_\_\_\_  
Day & Date

Name of Medicine \_\_\_\_\_

Dosage Given \_\_\_\_\_

Actual Time(s) Given \_\_\_\_\_

Date Given \_\_\_\_\_

Verifying Signature \_\_\_\_\_

Administering Signature \_\_\_\_\_

\_\_\_\_\_  
Day & Date

\_\_\_\_\_  
Day & Date

\_\_\_\_\_  
Day & Date

Name of Medicine \_\_\_\_\_

Dosage Given \_\_\_\_\_

Actual Time(s) Given \_\_\_\_\_

Date Given \_\_\_\_\_

Verifying Signature \_\_\_\_\_

Administering Signature \_\_\_\_\_

\_\_\_\_\_  
Day & Date

\_\_\_\_\_  
Day & Date

\_\_\_\_\_  
Day & Date

Name of Medicine \_\_\_\_\_

Dosage Given \_\_\_\_\_

Actual Time(s) Given \_\_\_\_\_

Date Given \_\_\_\_\_

Verifying Signature \_\_\_\_\_

Administering Signature \_\_\_\_\_

# SAMPLE FORM

# PERMISSION TO ADMINISTER MEDICATION

CHILD'S NAME \_\_\_\_\_ MEDICAL CONDITION \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_ TIME(S) GIVEN \_\_\_\_\_

DOSAGE GIVEN \_\_\_\_\_ FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMISSION MAY BE GIVEN UP TO 30 DAYS

I GIVE AUTHORIZATION FOR MY CHILD CARE PROVIDER TO ADMINISTER THE MEDICATION LISTED ABOVE AS INSTRUCTED.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**NOTE:** This form may be used for 30 DAYS for over-the-counter medications such as cough syrup, decongestant, acetaminophen, ibuprofen, topical antibiotic cream for abrasions, or medication for intestinal disorders.

<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

# SAMPLE FORM

# PERMISSION TO ADMINISTER MEDICATION

CHILD'S NAME \_\_\_\_\_ MEDICAL CONDITION \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_ TIME(S) GIVEN \_\_\_\_\_

DOSAGE GIVEN \_\_\_\_\_ FROM: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ TO: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PERMISSION MAY BE GIVEN UP TO SIX MONTHS

I GIVE AUTHORIZATION FOR MY CHILD CARE PROVIDER TO ADMINISTER THE MEDICATION LISTED ABOVE AS INSTRUCTED.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**NOTE:** This form may be used for SIX MONTHS to administer prescription or over the counter medications for chronic medical conditions such as Albuterol, Pulmacort, or Xopenex and medications for allergic reactions such as Epipen.

<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>_____ Day &amp; Date</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>



# SAMPLE FORM

# PERMISSION TO ADMINISTER MEDICATION

CHILD'S NAME \_\_\_\_\_ APPLY TO \_\_\_\_\_

NAME OF MEDICATION \_\_\_\_\_ WHEN TO APPLY \_\_\_\_\_

AMOUNT TO APPLY \_\_\_\_\_ FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

PERMISSION MAY BE GIVEN UP TO 12 MONTHS

I GIVE AUTHORIZATION FOR MY CHILD CARE PROVIDER TO APPLY THE MEDICATION LISTED ABOVE AS INSTRUCTED.

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

EXPIRATION DATE: \_\_\_\_\_

**NOTE:** This form may be used for 12 MONTHS to administer over-the-counter topical ointments, topical teething ointments or gels, insect repellents, lotions, creams, and powders such as sunscreens, diapering creams, baby lotion, and baby powder.

<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>
<p>_____ Day &amp; Date</p> <p>Name of Medication _____</p> <p>Dosage Given _____</p> <p>Time(s) Given _____</p> <p>Date Given _____</p> <p>Verified By _____</p> <p>Administered By _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>	<p>_____ Day &amp; Date</p> <p>_____ _____ _____ _____ _____ _____</p>

# INFANT ROOM

## Hours of Operation

The Infant Room will operate from **7:30 a.m. until 5:30 p.m.** Monday through Friday. A late fee of \$10 will be charged to your account if you should pick up your child from the Center after 5:30 p.m. An additional \$2.00 will be added for every minute after 5:30 p.m. that your child is in the center.

### NOTE:

- For the infants on table food, breakfast will be served from 8:00 a.m. - 8:15 a.m.
- **If your child is eating table food and will arrive after 9:00 a.m., please call the Office in order for us to include him/her in the lunch count.**
- The Infant room is flexible to accommodate each child's needs.
- For breastfeeding mothers:
  - A place will be provided to breastfeed
  - A refrigerator/freezer will be made available for storage of expressed breast milk
  - Sensitivity will be shown to breastfeeding mothers and their babies



## SAMPLE

# INFANT ROOM SCHEDULE



**7:30-8:30**

As children arrive, health checks  
are performed for each child  
\*Free Play Activities  
\*Individual routines as needed

(8:00-8:30)

Breakfast for table-food eaters

**8:30-9:00**

Outdoor Time (\*weather permitting) for awake  
infants

Active Physical Play (indoors and outdoors)

**9:00-1:00**

\*Free Play Activities  
\*Individual Routines as needed

(11:00-11:30)

Lunch for table-food eaters

**1:00-1:30**

Outdoor Time (\*weather permitting) for awake  
infants

Active Physical Play (indoors and outdoors)

**1:30-5:30**

\*Free Play Activities  
\*Individual Routines  
Departure

(2:00-2:30)

Afternoon Snack for table-food eaters

**\*Individual Routines** consist of diapering all day long as each child needs it, with all diapers being checked at least every two (2) hours; feeding and napping on individual schedules.

**\*Free Play** consists of all children having access to all the activity areas and toys all day. Also, during free play times, teachers will offer music and movement experiences, for 15-20 minutes at a time, with staff dancing and singing with children as they are interested; and staff will read books to children individually or in very small groups.

**\*Weather Permitting:** All children will go outside every day for a minimum of one hour unless there is active precipitation or a weather advisory stating that conditions are unsafe such as unsafe ozone level. Children are dressed appropriately for the weather conditions.

## Infant Room Supplies

### Items Provided by Parents

1. Diapers
2. Wipes
3. Three **complete** changes of clothes
4. Bottles with caps
5. Infant cereal
6. Bottles prepared with name and date (see diagram on next page)
7. Optional Sleep Sack (taken home weekly to be washed and returned)
8. Pacifiers (if your child uses one)



**NOTE: ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND LAST NAME.**

### Items We Provide

1. Crib sheets
2. Burp cloths
3. Bibs
4. Educational toys
5. Iron Fortified Formula
6. Baby food
7. Spoons and tumblers



# **First Baptist Church**

## **Child Care**

### **Instructions for Labeling Bottles**

**All parts listed below must be labeled.**

**Child's Name**  
(First and Last)



**Child's Name**  
(First and Last)



**Child's Name and Date**  
(First and Last)



**\*If disposable liners are used, you may put the date directly on the liner.**



# Infant/Toddler Safe Sleep Policy

## First Baptist Church Child Care

Original date adopted: April 4, 2005



A safe sleep environment for infants reduces the risk of Sudden Infant Death Syndrome (SIDS) and other sleep related infant deaths. According to N.C. Law, child care providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff. We implement the following safe sleep policy. **References:** N.C. Law G.S. 100-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for Our Children

### Safe Sleep Practices

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
2. We always place infants under 6 months of age on their **backs to sleep**, unless a signed *ITS-SIDS Alternate Sleep Position Health Care Professional Waiver* is in the infant's file and posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
3. We accept the *ITS-SIDS Alternate Sleep Position Parent Waiver*.
4. We place infants on their backs to sleep even after they can easily turn over from the back to the stomach. We then allow them to adopt their own position for sleep. We document when each infant can roll from back to stomach and tell the parents. We put a notice on or near the infant's crib.\*
5. We visually check sleeping infants every 15 minutes and record what we see on a *Sleep Chart*.
6. We maintain the temperature in the room where infants sleep between 68-75°F and check it on the thermometer in the room. We further reduce the risk of overheating by not over-dressing infants.\*
7. We provide all infants supervised "tummy time" daily.
8. We follow N.C Child Care Rules .0901(j) and .1706(g) regarding breastfeeding.  
\*We further encourage breastfeeding in the following ways:  
(1) Provide a private space for parents to come in during the day to nurse their infant (2) Provide storage space for storage of pumped milk.

### Safe Sleep Environment

9. We use Consumer Product Safety Commission (CPSC) approved cribs. Each infant has his or her own crib.
10. We allow pacifiers with or without attachments during active awake times. Attachments will be removed when infant is in the crib. We may or may not reinsert the pacifier in the infant's mouth if it falls out in the crib.\*
11. We do not allow infants to be swaddled. Parents may provide a seasonal appropriate sleep sack.
12. We do not cover infants' heads with blankets or bedding.
13. We do not allow garments that restrict movement.\*
14. We do not allow any objects such as, pillows, blankets, or toys in the crib.
15. Infants are not placed in or left in car safety seats, strollers, swings, or infant carriers to sleep.
16. We give all parents/guardians of infants a written copy of the *Infant/Toddler Safe Sleep Policy* before enrollment. We review the policy with them, and we ask them to sign a statement saying they received and reviewed the policy. We encourage families to follow the same safe sleep practices to ease infants' transition to child care.\*
17. We post a copy of this policy in the Infant room where it can easily be read.

\*Indicates we follow this best practice recommendation.

**Distribution:** We give parents/guardians a copy of the policy. We give all staff, substitutes and volunteers a copy to review. We inform them of changes 14 days before the effective date. We give parents/guardians a copy of the policy they signed and put a copy in child's file.

I, the undersigned parent/guardian of \_\_\_\_\_ (child's full name), have received a copy of the facility's *Infant/Toddler Safe Sleep Policy*. I have read the policy and discussed it with the facility Director or other designated staff member.

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

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Facility Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# First Baptist Church Child Care

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

### Belief Statement

**First Baptist Church Child Care** believes 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. The National Center on Shaken Baby Syndrome states that shaking may last only a few seconds but can result in severe injury or even death. According to NC Division of Child Development and Early Education and the North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT.

### 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 do as stated in *Shaken Baby Syndrome*, the Mayo Clinic:
  - 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 according to *Pediatric First Aid/CPR/AED*, the American Red Cross.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services at 707-487-0661.

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

Staff first determines if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies as recommended in *Calming Techniques for a Crying Baby* from the Children's Hospital Colorado:

- 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 as stated in *Caring for Our Children*, Standard 1.7.0.5: Stress.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

### Prohibited behaviors

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

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

\*For purposes of this policy, "staff" includes the Director and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers. This policy applies to children up to five years of age and their families, operators, early educators, substitute providers and uncompensated providers.

**SAMPLE  
FORM**

# **First Baptist Church Child Care Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy**

## **Parent or Guardian Acknowledgement Form**

I, the parent or guardian of \_\_\_\_\_ (Child's Name),  
acknowledge that I have read, reviewed and received a copy of the facility's  
**Shaken Baby Syndrome/Abusive Head Trauma** policy.

\_\_\_\_\_  
(Date Policy Given/Explained to Parent/Guardian)

\_\_\_\_\_  
(Date of Child's Enrollment)

\_\_\_\_\_  
(Print Name of Parent/Guardian)

\_\_\_\_\_  
(Signature of Parent/Guardian)

\_\_\_\_\_  
(Date)



SAMPLE

## YOUNGER TODDLER ROOM DAILY SCHEDULE

7:30 – 7:45	Early arrival/free choice*
7:45 – 9:10	Breakfast/routines/free choice*
9:10 – 9:40	Outside play/gym or indoor activity
9:40 – 11:00	Routines/free choice*
11:00 – 11:30	Lunch/routines
11:30 – 1:30	Rest time
1:30 – 2:15	Routines/snack/free choice*
2:15 – 2:45	Outside play/gym
2:45 – 5:30	Free choice*/routines/prepare to go home

**\*Individual Routines** consist of diapering all day long as each child needs it, with all diapers being checked at least every two (2) hours; feeding and napping on individual schedules.

**\*Free Choice** consists of all children having access to all the activity areas and toys all day. Also, during free play times, teachers will offer music and movement experiences, for 15-20 minutes at a time, with staff dancing and singing with children as they are interested; and staff will read books to children individually or in very small groups. Children are offered art at least 3 times a week

**\*Weather Permitting:** All children will go outside every day for a minimum of one hour unless there is active precipitation or a weather advisory stating that conditions are unsafe such as unsafe ozone level. Children are dressed appropriately for the weather conditions.



# TODDLER ROOM SCHEDULE

## Hours of Operation

The Toddler Room will operate from 7:30 a.m. until 5:30 p.m. Monday through Friday. A late fee of \$10 will be charged to your account if you should pick up your child from the Center after 5:30 p.m. An additional \$2.00 will be added for every minute after 5:30 p.m. that your child is in the center.

### SAMPLE

### Daily Schedule

<b>7:30 – 9:00</b>	Early arrival activities/breakfast/routines/free choice*
<b>9:00 – 9:40</b>	Outside play/gym or inside activities/free choice*
<b>9:40 – 11:00</b>	Free choice*/routines
<b>11:00 – 11:30</b>	Lunch/routines
<b>11:30 – 1:30</b>	Rest time
<b>1:30 – 2:15</b>	Routines/free choice*/snack
<b>2:15 – 2:45</b>	Outside play/gym/free choice*
<b>2:45 – 5:30</b>	Free choice*/extra outside time/prepare to leave

**\*Individual Routines** consist of diapering all day long as each child needs it, with all diapers being checked at least every two (2) hours; feeding and napping on individual schedules.

**\*Free Play** consists of all children having access to all the activity areas and toys all day. Also, during free play times, teachers will offer music and movement experiences, for 15-20 minutes at a time, with staff dancing and singing with children as they are interested; staff will read books to children individually or in very small groups; and art will be available.

**\*Weather Permitting:** All children will go outside every day for a minimum of one hour unless there is active precipitation or a weather advisory stating that conditions are unsafe such as unsafe ozone level. Children are dressed appropriately for the weather conditions.





# Toddler Rooms Supplies

## Items Provided by Parent

1. Diapers
2. Wipes
3. Three complete changes of clothes
4. Blanket for cot (taken home weekly to be washed and returned)
5. Pacifiers (if your child needs one)

**NOTE: ALL ITEMS MUST BE LABELED WITH CHILD'S FIRST AND LAST NAME.**

## Items We Provide

1. Cot sheets
2. Bibs
3. Educational toys
4. Spoons and sippy cups

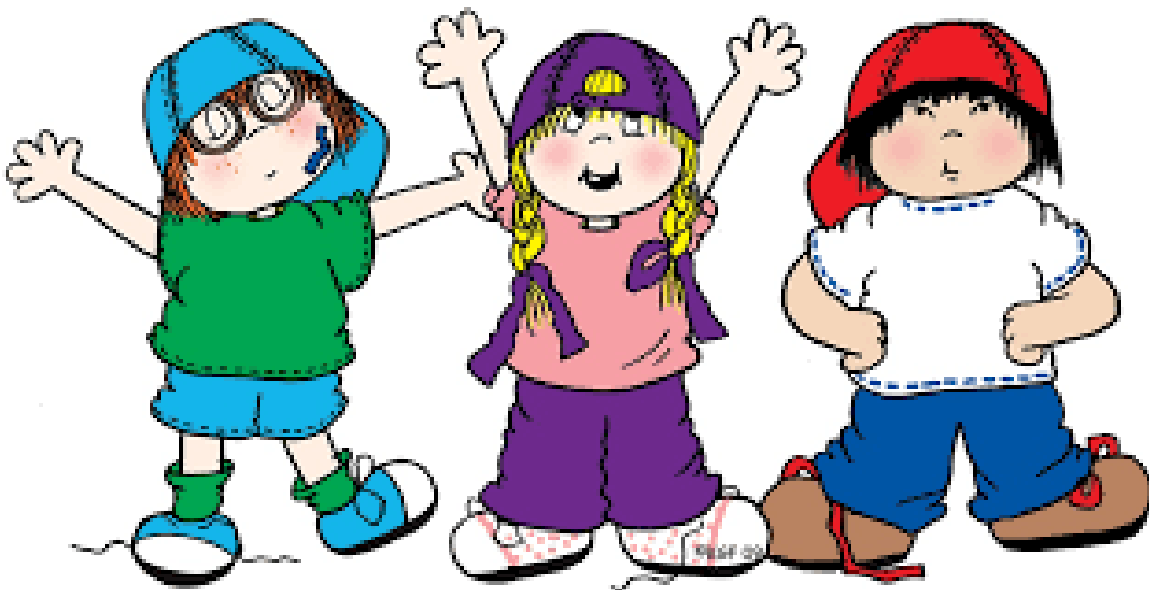


**SAMPLE**

## **TWO'S DAILY SCHEDULE**

<b>6:30 – 8:00</b>	Arrival/free choice all centers open
<b>8:00 – 8:30</b>	Routines/breakfast
<b>8:30 – 9:30</b>	Free choice all centers open
<b>9:30 – 9:50</b>	Group time/routines
<b>9:50 – 10:45</b>	Playground or gym
<b>10:45 – 11:15</b>	Prepare for lunch/lunch
<b>11:15 – 1:45</b>	Restroom/prepare for nap/naptime
<b>1:45 – 2:45</b>	Restroom/snack/free choice
<b>2:45 – 3:25</b>	Playground or gym
<b>3:25 – 5:30</b>	Restroom/free choice all centers open/ prepare to go home

**\*\*Wednesday – Chapel 9:30 a.m. – 9:50 a.m. will replace group time.  
Extra outside time weather permitting when available.**



**SAMPLE**

# THREE A DAILY SCHEDULE

<b>6:30 – 8:15</b>	Arrive/free choice all centers open
<b>8:15 – 8:30</b>	Breakfast
<b>8:30 – 9:00</b>	Potty/first group time
<b>9:00 – 10:15</b>	Free choice all centers open
<b>10:15 – 10:30</b>	Music & movement/potty
<b>10:30 – 10:45</b>	Second group time
<b>10:45 – 11:15</b>	Playground/gym
<b>11:15 – 2:00</b>	Lunch/rest time
<b>2:00 – 2:30</b>	Wakeup/potty/snack
<b>2:30 – 3:30</b>	Free choice all centers open
<b>3:30 – 4:10</b>	Playground/gym
<b>4:10 – 5:30</b>	Free choice all centers open/prepare to go home

**\*Wednesday – Chapel**

**\*Thursday - Show-n-Tell**

**\*Storyteller may come once a month**

**\*Extra outside time weather permitting**



**SAMPLE**

## **THREE B DAILY SCHEDULE**

<b>6:30 – 8:00</b>	Arrival/free choice all centers open
<b>8:00 – 8:30</b>	Prepare for breakfast/routines/breakfast
<b>8:30 – 10:00</b>	Free choice all centers open
<b>10:00 – 10:30</b>	Circle time/routines
<b>10:30 – 11:00</b>	Playground/gym
<b>11:00 – 2:00</b>	Prepare for lunch/lunch/routines/rest time
<b>2:00 – 2:45</b>	Routines/snack/group time
<b>2:45-3:30</b>	Playground/gym
<b>3:30 – 4:30</b>	Routines/free choice all centers open
<b>4:30 – 5:30</b>	Free choice all centers open/prepare to go home

**\*Wednesday – Chapel 9:30 a.m – 9:50 a.m.**

**\*Storyteller may come once a month**

**\*Extra playground time weather permitting**



**SAMPLE**

## PRE-K SCHEDULE

<b>6:30-8:15</b>	Free Choice/all centers open
<b>8:15-8:30</b>	Breakfast
<b>8:30-8:45</b>	Music and movement/handwashing
<b>8:45-9:00</b>	Circle Time
<b>9:00-10:20</b>	Free choice/all centers open
<b>10:20-10:45</b>	*Clean up/circle time
<b>10:45-11:35</b>	Outside/gym
<b>11:35-2:00</b>	Lunch/Nap/handwashing
<b>2:00-2:30</b>	Wake up/handwashing/snack
<b>2:30-3:45</b>	Free Choice/all centers open
<b>3:45-4:30</b>	Clean/outside or gym
<b>4:30-5:30</b>	Free choice/all centers open/ prepare to go home

**\*Wednesday Chapel**





## A Final Word

We are a Christian Education Program, and we want the children to know that God loves them. Our Christian staff will be teaching the children all about Jesus and how He teaches us through the Bible to know and serve Him. It is our prayer that each child in our program will come to know Jesus Christ as his or her Lord and Savior at a young age.

We invite you to visit our church and would welcome the opportunity to share with you our beliefs concerning God's word.

Thank you in advance for your interest and cooperation with our program. We hope you will find our center to be a warm and caring place for your child.

