

Revised August 27, 2019



**NewBridge**  
CHILDREN'S ACADEMY

## Parent Handbook

201 South Central Avenue  
Belmont, North Carolina  
704-829-7400  
[www.newbridgechildrensacademy.com](http://www.newbridgechildrensacademy.com)

Revised August 27, 2019

## **Welcome**

Welcome to NewBridge Children's Academy where your child is our top priority. We are delighted to share in the joy of watching your child grow emotionally, spiritually, socially, cognitively, and physically through a variety of learning experiences. Based on the credentials of our staff and the learning experiences we provide to all children in our care, NewBridge Children's Academy sets the standard for childcare in your area.

## **Our Mission**

The mission of NewBridge Children's Academy is to provide a safe and nurturing environment where young scholars can develop the skills they need to become lifelong learners. The Academy maintains a balance of emotional, spiritual, social, cognitive, and physical learning opportunities to enhance the development of each child. Our educators are committed to supporting the healthy development of all children and offer advanced learning opportunities to meet individual needs. We want to provide children with a strong foundation so they can be successful in any setting.

To accomplish this mission, NewBridge Children's Academy will:

- Offer developmentally enriching activities
- Offer appropriate materials and equipment
- Provide a safe environment that is clean, healthy, and child-friendly
- Openly communicate with parents fostering mutual trust and respect
- Provide on-going educational opportunities to staff
- Provide opportunities for children to grow spiritually through Bible verses, stories, prayer, and song

NewBridge Children's Academy provides an advanced curriculum while maintaining low student/teacher ratios. The state-of-the-art facility provides additional learning opportunities such as Spanish, Music, Soccer, Gymnastics, Dance and Piano. The academy also utilizes the Saxon Early Learning program, which is a nationally recognized resource for preschool children. The program includes language development, literacy, mathematics, science, social studies, creative arts, social and emotional development, physical health and development, and technology. To assist in spiritual development, the Cokesbury Christian Curriculum helps children learn about Jesus, understand God's love for them, and helps them discover their gifts in God's world, such as their minds, bodies, families, and friends. These lessons integrate developmentally appropriate activities with religious development and are designed to help teachers make faith connections.

NewBridge Children's Academy is overseen by an Administrative Director. Amanda Hommell, the Administrative Director, has a Bachelor of Science Degree in Elementary Education. She was also a National Board Certified Teacher in Early Childhood and has her certification in gifted education.

Lead Teachers, Teachers, and Teacher's Assistants are carefully selected based on their credentials. Previous training, education, experience and dedication to providing children with nurturing, Christian care is essential to working at NewBridge Children's Academy. Staff members are required to undergo background checks before being hired at the Academy.

**Fees**

An annual, non-refundable Registration Fee of \$200.00 is due for all full-time children. An annual, non-refundable Registration Fee of \$50 is due for all School Age children. Our school age children must attend Page Elementary or Belmont Central School due to bus transportation. The Registration Fee covers the cost of materials used in the classroom.

Tuition is due and payable in advance on Friday for the following week. A \$50.00 late fee will be charged at noon on Monday. Tuition, fees, or other amounts may be paid in the form of cash, check, money order, or credit card and made payable to NewBridge Children's Academy. Tuition can also be paid in advance at the beginning of the month or quarterly. Please include your child's name to insure proper credit to your account. Tuition, fees, or other amounts more than two weeks past due constitute grounds for dismissal from the Academy. All returned checks will incur a \$35.00 service charge. As long as your child is enrolled at the Academy, you are obligated to pay tuition, fees and other amounts in the manner provided herein without exception, refund, reduction, mitigation, defense, counterclaim, deduction or set off for any reason, and such payment shall be made regardless of circumstances, including, but not limited to, vacations, personal days, absences, illnesses, holidays, teacher workdays, closings (scheduled or unscheduled), or lack of attendance for any reason.

Weekly Tuition (full-time) Infants to Transitional Kindergarten Age Groups:

Infants	\$220
Ones	\$205
Twos	\$205
Threes	\$195
TK	\$195
School Age	\$85 per week/\$150 per week for Summer Care

\*Our full-time program is offered Monday-Friday from 7:00-6:00.

Weekly Tuition (part-time) 4-5 years old Age Groups (Based on Availability):

Threes	\$125
Fours	\$125
Fives	\$125

\*Our part-time program is offered Monday through Friday from 7:00-12:00.

Any extra days added for care will cost \$30.00 and is based on the availability of space.

Tuition and other fees are subject to change at least annually. The Director will give notice to parents 30 days in advance of any tuition and/or fee changes as well as the effective date.

**Insurance**

NewBridge Children's Academy has General Liability insurance and Child Accident insurance.

**Admission Policies & Procedures**

NewBridge Children's Academy admits any student of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the Academy. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other Academy-administered programs.

We recommend the following:

Parents tour the Academy

Parents review the Parent Handbook

Parents and child/children visit the classroom

We make every effort to ensure the appropriate placement for each child. The Director has the right to assign classrooms based upon the following considerations while following State guidelines and regulations:

- Child's age
- Child's developmental needs
- Teacher/Director assessment and observations

Prior to a child's attendance at the Academy, the following forms must be on file with the Director:

Application for Enrollment

Medical Report (within 30 days of enrollment)

Immunization Record (within 30 days of enrollment)

Documentation of Receipt of the Discipline and Behavior Management Policy

Permission for Play Outside Fenced Area

Documentation of Receipt of Policies in the Parent Handbook

Documentation of Receipt of Summary of NC Child Care Laws

Internet Picture Release Form

Authorized Pick-Up Form

Nutrition Opt-Out Form

Feeding Schedules (children less than 15 months old)

Safe Sleep Policy (children up to 1 year old)

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Tobacco Policy

A two-week written notice is required in writing when a parent plans to permanently withdraw a child. If the required notice is not given and a child leaves, the parents are financially responsible for paying a penalty equal to two weeks tuition. If two weeks notice is given, any additional tuition will be refunded if monthly or quarterly payments have been made.

## DAILY OPERATING INFORMATION

### Ratios

Teacher/Child ratios are:

Infants	1 to 5	
Ones	1 to 6	1 Lead Teacher, 1 Teacher's Assistant
Twos	1 to 10	1 Lead Teacher, 1 Teacher's Assistant
Threes	1 to 15	1 Lead Teacher
TK	1 to 20	1 Lead Teacher
School Age	1 to 25	1 Lead Teacher

\*Transitional Kindergarten (TK) is our program for four and five year old children.

**Children must be 6 weeks old in order to be enrolled at the Academy.** Children will typically change classrooms annually each August unless the Director approves otherwise.

### Hours of Operation

NewBridge Children's Academy is open from 7:00 a.m. to 6:00 p.m., Monday through Friday. The Academy will be closed for the following holidays:

Labor Day

Veteran's Day: Teacher Workday

Thanksgiving: Thursday and Friday

Christmas: Two Days

New Year's Day

Martin Luther King, Jr. Day

Spring Teacher Workday based on Public School Calendar

Good Friday

Easter Monday

Memorial Day

Fourth of July: Two Days

### Arrival and Departure

Parents are responsible for their child's safe arrival and departure at the classroom door or playground. Parents must sign in and out on a daily basis. Scheduled classroom activities begin at 8:45 a.m. To avoid unnecessary disruptions and to ensure that all children have the opportunity to participate in classroom activities, all children should arrive no later than 8:45 a.m. unless parents give prior notice to the classroom teacher and Director. Please escort your child to and from their classroom. No one will be admitted into the building until 7:00 a.m.

### Parking

Please obey all traffic patterns. Watch all children closely while entering and leaving the pick-up/drop off area. Do not leave unattended children in your car. We suggest that you do not leave valuables in clear view and lock your car when entering the Academy. The Academy is not responsible for theft if it occurs while you are in the Academy. If you are accessing the back parking lot, only use Poplar Street or Keener Blvd. as an entry point, not Johnson Street.

### **Authorized Pick-Up**

Only authorized individuals named on the Pick-Up form and Application will be allowed to take your child from the Academy. Siblings cannot sign a child out from the Academy unless they have a valid driver's license. When someone else must pick up your child, the Director must be notified by email or a signed note. The person must present a valid driver's license or other photo identification to the Director and/or Teacher before they will be allowed to sign out your child. Children will not be allowed to go with an unauthorized adult.

If your child is on the playground when you arrive, please be certain that the teacher is aware that you are leaving the Academy and that you have signed your child out in the classroom. Please enter the playground area to pick up your child. Do not lift your child over the fence at any time.

### **Late Pick-Up**

All children need to be picked up by 6:00 p.m. A fee of \$2.00 per minute past 6:00 will be charged. This rule also applies to our half day program. Children in the half day program need to be picked up by 12:00. A fee of \$2.00 per minute past 12:00 will be charged. Repeated late pick-ups will constitute grounds for dismissal. It is strongly recommended to have a list of friends or relatives whom you can call if you are running late.

### **Absences**

If your child will be absent for any reason, please call the Academy. The Health Department requires the Academy to track all illness.

### **Early Pick-Up**

Please notify the classroom teacher in advance if your child is going to be picked up early. This will allow the teacher to have your child ready when you arrive.

### **Personal Belongings**

Children may not bring toys, costumes, guns, knives, chewing gum, candy, or money to the Academy. Your child will be given the opportunity to "show and tell" special treasures each Friday. Let the classroom teacher know if your child has a special nap item (blanket or stuffed animal). Any nap items must fit in the child's cubby.

### **Example Daily Schedule (Schedules Will Vary based on the Age Group)**

7:00-7:30 Early Arrival/Quiet Time

7:30-9:15 Learning Through Play (Outdoor Time, Weather Permitting)

9:15-9:30 Learning Through Celebrating (Start Your Day/Group Time)

9:30-9:45 Snack

9:45-10:30 Daily Academic Focus

10:30-11:15 Learning Through Exploration (Center Time)

11:15-12:00 Learning Through Play (Outdoor Time)

12:00-1:00 Lunch/Restroom/Quiet Time

1:00-3:00 Rest Time

3:00-3:30 Wake Time/Snack

3:30-4:30 Learning Through Exploration (Center Time)

4:30-5:30 Learning Through Play (Outdoor Time)

5:30-6:00 Quiet Time

### **Rest Period**

For the daily rest period, each child will be furnished a cot. The cots and covers are sanitized weekly. Please take home any personal blankets on Friday to be washed. Even if your child does not sleep, he/she will be encouraged to rest and remain quiet during this time. The average rest time is 1.5 to 2 hours in length.

### **Clothing**

Children should be dressed in clothes and shoes which allow them to participate in all indoor and outdoor daily activities. Children should wear rubber-soled or non-slippery shoes to play safely on all equipment. Children are not allowed to wear backless sandals, flip flops, or jelly shoes. Jackets are needed for cool weather and towels may be needed on special water days.

Each child must have a change of clothing and shoes left at the Academy to be used in case of emergencies. Please label all clothing and shoes. Place the change of clothes in a Ziploc bag with your child's name on it. If extra clothing is borrowed from the Academy, it must be returned on the next business day.

Several changes of clothing and extra shoes will be needed during toilet training in our two year old classroom. Children must be toilet trained before moving to the three year old classroom each August.

### **Field Trips**

Field trips are planned to enrich your child's classroom experience. Children two and over are allowed to go on field trips off campus within walking distance. All children go on walks on and around our campus. The permission form signed at initial registration covers these special trips.

### **Exercise**

Physical exercise is essential to a child's development. Children will play outside on a daily basis, weather permitting. During inclement weather, physical activity time will take place in the classroom. Students must be able to participate in outdoor activities to attend the Academy on a daily basis. Even if your child is recovering from an illness, they are expected to participate in outdoor physical activity time.

### **Safety**

NewBridge Children's Academy has secured entrances (except for the playground). Upon class enrollment, you will be given a code to access the interior of the building. Please do not share this code with others. The code will also change periodically. Parents will be notified by email when the code will change.

### **Health Policy**

If your child has any of the following symptoms, the Academy will contact you to pick up your child. Children should be picked up within one hour. This is for the safety of your child and to prevent the spread of contagious illnesses. In the event that a parent cannot be reached, an emergency contact from your family on file will be called. We understand that it is difficult to leave or miss work. It is suggested that a backup for ill children should be arranged. **A child with any of the following symptoms or illnesses must be excluded from care.**

- Fever over 101 under the arm with behavior change
- Strep Throat-may return 12 hours after treatment has started
- Two or more episodes of vomiting within a 24 hour period
- Bacterial Conjunctivitis-Exclusion is no longer required unless directed by a doctor
- Ringworm, Impetigo, Scabies or Lice (must be nit-free to return to the Academy for care), refer to your healthcare professional for treatment
- Chicken Pox-Until lesions are fully crusted
- Tuberculosis-may return when a physician says the child isn't infectious
- Impetigo-may return 24 hours after treatment has started
- Pertussis-may return 5 days after appropriate antibiotic treatment
- Hepatitis A-may return one week after onset of illness or jaundice
- Sudden onset of diarrhea-increased number of bowel movements with increased stool water
- When a physician or other health professional issues a written order that the child be separated from other children

### **When a child returns to the Academy after an illness, please remember:**

- Your child must be able to participate in ALL daily activities.
- Your child must be free from fever, vomiting, diarrhea, and other symptoms for 24 hours without medication prior to returning to the Academy.
- Children on prescription medication for a contagious illness must take it for 12 hours before returning.
- Your child's care doesn't compromise the staff's ability to care for other children.

### **Medication Policy**

All medication is kept in a locked space inaccessible to children at the Academy. All medication must be given directly to the Director or Assistant Director and the proper paperwork on file.

### **Prescription Medications:**

- Medication must be in the original container
- Parents must complete and sign a medication slip with specific times, dosage, and dates to be given. A new slip is needed each week unless permission is for asthma and/or breathing treatments which are good for six months.
- All medications must be picked up on Fridays. Medications will be discarded each Friday.
- Staff will not administer medication if it is different from the doctor's prescription.

**Non-Prescription Medication:**

- Non-Prescription Medication must be in the original container.
- Parents must complete and sign a medication slip with specific times, dosage, and dates to be given. A new slip is needed each week unless it is sunscreen, bug spray, or diaper cream which is good for one year.
- If a medication states to consult a doctor, a doctor's note is required to administer the medication

**Medical Emergencies**

Our goal is to keep children safe at all times. Slight injuries (minor cuts and scrapes) will receive treatment by a staff member with basic First Aid training. In the event of serious injury, parents will be called immediately and necessary steps will be taken to obtain medical aid. At enrollment, parents will sign a permission form for emergency care for their child. In cases of emergency, we will attempt to reach in this order: parents, emergency contacts listed on the application form, physician, and/or hospital. When a child has to receive outside medical treatment from an incident that occurs at the Academy, an incident report is filled out and placed on file with the Division of Child Development.

**It is very important to keep all numbers accurate. Please let the Director and/or your child's teacher know if you need to make changes to your enrollment paperwork.**

**Cleanliness and Sanitation Policies**

Cleaning and sanitation policies are in place to minimize the risk of illness. They include, but are not limited to, the following:

Daily: sweep classroom floors; mop classroom floors when needed; vacuum carpets; clean restrooms; clean food preparation areas; clean tables and chairs; empty trash cans

Weekly: clean waste receptacles when needed; wash cot sheets and sanitize cots; sanitize all non-wooden toys and manipulatives

Monthly: clean kitchen shelving and food storage areas; change air filters; clean windows

### **Nutrition Requirements**

A light morning and afternoon snack are provided daily. This snack should not take the place of breakfast or dinner. Children are encouraged to eat, but never forced to do so. The Academy will provide milk, water and/or 100% fruit juice for all meals. **Peanut and peanut butter products are not served, nor allowed in the Academy.**

All students need to bring a lunch to the Academy. Lunches are not shared. All lunch items need to be labeled with your child's name and date. All lunches are refrigerated. Parents are responsible for making sure lunches are nutritional and meet meal patterns. The four basic food groups should be met, but are not required based on parents signing the Nutrition Opt Out Form.

The Basic Food Groups are:

Dairy Products (milk or cheese)

Breads and Cereals

Meat (Meat Substitute)

Fruits and Vegetables (two servings)

\*If you forget your child's lunch and the Academy is asked to provide a lunch, a \$5.00 fee will be added to your tuition.

Ideas for packing lunch: (no sweets please)

Cheese sandwiches, apple slices, chips, cheese cut-up or sliced, granola bars, bagels, pudding, raisins, dried fruit bits, cereal/breakfast bars, pizza slices, spaghetti, sweet peppers with dip, pepperoni slices, pineapple chunks, orange slices, waffles, soup, turkey or ham and cheese sandwiches, pasta meals, grapes (cut in 1/4s), bananas, fruit cups, pretzels, crackers with cheese, bread sticks, yogurt, applesauce, tuna fish sandwich, macaroni and cheese, chicken nuggets, Lunchables, string cheese, dry cereal, diced chicken, fruit chews, carrot pennies

### **Birthdays and Celebrations**

Birthdays are special occasions and we love to celebrate them. Parents are welcome to provide store bought refreshments (small cupcakes, cookies, pre-packaged fruit, etc.) at the Academy on or around your child's birthday and to participate in the celebration.

**Please remember we do not allow any peanut butter or peanut butter products in the Academy.** Please let your child's teacher know you are planning to bring a treat to the class. Latex balloons and candles are not allowed in the Academy at any time for safety reasons. Outside party invitations will be distributed at school only if each child in the class is invited.

## **Discipline**

Our number one goal is to provide your child with a safe, nurturing environment where their individuality is celebrated and respected. We are committed to helping your child develop a positive self-image. A child who is provided with appropriate stimulation in a creative and structured environment will develop the skills they need to share, problem solve, take turns, deal with disappointment, and learn to successfully communicate their thoughts and feelings. We make sure the environment is set up to avoid conflict among the children and we step in to help children solve problems and/or offer suggestions. We ensure that sufficient materials and toys are available to all children and we ensure that all children are supervised at all times.

The Academy uses positive reinforcement, re-direction, and time out as appropriate non-physical forms of discipline. Positive reinforcement is used to praise a child for appropriate behavior. Re-direction offers appropriate alternatives to disruptive or unacceptable behaviors. When needed, time out removes a child from his/her current situation to allow time to regain control of behavior. The use of corporal punishment is prohibited at NewBridge Children's Academy.

At NewBridge Children's Academy we:

- DO praise, reward, and encourage the children.
- DO reason with and set limits for the children.
- DO model appropriate behavior for the children.
- DO modify the classroom environment to attempt to prevent problems before they occur.
- DO listen to the children.
- DO provide alternatives for inappropriate behavior to the children.
- 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.
- DO explain things to children on their levels.
- DO use short supervised periods of "time-out".
- DO stay consistent in our behavior management program.

As children learn appropriate skills to handle disagreements, some aggressive behaviors may occur such as biting, hitting, kicking, hair pulling, etc. The staff at the Academy makes every effort to prevent such aggressive behaviors by actively supervising all children and trying to prevent problems before they occur. It takes time to correct these behaviors and parents and staff must be willing to work together to develop strategies to change this behavior and reduce stress that causes the aggressive behavior. We make every effort to correct the situation quickly and balance our commitment to the families involved. When these events occur and another child is injured, both families will be notified and written documentation kept on file. The names of the children will not be disclosed for the confidentiality of both families. The Director has the right to terminate care for a child who shows continuous physical aggression toward other children at the Academy after three documented instances of physical aggression.

## **Child Abuse and Neglect**

North Carolina law states that any child care operator or staff member who suspects a child has been abused or neglected must notify the proper authorities. This requirement applies regardless of where the abuse may have occurred, be it at the child's home or the child care center. If such cases arise, the staff members will report to the Director. The Director will notify the Protective Services Unit of the Department of Social Services.

**Communication**

NewBridge Children's Academy has an open door policy. Parents are allowed to visit the Academy at any time during regular business hours. We are committed to working with our families and encourage parents to participate in every aspect of their child's program. We invite parents to participate in special events, open houses, and conferences. Parents are also encouraged to share personal hobbies and/or interests in the classrooms. If you have any questions or concerns about the Academy's program, please feel free to arrange an appointment with the Director.

**Parent-Teacher Conferences**

It is important for parents to openly communicate with their child's teacher. Parents are expected to participate in one parent-teacher conference each year. Parents may request additional conferences at other times if needed. Please arrange these times with your child's teacher. Please do not try to have a conference with a teacher, unless it has been previously arranged. Teachers need to be available to assist children at all times in the classroom.

**Educational Opportunities**

Parent Education Programs will be offered based on the needs and interests of the parents at NewBridge Children's Academy. Regular parent meetings are a good way to inform parents of new child care laws and regulations, parenting issues, and child development. Please let the Director know if one of these topics is of interest to your family.

# North Carolina Child Care Law and Rules

Division of Child Development

North Carolina Department of Health and Human Services

319 Chapanoke Road

Raleigh, NC 27603

## What Is Child Care?

The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

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

## Star Rated Licenses

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

## Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and an additional three school age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed.) Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 who are present in family child care homes when children are in care must also undergo a criminal records background check. As of December 2008, criminal records rechecks will be done every three years.
- All family child care home providers must have training in CPR each year and in ITS-SIDS and first aid every three years. They also must complete a minimum number of training hours annually.

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All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

## **Child Care Centers**

Licensing as a center is required when six or more 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 not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Licensed centers must meet requirements in the following areas.

### **Staff**

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours annually including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff must also undergo a criminal records background check. As of December 2008, criminal records rechecks will be done every three years.

### **Ratios**

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

Age	Ratio	Max. Group Size
0-12 mths.	1:5	10
12-24 mths.	1:6	12
2 yrs. old	1:10	20
3 yrs. old	1:15	25
4 yrs. old	1:20	25
School Age	1:25	25

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

### **Space and Equipment**

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

### **Curriculum**

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

### **Health and Safety**

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

The following requirements apply to both centers and homes.

### **Transportation**

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

### **Records**

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

### **Discipline**

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 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 family child care homes and centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

### **Parental Rights**

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

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community. For more information visit the Resources in Child Care website at: [www.ncchildcare.net](http://www.ncchildcare.net). For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

## **How to Report a Problem**

North Carolina law requires staff from the Division of Child Development 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 fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

## **Child Abuse or 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, or 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.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. 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 abuse/neglect complaint or the issuance of any administrative action against the child care facility.

## **Reviewing Files**

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during work hours;
- requested via the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net); or,
- requested by contacting the Division at 1-800-859-0829.

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.

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

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

### **Background**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or 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<sup>1</sup>. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT<sup>2</sup>.

### **Procedure/Practice**

#### *Recognizing:*

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

#### *Responding to:*

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

#### *Reporting:*

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: 704-862-7500

### **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<sup>5</sup>:

- 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.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

### **Prohibited behaviors**

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

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](http://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](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:

- 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](http://www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth)
- The Science of Early Childhood Development, Center on the Developing Child, [developingchild.harvard.edu/resources/inbrief-science-of-eed/](http://developingchild.harvard.edu/resources/inbrief-science-of-eed/)

### **Resources**

Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://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/>

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing\\_SBS\\_508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)
- Early Development & Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

Revised August 27, 2019

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

**Parent or Guardian Acknowledgement Form**

I, \_\_\_\_\_, the parent or guardian of

\_\_\_\_\_  
**Child's name**

acknowledges that I have read and received a copy of NewBridge Children's Academy'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**

## Notice of Policies, Rates, Programs, and Procedures

I have read the NewBridge Children's Academy Parent Handbook. I understand the policies, rates, programs, and procedures in place at the Academy. I have asked questions to clarify any information contained in this handbook before enrolling my child at the Academy.

Child's Name: \_\_\_\_\_

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

Date: \_\_\_\_\_

I have reviewed and received a copy of the discipline policy for NewBridge Children's Academy in this handbook.

**Initial** \_\_\_\_\_

I have reviewed and received a copy of the North Carolina Child Care Law in this handbook.

**Initial** \_\_\_\_\_

**Authorized Pick-Up Form**

Only authorized individuals named on this form will be allowed to take your child from the Academy. Siblings cannot sign a child out from the Academy unless they have a valid driver's license. When someone else must pick up your child, the Director must be notified by telephone or a signed note. The person must present a valid driver's license or other photo identification to the Director and/or Teacher before they will be allowed to sign out your child. Children will not be allowed to go with an unauthorized adult.

If your child is on the playground when you arrive, please be certain that the teacher is aware that you are leaving the Academy and that you have signed your child out in the classroom. Please enter the playground area to pick up your child. Do not lift your child over the fence at any time.

**My child may be picked up by the following individuals:**

_____ Name	_____ Relationship

**Field Trip Permission Form for Outside Fenced Area**

Field trips are planned to enrich your child's classroom experience. Children four and over are allowed to go on field trips off campus. You will receive written notice in advance and a separate permission slip will be required for these trips. Parents are also required to provide an appropriate car seat for their child to go on the trip.

**All children go on walks on and around our campus. This signed permission form covers these special trips.**

My child has permission to go on walks on and around the NewBridge Children's Academy campus. **This permission slip is good for as long as my child is enrolled at the Academy.**

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

**Photo and Video Release Form**

I grant NewBridge Children's Academy the right to use and/or reproduce photographs of my child in any legal manner and for the internal or external promotion and informational activities of NewBridge Children's Academy. I also agree to allow my child's work and/or photograph to be published on the NewBridge Children's Academy internet web pages or publications.

\*Photograph in this Release Form is intended to only refer to photos of your child alone. Group photographs, with no additional identifying information, are considered Directory information.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Name

\_\_\_\_\_  
Date

**Nutrition Opt Out Form**

Effective July 1, 2012, changes occurred to General Statute 110-91(2)h.1 to give parental exceptions that allow a parent or guardian of a child enrolled in a child care facility may: (i) provide food and beverages to their child that may not meet the nutrition standards adopted by the NC Child Care Commission and (ii) opt out of any supplemental food program provided by the child care facility.

Effective December 1, 2012, child care rules were ratified to implement the law. Child Care Rules .0901(c) and 1706 (b) state:

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

I \_\_\_\_\_ plan to provide all lunches

**(Parent/Guardian Print Name)**

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

Since I opted out, if I do not provide all the lunches for my child, I understand that the program will provide supplemental food.

\_\_\_\_\_  
Parent/Guardian

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