



**GOD'S LIL GIFTS**  
**CHRISTIAN CENTER**  
CHILD CARE WITH A PASSION

4691 US HIGHWAY 117 N.

PIKEVILLE, N.C. 27863

(919) 648-9808

(919) 242-3223

Email: [andiwill2@gmail.com](mailto:andiwill2@gmail.com)

Fax: (919) 882-8469

*“Train up a child in the way he should go and when he is old, he will not depart*

## TABLE OF CONTENTS

### **SECTION I**

Welcome Letter **pg. 4**

Mission Statement **pg. 5**

Nondiscriminatory Statement **pg. 5**

Purpose and Goals **pg. 5**

Hours of Operation **pg. 6**

Enrollment Process **pg. 6**

Age groups we provide care for **pg. 7**

Tuition and Fees **pg. 7**

Forms of Payment **pg. 8**

Returned Check Fees **pg. 8**

Delinquent Accounts **pg. 8**

Vacation **pg. 8**

Safe Arrival and Departure Policy **pg. 8**

Safety Tips for Arrival and Departure **pg. 9**

Sick Policy **pg. 9**

Nutrition Policy **pg. 10**

Daily Rest Period **pg. 11**

Personal Belongings **pg. 11**

Other Items Needed **pg. 11**

Discipline and Behavioral Policy **pg. 13**

Reporting Child Abuse and Neglect **pg. 14**

Inclement Weather **pg. 14**

Parent-Teacher Conferences **pg. 15**

Parent/Family Involvement **pg. 15**

Holidays and Closings **pg. 16**

Cleaning Duties **pg. 17**

Aquatic Activities/Field Trips Policies **pgs. 18-19**

Prevention of Shaken Baby Syndrome Policy **pg. 20**

## **SECTION II**

Prevention of Shaken Baby Syndrome Agreement Form **pg. 22**

Aquatic Policy Agreement Form **pg. 22**

Contract with God's Lil Gifts Agreement Form **pg. 23**

Summary of NC Daycare Laws and Rules Agreement Form **pg. 23**

SIDS and Discipline Policy Agreement Form **pg. 23**

No Smoking Policy and Acknowledgement Form **pg. 23**

## **WELCOME!**

### **We are excited that you have chosen to enroll your child in our program!**

Our commitment is to provide a safe, loving, Christian environment and a quality program for you and your child. Ultimately creating “peace of mind!”

This handbook is given to all parents/guardians at the time of enrollment and is designed to familiarize you with our policies and procedures. God’s Lil Gifts Christian Center is licensed by the state of North Carolina and abides by the Division of Child Development rules and regulations, in addition to our own policies and procedures.

Involving families in our program is a priority. This helps build a partnership and helps children make the connection between home and the center. GLGCC serves as an extension of your family and sharing ideas and genuine love for children is of the utmost importance. We encourage parents/guardians to visit and participate in daycare activities with their child/children whenever possible.

**Please make sure you read this handbook thoroughly as it contains important information that will ensure a successful relationship between your family and the childcare family.**

We look forward to partnering with you and again we thank you for choosing God’s Lil Gifts Christian Center!

Sincerely,

Andrea Coston  
Owner/Operator

## **Our Mission Statement and Goals**

- To provide children with Christian based, high quality, affordable early childcare.
- In a child-friendly atmosphere, children will learn about Jesus Christ as their Savior and Friend.
- GLGCC intertwines Biblical principles with everyday activities. We instill prayer, worship and daily teachings of God's Word into the early upbringing of our children, thus forming good habits as daily routine.
- GLGCC encourages and demonstrates positive attitudes and behaviors.
- Children will learn forgiveness, and God's love in everyday interactions with their peers, teachers and family members.
- We offer many centers, tools, and activities to promote healthy growth in every area of a child's development. Including: Spiritual, Emotional, Physical, Mental, Social and Intellectual.
- All children can achieve success in life if given a chance. At GLGCC we offer that chance making learning exciting and fun!
- We put love into action and develop trusting and caring relationships with the children and their families.

## **Nondiscriminatory Policy**

In accordance with the Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, religion, political party, national origin, sex, age or disability.

## **Purpose and Goals**

God's Lil Gifts Christian Center has a tri-fold purpose:

First, to provide a spiritual environment with Christian leadership to help children grow and develop into mature Christian individuals.

Secondly, GLGCC seeks to provide an environment where parents can feel comfortable and at peace leaving their children in capable hands, knowing they will receive excellent care at their home away from home.

Lastly, GLGCC seeks to provide opportunities for children to grow and develop through exploration and experimentation with various learning materials and activities that are

stimulating, age appropriate and that will enhance spiritual, social-emotional, physical and intellectual development.

### **Hours of Operation**

We are open Monday-Friday 6:00AM-6:00PM.

### **Enrollment Process**

**A.** Parents/Guardians may obtain an application packet from GLGCC by contacting the director at (919) 648-9808.

**B.** In addition to the application for admission, parents are required to have a pre-enrollment conference with the Director. Parents/Guardians should bring their child with them to the pre-enrollment conference. This will give the child an opportunity to meet the teachers and other children and spend some time in their class before their first full day of attendance. During this conference, parents/guardians are encouraged to share information about their child, ex. likes/dislikes, etc., and to voice their expectations, ask questions and/or address any concerns.

**C.** Upon confirmation of enrollment, the Director will review all required paperwork to ensure we have necessary information placed in your child's file. The \$25 annual registration fee and first week's tuition will be due at this time, if there is a change to your child's agreed upon "first day" the tuition will save their spot for one week. At the end of the week, the child will need to have started the program, or another week of tuition paid, or the space will be lost. Once enrolled, tuition is due each week thereafter (whether your child attends or not), unless a **two week's withdrawal notice has been given to the Director.**

**D.** Parents/Guardians must also submit a current immunization record due first day of child's attendance, and an annual medical report is due no later than 30 days after the child's first day.

**E.** It is the responsibility of the parent/guardian to report to the office any change of address, telephone numbers (home or work), employment, emergency contact information and/or any medical information.

## We Provide Care For

- Infants 6 weeks to 14 months.
- Children 15 months to 5 years old (that have not started Kindergarten, yet)
- Children 5 to 12 years old that have started Kindergarten (afterschool/summer program)

## Tuitions and Fees

The following rates are for full time, not to exceed 10 hours daily. (If you have a situation that requires your child to be in attendance longer than this on a regular basis, please discuss it with the Director prior to enrollment.)

- Infants \$140 weekly
- Children 15 months to 5 years old (pre-kindergarten) \$120 weekly
- Children 5 to 12 years old that are enrolled in school: After school care \$70, before school care \$30, Before AND after school care \$95 and full-time weeks (Spring Break, Christmas Break, Summer) \$120.

**Note: If your child is enrolled and school has a designated teacher workday or is closed for whatever reason and daycare is still operating on its normal schedule additional payment is required. I.e. if school is out but GLGCC is open, your child is automatically counted for attendance and the additional amount, \$5 per day for children that are enrolled in B&A care and \$10 per day for after school only enrollees, is also expected. If school is closed for an entire week, in the event of Spring Break, Christmas vacation and Summer Breaks your tuition is automatically the full weeks' tuition which is \$120. This is necessary whether you decide to send your child or not.**

ALL TUITION IS DUE ON MONDAY FOR THE WEEK OF SERVICE, whether you pay weekly, bi-weekly or monthly. Payment agreements are made upon enrollment.

Payments NOT made by 2:30PM on Wednesday are considered late. There is an \$18 per week late fee, until payment is current. Unless your situation is discussed with Director, payments should NOT go beyond 2 weeks late (unless you pay monthly or bi-weekly).

**LATE PICK-UP FEES: Will be charged if your child is picked up after center operating hours! Our staff are full time and we cannot pay for overtime. If you feel you will be late, please call the Director in advance so that she can decide the best plan of action. There will be a ONE-TIME courtesy given for the first occurrence, we understand that "life happens" and sometimes situations cannot be prevented. However, it is your responsibility to make the necessary arrangements to have your child picked up prior to 6PM by someone you've authorized us to release them to in the event you cannot make it on time. There is a \$1 per**

**minute LATE FEE for anyone arriving beyond 6:00PM. Please check your cellphone for correct time and have this money available to give the on-duty staff at time of pick-up.**

### **Forms of Payment**

We prefer checks or money orders made payable to God's Lil Gifts; however, we will not refuse cash as we understand this may be a more convenient payment method for some. There will be an End-of-the-Year Statement given in January for tax filing purposes.

### **Returned Check Fee**

There will be a \$28 service charge for all returned checks, in addition to an \$18 late payment fee. When GLGCC receives more than 3 returned checks from a client, we will no longer accept checks as a method of payment from this client, you may, however, pay with a money order.

### **Delinquent Accounts**

If accounts are two or more weeks delinquent, the center Director has the right to discontinue services. UNLESS, there has been an arrangement made concerning your tuition payment as agreed upon by the Director in advance.

### **Vacation Time**

After one year of enrollment parents/guardians can request to use a "vacation week" and tuition for this ONE week will be at half tuition, after two years of enrollment you will have a ONE week vacation at no expense to you (even if the child attends daycare during requested vacation week), two weeks advance notice is required.

### **Safe Arrival and Departure Policy**

All parents must sign children in upon arrival and out upon departure. No child will be received by a staff prior to 6AM and pick up is no later than 6PM.

All children must arrive at daycare by 9:30AM, which is the cut off time, unless, they have had a doctor/dentist appt. and at which time a note from either, will suffice for attendance.



IF AN INDIVIDUAL OTHER THAN THE PARENT/GUARDIAN IS PICKING UP THE CHILD/CHILDREN, THE PARENT/GUARDIAN MUST NOTIFY THE DIRECTOR AND THE CHILD'S TEACHER. THE INDIVIDUAL MUST BE ON THE RELEASE SECTION OF THE CHILD'S ENROLLMENT APPLICATION PRIOR TO THIS ACTION. NAMES CAN BE ADDED AT ANYTIME, HOWEVER, WE ARE PROHIBITED FROM ADDING NAMES FROM A PHONE CALL. YOU MUST BE PRESENT AND ADD NAMES IN THE PRESENCE OF GLG STAFF AND/OR DIRECTOR. NOTIFY RESPONSIBLE PARTY THAT WE WILL CHECK THEIR IDENTIFICATION VIA DRIVER'S LICENSE PRIOR TO RELEASING THE CHILD.

For safety reasons please escort your child into the building and to their designated classrooms. Children leaving the building must also be accompanied by the parent/guardian from the class to the vehicle. Do not allow your child the freedom to run or roam the building, classroom, parking lot or hallway once they've been released into your care. GLGCC will not be held liable for accidents, incidents, or injuries that may occur to a child that is no longer under the care of GLGCC staff, unless we are at fault due to some negligence of our own. (Example: a piece of ceiling comes undone and causes harm to either you or your child, highly unlikely, but an example, nonetheless of why we'd be at fault.

### **Safety Tips during Arrival and Departure**

1. Please turn your car off and take the keys out of the ignition before entering the building in the morning and in the afternoon.
2. Please turn off or turn down loud music.
3. Please drive very slowly when approaching the building or driving under the shelter.
4. Please do not leave children unattended. We know it's convenient not to have to bring your school aged children in while dropping off their sibling, but the following things can happen:
  - The child can jump into the driver's seat and change gears.
  - The child or baby can choke.
  - Someone can abduct your child.
  - Children can become restless and climb out of the car and be struck by another approaching vehicle or wander off.
  - Children can go into your purse and open medication bottles.
  - There are other dangers being left sitting in a running car, carbon monoxide leaks, for example, even heat exhaustion.
  - Heads, necks and arm can get caught in power windows.
  - You can get locked out of the car.

### **Sick Policy: Regulations Concerning Sick Children**

According to the N.C. Department of Health and Human Services and the Division of Child Development we are unable to accept a child with a diagnosed communicable disease (Measles, Mumps, Chicken pox, etc.) or obvious acute illness. Therefore, please

do not send your child to the center when he/she is sick or has signs of possible contagious sickness. If your child has a communicable disease please keep them home until all symptoms have been treated or have subsided, and the child feels well enough to participate in center activities. We prefer medications prescribed to be given by the parent/guardian. There are instances when we will assist, if proper written permissions are given by the consenting adult. Please help us by:

-Signing and dating medical consent forms.

-Making sure medications are in the original container and the date, child's name, doctor's name and the dosage is clearly marked and present on the medication container.

-All medications will be stored in a locked medicine box located in the child's classroom or in the office.

If a child has a temperature of 101 degrees or greater, diarrhea, contagious illness or an injury occurs during the day, the parent/guardian or next of kin will be contacted immediately. If there is a serious injury and/or medical problem, the parent/guardian and/or local rescue squad may be contacted for assistance. If the nature of the illness is not life threatening, the director will transport the child to the hospital or local physician. If this action is necessary, the parent/guardian will be notified immediately.

If your child becomes ill while at the daycare and is not in need of emergency medical attention your child may be separated for their protection and the protection of others and placed in a "designated sick area" where they may await pick up.

### **Nutrition Policy: Meals and Snacks**

The center will provide nourishment three times a day, breakfast, lunch and afternoon snack. All meals and snacks are prepared abased on the USDA Child Care Food Program Guidelines. Menus are posted weekly and can be found on the "Parent Board" in the entrance foyer. Copies can be made available upon request. This center participates in the Child and Adult Care Food Program of N.C. Dept. of Health and Human Services, and our sponsoring agency is Cape Fear Tutoring, which meet all federal recommended daily nutritional standards. All parents/guardians are asked to fill out an annual Child Food Program Eligibility Application for the center to maintain state compliance. We encourage you to view the menu and take note of our efforts to ensure that your child has a healthy and nutritious meal. Our staff and cook are trained in safe food practices.

Breast feeding:

At GLG we take every measure in accommodating our mothers. We will provide a private area for you and your infant, if necessary. We understand and respect your decision to breast feed your baby. Because we understand you must work, we will make provision to serve your child breast milk provided by you for your child, bottles need to be labeled, dated and include your child's name and brought cold for storage to maintain freshness.

Parents are required to fill out an infant feeding schedule before the first day of care. If your child requires a "special diet" as prescribed by a physician or dietitian, we must

have the paperwork that documents the reason for this substitute, and it is the parents' responsibility to provide this substitution.

**Mealtimes:**

Breakfast is served from 8:30 to 9:00AM. If your child is not present by 8:45, please make sure they eat prior to arrival. Note: If your child is an early arriver then breakfast snacks will be permitted between 6:00AM and 8:00AM. Please do not bring inappropriate items such as potato chips, cookies, soda pop and the like to hold your child over until breakfast is served at 8:30.

Lunch is served from 11:00-12 noon.

PM snack is served from 2:30 to 3:00, and again from 4:00-4:30 for after school children.

### **Daily Rest Period**

Provisions will be made each day for each child to rest. A minimum of 2 hours and a maximum of 2 ½ hours rest time will be available for each child. Please provide a small blanket for your child at nap time. The linen should be picked up on Fridays to be laundered and brought back on Monday mornings. Please label your child's linens and all personal items with his/her name or initials.

### **Personal Belongings**

- Toys and money should not be brought to daycare by children, unless requested for special occasion, such as "Show and Tell"
- Bottles are only allowed in the infant room.
- Pacifiers are NOT allowed. Safety issue.
- Parents are asked to make sure 2 full sets (includes socks, top and bottom) of seasonal clothing for their child to store in their cubbies, in the event of an accident. (I.e.. spilled milk, potty-training accidents, etc.)
- Please put your child's name or initials on inside labels of their personal belongings.

### **Other Items Needed**

Parents are responsible for providing the following items:

(It is very important you check your child's cubby daily to ensure they have what they need daily, to assist in helping us provide the best quality care.)

**Infants:** 6 weeks to 14 months

Diapers

Wipes

\*Breastmilk (up to 12 months) \*Must be brought in cold every day and labeled with your child's name and the date. (\$1 roll of masking tape works perfect and lasts a long time)

2 sets of seasonal changing clothes (always)

2 crib sheets (play yard fitted sheets, are preferred because they fit tighter than an actual "crib sheet") The daycare will keep linen clean, at all times.

\*Center provides formula and baby food (when infant is ready to transition).

**Toddlers:** 15 months to 23 months

Diapers/Pull-ups (Potty-training begins)

Pull-ups should have open/close flaps on both sides.

Wipes

2 sets of seasonal changing clothes (always)

A small blanket for cover at nap time



1 sippy cup

Image shows preferred cup

**Twos:** 24 months to 35 months

Pull-ups

Wipes

2 sets of seasonal changing clothes (always)

A small blanket for cover at nap time

### **POTTY-TRAINING:**

Hopefully, by 2, your child is becoming more and more familiar with potty-training and is well on their way to completing this transition. Their success is necessary for advancing to the pre-k classroom. CHILDREN CANNOT ADVANCE TO PRE-K UNTIL THEY'VE SUCCESSFULLY COMPLETED POTTY TRAINING. They have plenty of time to transition, and we are diligent, but we must work together, and consistency is key.

\*Please give your child an advantage towards success for potty training by dressing them in clothing that has easy access. Small zippers, tight jeans, onesies, overalls, etc. are considered difficult clothing for a child that is potty training, because it doesn't promote independence and makes the transition easier.

### **Three to Five's:**

This age is considered "Pre-K" (Sometimes there's a layover in the 2-year-old room, until first space becomes available in pre-k room, rotation typically takes place at the beginning of each school year)

2 sets of seasonal changing clothes (at all times)

A small blanket for cover at nap time

Blankets are carried home on Fridays to be washed and returned with the child on Monday.

**Note: Dress your child in clothing that is comfortable, not restricting as they will be climbing, jumping, running, sitting on the floor (girls should always have shorts on under their dresses) and having all sorts of fun. Flip-flops are prohibited. Proper footing is important so that they're secure in their outdoor activities as well, and the right shoe will minimize injury. If you don't want an outfit to get dirty, don't let them wear it to daycare.**

## **Discipline and Behavior Management Policy**

The guidelines for discipline at GLGCC are to foster and teach children to be independent self-monitors of their behavior that walk in Christian love. This will be achieved through behavior guidelines, modeled by teachers and staff. Children attending God's Lil Gifts will never be subjected to any form of corporal punishment, it is strictly forbidden. We believe in daily communication with parents/guardians concerning your child/children. Our staff have had training in dealing with "challenging behavior" and we reinforce with positive guidance, encouragement and positive redirection.

GLGCC staff will provide verbal guidance by:

- Speaking kindly to children
- Providing verbal praise when interacting with children
- Giving clear instructions
- Avoid making comparisons between children
- Giving positive directions and suggestions
- Modeling Christian values
- Promoting self esteem

GLGCC staff will provide behavioral guidance by:

- Supervising children for all activities (indoor, outdoor and field trips)
- Planning developmentally appropriate classroom activities
- Ensuring children know the consequences for inappropriate behavior (time-out is the practice at our facility)

- Ensuring that all staff are positive role models
- Giving children choices
- Knowing and understanding the mental and emotional needs of the children
- Using “time-out” immediately following physical aggression, hitting with objects, kicking and biting. It is critical to your child’s success that you follow up when your child’s behavior becomes extreme and time-out has no affect. If your child continues to put himself or others in jeopardy to where either can be harmed due to this behavior, this may be cause for DISMISSAL. Again, this is for extreme cases, and our hands become tied if we see that positive reinforcement, encouragement, or any of the above is no longer affective, then you may want to consider Specialists in Challenging Behaviors. We cannot afford to continue to allow the threat of a child that continues to hit or is unreasonably disruptive in the classroom to remain at our facility. The child’s behavior will be discussed with you, in hopes that parental intervention will create positive change. If change doesn’t occur within a reasonable amount of time, you may be given a two weeks’ notice in order to give you time to find new placement for your child. We hope this never has to happen, as we are long suffering and don’t want to ever “give up” on a child, but the majority must be considered when another child is a threat or causes harm.

GLGCC complies with General Statutes of the State of North Carolina, which are:

- No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking or spanking.
- No child shall ever be disciplined for not sleeping during rest period.
- No child shall ever be placed in a locked room, closet or box.
- No child shall be disciplined for toileting accidents or any other accidents.
- No child shall be delegated to providing discipline of another child.
- Foods shall not be withheld as a means of discipline.

### **Reporting Child Abuse and Neglect**

We understand the importance of family unity, however, if a time arises where upon any symptoms of suspected child abuse or neglect by a staff member, parent/guardian or anyone in direct association with the child/children are brought to our attention, we are required by law to report it to the Wayne County Department of Social Services. This center will abide by this law.

### **Inclement Weather**

GLGCC typically follows the Wayne County Public School (WCPS) inclement weather closings and delays. For example, if WCPS is having a 2 hour delay, our center will have a 2 hour delay. There are times when this may not be the case, and if we are operating differently every parent will be made aware, because there may be many times that we can still operate under normal business hours, when the school is unable to make that call. Please download the “Remind” app,

this is our way of sending out mass texts in the event we need to make everyone aware of some changes, or upcoming events, etc. If you do not have access to this app please make me aware so that you can be put on a list to receive a direct msg from the Director.

### **Parent-Teacher Conferences**

Parent-Teacher Conference is a special opportunity for you to speak with the teacher about your child's individual progress. These meetings give you a chance to:

- Share insights about your child
- Find out about your child's learning and progress
- Discuss any challenges your child is having

These are not the only times you can meet with your child's teacher, she is available throughout the day, if necessary. You can also request a meeting with the director at any time should you have a concern. Teachers may also request a meeting at any time, if need be.

### **Parental/Family Involvement**

Family involvement is welcomed. There are numerous ways to share with us:

- If you are military, we look forward to you sharing your experiences with us, via Veteran's Day, or any other day.
- During various holiday and/or birthday celebrations, please come visit with us.
- We have about 2-3 fundraisers a year, and we can't do it without you! This is a great opportunity to assist us in keeping tuition costs down, and quality care-UP!

We are open to suggestions. If you see something or have an idea that would benefit the children, please share it with us. We can ALL benefit from a good idea, thank you in advance.

## CLOSINGS

The center follows all state holidays, therefore, we WILL BE CLOSED:

- NEW YEAR'S DAY (Jan. 1<sup>st</sup>)
- MLK DAY (Martin Luther King)
- MEMORIAL DAY
- GOOD FRIDAY
- INDEPENDENCE DAY (July 4<sup>th</sup>)
- LABOR DAY
- VETERAN'S DAY
- THANKSGIVING AND THE DAY AFTER
- CHRISTMAS EVE, CHRISTMAS DAY AND THE DAY AFTER (When any of these days fall on the weekend, the state will let me know whether it will be taken on the Friday or the Monday, or both) I post it way in advance. 😊



## Cleaning Duties

### **Kitchen:**

- All dishes, pots, cups, bowls, pans, utensils, etc. are cleaned, rinsed and sanitized after every meal.
- Kitchen is kept neat and orderly at all times.
- Friday refrigerator/freezer, storage shelves, and cabinets are to be wiped down and straightened out.

### **Monday thru Thursday:**

- All tables and chairs are to be wiped down and cleaned after each meal/snack.
- Floor is to be swept and kept neat.
- Infant room soiled sheets are to be washed every day.
- Bathrooms are cleaned and disinfected daily.
- All floors are mopped daily.
- All “mouthed” toys (infant/one-year old rooms) are to be cleaned and sanitized.

### **Friday:**

- All windowsills and baseboards are to be wiped down.
- All cubbies, shelves and equipment are to be wiped down.
- All rags, towels and dress-up clothes are to be washed.
- Furnishings are moved away from the walls and cleaned behind.
- All of the above Monday-Friday duties are also done.

## **Policy for Field Trip/Aquatic Activities:**

Definition of aquatic activities per the NCDCCD: activities that take place in, on or around a body of water such as swimming, swimming instruction, wading, visits to water parks and boating. Aquatic activities do not include water play activities such as water table play, slip and slide activities or playing in sprinklers.

Aquatic Safety Hazards: Children participating in swimming and water activities involve a high level of risk. Children can drown in as little as a few inches of water. While the potential for drowning in young children, other children, even those who are capable swimmers may be tempted to exceed their own capabilities and may give in to fatigue, cramps or other hazards.

Supervision: Adequate supervision of children requires by NCDCCD childcare rule .1403

- One staff member should be in the water and one outside the water in an area that enables the staff member to hear, see and respond quickly to the children who are in the water and who are out of the water.

Adequate Supervision is also necessary while children are using changing rooms, rest rooms, and while they are moving from one area to another area. NCDCCD rule .1403 states a 1/13 ratio staff/children is required at all times for children 5 years of age and older. A minimum of two staff must supervise aquatic activities. The lifeguard is counted as separate safety-oriented supervision and not counted in staff/child ratio.

A swim test should be conducted for all children. The swim test should include treading water for 3 minutes and able to swim across a designated area (roped off section of pool). No diving into the pool is allowed. The swim test should be documented by the staff member and this record should always accompany the children and staff to the pool. The staff may ask the child for a new swim test if the child does not demonstrate a consistent swim ability for the area they are allowed to swim in. (Life vests are available and encouraged for younger children who display limitations).

Discipline: A five-minute time-out or removal of the child from the swim area is the appropriate form of discipline. Any consistent issues of discipline will be brought to the parent's attention and may result in forfeit of the next pool outing.

Swimming Pool Safety Rules must include:

Location of First Aid Kit.

Only water toys are permitted.

Children shall not run or push one another.

Swimming is allowed only when an adult is present.

Glass objects are not allowed.

## **Field Trip Policy**

### **Reason this policy is important:**

The childcare facility is structured to provide a safe place for children to explore, however, other environments off-site aren't always as child-friendly or safe. It's important to make outings as safe as possible while allowing children to learn from their experiences in a variety of settings.

### **Procedure and Practices, including responsible person(s):**

- \_\_\_\_\_ will notify parents in advance of all field trips requiring transportation and any other special arrangements necessary.
- A parent of legal guardian will sign an informed consent form for all field trips requiring transportation and will be responsible for any fees.
- A well-stocked first-aid kit along with the children's emergency contact numbers will be taken on off-site activities.
- All staff are trained in CPR and First Aid.
- Field trips will be planned with child's interests in mind and may include learning and hands on opportunities.
- Whenever possible a staff member will have already visited the field trip location to determine its safety, the best travel route, what experiences children can gain info on age-appropriate accuracy for the children participating.
- Additional staffing may be needed to provide adequate supervision and will be scheduled ahead of time for these off-site activities.
- Children will be counted before leaving the childcare, during the field trip and again at the time of departure for return to the childcare center to insure that all children are accounted for.
- At least one staff member will have a cell phone in case of emergency on all off-site activities
- All children will wear identifying information that gives the facility's name and phone number.
- Field trips are NOT an obligation, they are a privilege. Cooperation is necessary for the trip to be successful.

### **When the policy applies:**

This policy is in force any time children are away from the property of the childcare center.

### **Communication plan for staff and parents:**

- \_\_\_\_\_ will cover policies, plans and procedures with all new staff (paid and volunteer) during orientation training. They will sign that they have read, understand and agree to abide by the content of the policies.
- During enrollment this policy will be reviewed by \_\_\_\_\_ with the parents and/or legal guardians and they will sign the consent as covered by the agreement contract at the back of this Parent Handbook.
- In the Parent Handbook all information can be reviewed at any time, should there be any updates, parents and/or legal guardians will be given written notification. /

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

### **Belief Statement:**

We, God's Lil Gifts, 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 childcare and educating families.

### **Background:**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to NC Child Care rule .10A NCAC 09 0608 each childcare center 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 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 arm, rib cage or head resulting from gripping or from hitting the head.

Responding to:

- If SBS? AHT 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 CPR.

Reporting:

- Instances of suspected child maltreatment in childcare 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. Phone number (919) 580-4034.

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 more of the following strategies:

- Rock the child, hold the child close or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest or tummy.
- Try to distract the child with a rattle or toy.

- Turn on music or white noise.
- Other \_\_\_\_\_
- Other \_\_\_\_\_

In addition, the facility

- Allows for staff who feel they may lose control to have a short, but immediate break away from the children (GLG, will not tolerate providers who are unable to keep control)
- Provide support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break when needed.
- Other \_\_\_\_\_

Prohibited behaviors (but not limited to):

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

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

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 NC Foundations for Early Learning and Development [ncchildcare.nc.gov/PDF forms/NC Foundations.pdf](http://ncchildcare.nc.gov/PDF/forms/NC%20Foundations.pdf)
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups](http://www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups)
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9. [www.acf.hhs.gov/sites/default/files/opre/nitr\\_inquire\\_may\\_2016\\_070616\\_b508compliant.pdf](http://www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf)

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

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

References

1. The National Center on Shaken Baby Syndrome, [www.dontshake.org](http://www.dontshake.org)
2. NC DCDEE [ncchildcare.dhhs.state.nc.us/general/mb\\_ccrulespublic.asp](http://ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp)
3. Shaken Baby Syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034451](http://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034451)
4. Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)

---

(Effective Date)

**Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy**  
**Acknowledgement Form**

I, the parent or guardian of \_\_\_\_\_, acknowledges that I have read and received a copy of the center's Shaken Baby Syndrome/Abusive Head Trauma Policy, Any concerns I may have will be explained, at any time, by \_\_\_\_\_.

**Field Trip/Aquatic Activities Policy Acknowledgement Form**

I, \_\_\_\_\_, have read and understand the policies for aquatic activities and field trips concerning my child's participation in Summer field trips to the pool as well as any other activity.

I have assisted in reviewing this policy and the safety rules with my child \_\_\_\_\_ and have had my concerns addressed by the director.

Date \_\_\_\_\_

Signed by parent or guardian \_\_\_\_\_

Signed by the director \_\_\_\_\_

Verification of Receipt and Daycare Agreement Contract:

I have read the God's Lil Gifts Christian Center's Parent Handbook and accept full responsibility for cooperating in every way possible with the program.

I have received a copy of the Summary of North Carolinas Daycare Laws and Rules.

I have also read the SIDS statement as it applies to my infant. (if applicable)

I agree to payments, conditions and terms of this contract.

**NO SMOKING POLICY**

I also understand that God's Lil Gifts is a NO SMOKING ZONE. This includes the ENTIRE property as it pertains to inside, outside as well as all vehicles on the premises, whether, staff or visitors.

I acknowledge by signing I am agreeing to **all the above written statements and policies.**

Parent or guardian's signature \_\_\_\_\_

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

