

APPLICATION FOR ENROLLMENT



To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

Date Application Completed

Date of Enrollment

Date of Birth

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CHILD INFORMATION

Full Name (Last, First, Middle, Nickname)

Childs Physical Address

FAMILY INFORMATION

Child lives with

Father/Guardians name

Mother/Guardians name

Address (if different from childs)

Address (if different from childs)

Zip Code

Home Phone

Zip Code

Home Phone

Work Phone

Cell Phone

Work Phone

Cell Phone

CONTACTS

Child will be released only to the parents/guardian listed above. The child can also be released to the following individuals, as authorized by the person who signs this application in the event of an emergency, if the parent/guardian cannot be reached, the facility has permission to contact the following individuals

Name	Relationship	Address	Phone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

HEALTH CARE NEEDS

For any child with health care needs, such as allergies, asthma, or other chronic conditions that require specialized health service, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a medical action plan attached?

(medical action plan must be updated on an annual basis and when changes to the plan occurs)

Yes No

List any allergies and the symptoms and type of response required for allergic reactions

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns

List any particular fear or unique behaviour characteristics the child has

List any type of medication taken for health care needs

Share any other information that has a direct bearing on assuring safe medical treatment for your child

EMERGENCY MEDICAL CARE INFORMATION

Name of health care professional

Office Phone

Hospital preference

Phone

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian

Date

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Parent/Guardian

Home Phone

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CHILDREN'S MEDICAL REPORT

Name of Child

Birthdate

Name of Parent or Guardian

Address of Parent of Guardian

A. MEDICAL HISTORY (MAY BE COMPLETED BY PARENT)

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

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

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

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

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

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

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

Signature of Parent or Guardian

Date

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CHILDREN’S MEDICAL REPORT

B. PHYSICAL EXAMINATION

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

Head _____ Eyes _____ Ears _____ Nose _____

Teeth _____ Throat _____ Neck _____ Heart _____

Chest _____ Abd/GU _____ Ext _____ Hearing _____

Neurological System _____ Skin _____ Vision _____

Results of Tuberculin Test, if given: Type _____ Date _____

Normal _____ Abnormal _____ Followup _____

Developmental Evaluation: delayed _____ Age appropriate _____

If delay, note significance and special care needed

Should activities be limited? No Yes If yes, explain:

Any other recommendations:

Date of Examination

Signature of authorized examiner/title

Phone #

CHILDS APPLICATION FOR ENROLLMENT



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CHILD IMMUNIZATION HISTORY

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

The parent/guardian must submit a certificate of immunization on child's first day of attendance or within 30 calendar days from the first day of attendance.

Child's fullname:

Date of birth:

Enter the date of each dose received (Month/Day/Year) or attach a copy of the immunization record.

Vaccine Type	Abbreviation	Trade Name	Combination Vaccines	1. Date	2. Date	3. Date	4. Date	5. Date
Diphtheria, Tetanus, Pertussis	DTaP, DT, DTP	Infanrix, Daptacel						
Polio	IPV	IPOLE	Pediarix, Pentacel, Kinrix					
Haemophilus influenza type B	Hib (PRP-T) Hib (PRP-OMP)	ActHIB, PedvaxHIB ** Hiberix	Pentacel					
Hepatitis B	HepB, HBV	Engerix-B, Recombivax HB	Pediarix					
Measles, Mumps, Rubella	MMR	MMRII	ProQuad					
Varicella/Chicken Pox	Var	Varivax	ProQuad					
ProQuad Conjugate*	PCV, PCV13, PPSV23***	Prenar 13, Pneumovax***						

*Required by state law for children born on or after 7/1/2015.

**3 shots of PedvaxHIB are equivalent to 4 Hib doses. 4 doses are required if a child receives more than one brand of Hib shots.

***PPSV23 or Pneumovax is a different vaccine than Prenar 13 and may be seen in high risk children over age 2.

These children would also have received Prenar 13.

Note: Children beyond their 5th birthday are not required to receive Hib or PCV vaccines.

Gray shaded boxes above indicate that the child should not have received any more doses of that vaccine.

CHILDS APPLICATION FOR ENROLLMENT



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CHILD IMMUNIZATION HISTORY

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

Record updated by	Date	Record updated by	Date

MINIMUM STATE VACCINE REQUIREMENTS FOR CHILD CARE ENTRY

By This Age	Children Need These Shots						
3 months	1 DTaP	1 Polio		1 Hib	1 Hep B	1 PCV	
5 months	2 DTaP	2 Polio		2 Hib	2 Hep B	2 PCV	
7 months	3 DTaP	2 Polio		2-3 Hib**	2 Hep B	3 PCV	
12-16 months	3 DTaP	2 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
19 months	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years or older (in child care only)	4 DTaP	3 Polio	1 MMR	3-4 Hib**	3 Hep B	4 PCV	1 Var
4 years and older (in kindergarten)	5 DTaP	4 Polio	2 MMR	3-4 Hib**	3 Hep B	4 PCV	2 Var

Note: For children behind on immunizations, a catch-up schedule must meet minimal interval requirements for vaccines within a series. Consult with child's health care provider for questions.

VACCINES RECOMMENDED (NOT REQUIRED) BY THE ADVISORY COMMITTEE ON IMMUNIZATION PRACTICES {ACIP}

Vaccine Type	Abbreviation	Trade Name	Recommended Schedule	1. Date	2. Date	3. Date	4. Date	5. Date
Rota virus	RVI,RVS	Rotateq, Rotarix	Age 2 months, 4 months, 6 months.					
Hepatitis A	Hep A	Havrix, Vaqta	First dose, age 12-23 months. Second dose, within 6-18 months.					
Influenza	Flu, IIV, LAIV	Fluzone, Fluarix, Flulaval, Flucelvax, Flu Mist, Afluria	Annually after age 6 months.					

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

Name of Facility: _____

Date Adopted _____

No child shall be subjected to any form of corporate punishment. Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following age and developmentally appropriate discipline and behavior management policy:

WE:

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

WE:

1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. DO NOT delegate discipline to another child.
4. DO NOT withhold food as punishment or give food as a means of reward.
5. DO NOT discipline for toileting accidents.
6. DO NOT discipline for not sleeping during rest period.
7. DO NOT discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

I, the undersigned parent or guardian of _____ (Child's full name)

do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian _____

Date _____

Distribution: one copy to parent(s) and a signed copy in child's facility record

Space and Equipment

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

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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

Staff /Child Ratios

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

Additional Staff/Child Ratio Information:

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

Reviewing Facility Information

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

How to Report a Problem

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

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



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

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

Division of Child Development
and Early Education

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

<https://ncchildcare.ncdhhs.gov/Home/ChildCare-Commission>

Revised January 2021

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

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

What Is Child Care?

The law defines child care as:

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

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

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

Family Child Care Homes

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

Child Care Centers

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

Parental Rights

Parental Rights

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

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

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

Child Abuse, Neglect, or Maltreatment

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

Transportation

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

Record Requirements

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

Discipline and Behavior Management

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

Training Requirements

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

Curriculum and Activities

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

Health and Safety

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

Two through Five Star Rated License

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

Criminal Background Checks

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

TOBACCO-FREE POLICY FOR NORTH CAROLINA CHILD CARE CENTERS

Purpose/Belief Statement

We, For A Purpose Daycare, understand that the use of tobacco products on childcare premises and in vehicles used to transport children or during any off-premises activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with development of cancer during adulthood.

Applicable NC Child Care Laws/Rules

N.C. Child Care Rule IOA NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

- Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.
- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

This policy applies to all children, families, visitors, volunteers, and staff.

Procedures/Practice

Smoking and the use of tobacco products are prohibited at all times:

- on the premises of the child care facility
- on vehicles used to transport children
- during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free child care facility policy.

Communication

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at child care-sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Staff

- All current staff members and newly hired staff will review the Tobacco-Free Policy before providing care for children.
- Staff will sign an acknowledgement form that includes the individual's name, the date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The child care facility shall keep the signed Tobacco-Free Policy staff acknowledgement form in the staff member's file.

Parents/Guardians

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the signed Tobacco-Free Policy parent acknowledgement form in the child's file.

** For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.*

TOBACCO-FREE POLICY FOR NORTH CAROLINA CHILD CARE CENTERS

Enforcement

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises. Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

- “Premises” -the entire child care building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.
- “E-cigarette” -Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.
- “Off-premise activity” - any event sponsored by our facility that is not on the child care facility premises, including but not limited to field trips and educational or entertainment activities.
- “Smoking” -The use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.
- “Tobacco product” - Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community-based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The North Carolina Quitline 1-800-QUIT-NOW (1-800-784-8669) offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See <http://www.quitlinenc.com>.

References

- NC DHHS Tobacco Prevention and Control Branch, <http://tobaccopreventionandcontrol.ncdhhs.gov/smokefreenc/>
- Caring for Our Children 3rd Edition, Standard 3.4.1.1: Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs <http://cfoc.nrckids.org/StandardView/3.4.1.1>
- Caring for Our Children 3rd Edition, Standard 9.2.3.15: Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances <http://cfoc.nrckids.org/StandardView/9.2.3.15>

Effective and Review Dates

Effective Date: June 2023

This policy was reviewed and approved by:

Print Name: _____

Date: _____

Signature: _____

Annual Review Dates: _____

PARENT OR GUARDIAN ACKNOWLEDGEMENT FORM

I, the parent or guardian of _____ (child or children's name) acknowledge that I have read and received a copy of the facility's 100% Tobacco-Free Policy for North Carolina Child Care.

Date policy given/explained to parent/guardian: _____ Date: _____

Print name of parent/guardian: _____

Signature of parent/guardian: _____ Date: _____



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SPEEDWAY ACADEMY & PRESCHOOL

I, _____, the parent of a child/children at SPEEDWAY ACADEMY & PRESCHOOL, agree to the following:

I understand that my child(ren) whose name(s) are listed below may be photographed at the Daycare during normal daycare hours, field trips, or activities. I understand that these photographs may be used in promoting child care services, either in print or on the Internet.

The child(ren) are known as: _____

With my signature below I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use in promoting the Daycare's services. I understand that it is my responsibility to update this form in the event that I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

Parent/Guardian Signature _____ Date _____

Relationship To Child _____

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA

Belief Statement

We, Speedway Academy & Preschool (name of facility), believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, IOA NCAC 09 .0608, family child care homes, IOA NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

Procedure/Practice

Recognizing:

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

Responding to:

- If SBS/ ABT is suspected, staff will³:
 - Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - Call the parents/guardians.
 - If the child has stopped breathing, trained staff will begin pediatric CPR⁴.

Reporting:

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

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

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

- Rock the child, hold the child close, or walk with the child.
- 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.
- Other _____
- Other _____

In addition, the facility:

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

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA

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

Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, ncchildcare.nc.gov/PDF/forms/NC_Foundations.pdf
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, www.acf.hhs.gov/sites/default/files/2016/07/nitr_inquire_may_2016_070516_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:

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

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

Parent web resources:

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

Facility web resources :

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

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/generai/mb ccrulesoublic.asp
3. Shaken baby syndrome, the Mayo Clinic, www.mavoclinic.org/diseases-conditions/shaken-baby_synd_rome/basics/svmotoms/con-?0034461
4. Pediatric First Aid/CPR/ AED, American Red Cross, www.redcross.org/images/MEDIA CustomProductCataiog/m4240175 Pediatric ready reference.pdf
5. Calming Techniques for a Crying Baby, Chiildren’s Hospital Colorado, www.childrenscoiorado.org/conditions-andadvice/ calm-a-crying-baby /calming-techniques
6. Caring for Our Children, Standard 1. 7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

Communication

Staff*

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

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- The child care facility shall keep the SBS/AHT parent acknowledgement form in the child’s file.

* For purposes of this policy, “staff” includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

Effective Date: _____

This policy was reviewed and approved by:

Owner/Director (recommended): _____

Date: _____

DCDEE Child Care Consultant (recommended): _____

Date: _____

Child Care Health Consultant (recommended) _____

Date: _____

Annual Review Dates _____

APPLICATION FOR ENROLLMENT



To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA

Parent or guardian acknowledgement form

I, the parent or guardian of _____ (child's name) acknowledges that I have read 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: _____

APPLICATION FOR ENROLLMENT



To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD CARE EMERGENCY CONTACT INFORMATION

CHILD INFORMATION

Child's Name

Birthday

Home Address

Mother or Guardian

Father or Guardian

Telephone Home

Cell Phone/Pager

Telephone Home

Cell Phone/Pager

E-mail Address

E-mail Address

Home Address:

Home Address

Place of Employment

Work Phone

Cell Phone

Department

Department

Contact person/Supervisor at work

Contact person/Supervisor at work

Phone Number

Phone Number

EMERGENCY CONTACTS (WHEN ATTEMPTS TO REACH PARENTS ARE NOT SUCCESSFUL AND WHO MAY PICK CHILD UP)

Name # 1

Name # 2

Home Phone Number

Work Phone Number

Home Phone Number

Work Phone Number

APPLICATION FOR ENROLLMENT



To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD CARE EMERGENCY CONTACT INFORMATION

PERSON'S AUTHORIZED TO PICK CHILD UP

Name	Phone Number
1.	
2.	
3.	
4.	

We must have written permission for anyone other than parent/guardian to pick child up from the center.

Physician's Name

Phone #

Address

Hospital to take child in case of an emergency

Dentist's Name (either Child's or Parent's)

Phone #

Address

Child's Health Insurance Name of Insurance Plan

Address

Certificate Number (or ID) #:

Group #:

Policy Holder's Name

Special Conditions, Disabilities, Allergies, or Medical Information for Emergency Situations

APPLICATION FOR ENROLLMENT



To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

PARENT/LEGAL GUARDIAN CONSENT AND AGREEMENT FOR EMERGENCIES

Parent or guardian acknowledgement form

As parent/legal guardian, I give consent to have my child receive first aid by facility staff, and, if necessary, be transported to receive emergency care. I understand that I will be responsible for all charges not covered by insurance. I agree to review and update this information whenever a change occurs and at least once a year .

Parent/Guardian# 1 Signature: _____ Date: _____

Parent/Guardian# 2 Signature: _____ Date: _____

Annual Review Dates _____ Parent/Guardian Signature _____

Annual Review Dates _____ Parent/Guardian Signature _____

Annual Review Dates _____ Parent/Guardian Signature _____

To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

PARENT PARTICIPATION

We honor the important role of parents in making decisions regarding their child. Current research shows that children enjoy a more enriched learning experience when their parents take an active role in their education. As partners with the staff at the Center, parents are encouraged to:

- Volunteer in their child’s classroom
- Schedule conferences with the teacher
- Have lunch with your child
- Participate in seasonal events
- Attend graduation and seasonal programs
- Participate in “Week of the Young Child” activities

Your involvement will ensure that you are updated on important information and will have a voice in your child’s daily learning and development. As such, we have an “open door” policy, and we encourage you to drop in whenever you wish. Communication is the key for a happy, positive relationship between you, your child, and the Center staff. Your comments and suggestions are always welcome.

Communication

It is expected that parents’ interactions with Center staff will be appropriate and positive, and the same is expected of staff when they interact with families. We all have the same goal of providing the best care possible for your child. We make every effort to model positive behaviors in all of our interactions, and ask the same of parents, especially in front of the children. Most daily and classroom related issues can be handled directly with your child’s teacher in an upbeat and positive way. If, however, an issue should arise that is not readily resolved with the classroom teacher, then you should bring those issues or concerns to the attention of the Center Director or Assistant Director. Your concerns will be carefully and thoughtfully considered. You may request an interpreter at any time during this process if you believe it would improve communication. Parents who disagree with Center programs or policies should contact the Director and discuss the differences. If resolution are not satisfactorily resolved during the conference, a parent may make a written request to the Owners. The owners will then schedule time to review the issue. Owners decisions shall be final.

I, the undersigned parent or guardian of _____ (Child’s Full Name) do hereby state that I have received a copy of the Parent Participation and communication plan and the facility director or other designed staff member has discussed the Parent Participation and communication plan with me.

Date of child’s enrollment: _____

Signature of the parent or Guardian: _____ Date: _____

APPLICATION FOR ENROLLMENT



To be completed, signed and placed on file in the facility on the first day and updated as changes occur and at least annually

SPEEDWAY ACADEMY & PRESCHOOL

Speedway Academy & Preschool Parent Documentation of receipt, and knowledge of the following documentation on:

1. Center Operational Policies:

Signature: _____ Date: _____

2. Summary Of Child Care Laws:

Signature: _____ Date: _____

3. Parent Participation Plan:

Signature: _____ Date: _____

do hereby state that I have received a copy of the Parent Participation and communication plan and the facility director or other designated staff member has discussed the Parent Participation and communication plan with me.

Date of child's enrollment: _____

Signature of the parent or Guardian: _____ Date: _____

Transportation Permission

A. Parent and Child Information

Name of Parent	Telephone Number - Primary
Name of Child <input type="checkbox"/> Picture attached	Telephone Number - Secondary

B. Emergency Contact Information (non-parent)

Name	Telephone Number
------	------------------

C. Departure and Return Times

Departure Time	Arrival Time	Return Time
----------------	--------------	-------------

D. Authorized Destinations

Child transported from	Child transported to
------------------------	----------------------

E. Parent Signature and Other

Person receiving child, if applicable <input type="checkbox"/> On application	Method of Travel
Permission to transport is valid from [give date] to [give date]. From To (up to 12 months)	Transportation Provider
Signature of Parent or Guardian	Date

Transportation Permission

A. Parent and Child Information

Name of Parent	Telephone Number - Primary
Name of Child <input type="checkbox"/> Picture attached	Telephone Number - Secondary

B. Emergency Contact Information (non-parent)

Name	Telephone Number
------	------------------

C. Departure and Return Times

Departure Time	Arrival Time	Return Time
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Person receiving child, if applicable <input type="checkbox"/> On application	Method of Travel
Permission to transport is valid from [give date] to [give date]. From To (up to 12 months)	Transportation Provider
Signature of Parent or Guardian	Date