



ProvidenceBaptist

CHILD DEVELOPMENT CENTER

Parent Handbook
Revised August 2022

Providence Baptist Child Development Center Handbook

INTRODUCTION	4
Full Care.....	4
Preschool.....	4
Accreditation, Licensing, and Staff	4
PURPOSE, PHILOSOPHY, COMMUNITY.....	5
Curriculum.....	5
Our Education Ministry	6
OPERATIONAL POLICIES	6
Arrival and Departure.....	6
Authorized Pick-Ups	6
Early Departures.....	7
End of Day Departures	7
Late Arrivals (T).....	7
Preschool Carpool Pick-up.....	7
Biting Policy	8
Birthdays and Parties.....	8
Communications (T)	9
Clothing and Personal Belongings	9
Daily Schedules.....	10
Enrollment and Fees.....	11
Tuition	11
Late Tuition Fee	11
Late Pick Up Fee	11
Key Fobs	12
Refunds	12
Returned Check Fee	12
Registration and Waiting List.....	12
Termination of Enrollment	13
Withdrawal Policy.....	13
Inclement Weather	13
Meals.....	14
Full Care.....	14
Preschool.....	Error! Bookmark not defined.
Parents	15
Parent Behavior Expectations	15
Parent/Teacher Conferences	15
Parent Advisory Council (PAC).....	15
Screens	16
Substitute Teachers.....	16
Toilet Training.....	16
Treasures from Home	17
Visitors.....	17
Volunteers	17
HEALTH REGULATIONS.....	17

Providence Baptist Child Development Center Handbook

Accidents	17
Child Abuse.....	18
Emergency Notification	18
Illness.....	19
Communicable Diseases.....	19
Colds.....	19
Diarrhea.....	20
Fever.....	20
Vomiting.....	20
Post Hospitalization/ Anesthesia	20
Immunization and Physicals	20
Medications.....	21
Authorizations	21
Storage	21
Prescription Medicines.....	22
Over the Counter Medications.....	22

Providence Baptist Child Development Center Handbook

INTRODUCTION

Providence Baptist CDC, a North Carolina State Licensed Five Star Center, and ministry of the Church, offers two programs to church members and the community.

Full Care

Our Full Care program provides care from 7:00 a.m. to 5:30 p.m., five days a week for ages eight weeks-five years or until kindergarten.

The year begins in early September and ends in late August. The children move to their new classrooms in September each year.

Preschool

Our Preschool runs from 9:00 a.m. to 1:00 p.m., with the option of extended care from 8:00a.m. – 9:00 a.m. and/or 1:00p.m. – 3:00 p.m. for an additional fee.

The year begins in early September and goes to the end of May. The preschool program is typically closed the last two weeks of December, as well as the week before Labor Day and spring break.

Summer sessions are offered in two six-week increments. June through mid-July and mid-July through late August. There is a two-week break between the end of May and beginning of the first summer session in mid-June and a two-week break between the last week of summer session in August and the beginning of the new school year.

Preschool children bring their lunch each day.

Accreditation, Licensing, and Staff

Our school is licensed with the NC Division of Child Development. As of September 2018, we have a five-star rating (highest) for our full care (7am-5:30pm) program. We voluntarily meet highest voluntary enhanced requirements, as well as health and sanitation guidelines in both our full care and preschool programs.

Our teachers maintain First Aid, CPR and SIDS certifications, and regularly attend Health and Safety training programs on pertinent educational topics meeting or exceeding the annual state training requirements.

PURPOSE, PHILOSOPHY, COMMUNITY

Our purpose is to provide Christian care and early education for the preschool child in our church family and our community.

Our Philosophy

We believe that love, acceptance, security, and trust promote a positive self-image for each child with an emphasis on moral and spiritual development. We create experiences that will meet the needs and individual abilities of each child's emotional, social, physical, mental, spiritual and personal growth. We seek to demonstrate loving kindness and concern to children in a developmentally appropriate environment and know this is best achieved when teachers and parents become partners with God to encourage each child's growth.

Our Community

Our goal is to provide a joyful, loving atmosphere where children feel like they belong and enjoy coming each day. We plan events throughout the year, such as Pajama Day, Book Character Parade, Family Picnic, VBS and Week of the Young Child, where we can celebrate life together.

Curriculum

The CDC seeks to provide a stimulating and nurturing environment. We draw from several curricula and many resources to creating an approach to meet the individual needs of each child. Teachers plan in units, which may last one week up to four weeks. We use the state approved Creative Curriculum® for both our Full Care and Preschool programs. It is a comprehensive, research-based curriculum that features exploration and discovery as a way of learning, enabling children to develop confidence, creativity, and lifelong critical thinking skills. This approach teaches children using 38 research based objectives in a framework of nine key learning categories: Social Emotional, Physical, Language, Cognitive, Literacy, Mathematics, Science and Technology, The Arts and English Language Acquisition.

Our four year old and Transitional Kindergarten classes use a combination of Creative Curriculum® and Zoo Phonics to guide their planning and teaching. Within the framework of a developmentally appropriate philosophy and purpose, our curriculum includes stories, music, free play, sharing and conversation time, creative arts activities and crafts, food preparation, science and nature activities, exposure to shapes, colors, numbers, letters and celebration of birthdays and holidays. Most importantly, teachers incorporate faith and Christian concepts throughout their day.

Providence Baptist Child Development Center Handbook

Our Education Ministry

We work with the individual child to strengthen his/her weaknesses and recognize and encourage his/her strengths. We allow children to learn from activities, from exploring real objects, talking with others and solving real problems (such as how to balance a stack of blocks), so the child will be able to say "I did it!" with pride and confidence.

Teachers are required to create a detailed lesson plan and a daily schedule. The schedules are designed to meet the needs of the preschoolers as well as to provide nurturing and educational enrichment opportunities that:

- Help children work and play together.
- Teach them to share and to listen to each other
- Help them to learn to follow directions
- Develop self-help and independence skills
- Provide guidance for each child whom we recognize as a special creation of God, uniquely gifted "fearfully and wonderfully made." (Ps 139:14)

OPERATIONAL POLICIES

Arrival and Departure

Sign children in and out using the sign in and out sheets located in the classrooms. Daily arrival and departure times must be accurately recorded. We ask that no child arrive later than 9:30 a.m. This ensures that every child has the opportunity to take advantage of all learning activities planned.

It is required that all children wash hands upon entering the classroom. Hand sanitizer is available to the right of the handwashing station for parents and at the entry and exit.

A responsible adult should always walk the child to the classroom and be sure the teacher knows the child has arrived. If you have two or more children enrolled at Providence, the older child must be dropped off first.

Only parents, teachers, and infants are allowed in the infant and toddler classroom. Older siblings must be dropped off prior, they may not remain outside the classroom. At no time should children be left in a car outside the facility during this process.

Authorized Pick-Ups

A picture ID is required when someone new is picking up the child. We will check the child's emergency card and file to confirm the person is on the approved list.

Providence Baptist Child Development Center Handbook

If the party picking up the child is not on the approved pick-up list, the parent must send a written request via email to the office. The email must include the full name and phone number of the adult picking-up the child and request to add the name to the approved pick-up list if desired.

Early Departures

Please notify the teacher in advance if your child is to be picked up early for appointments. Your child will be better able to cope with changes in their routine if the teacher has time to prepare him/her for your arrival. **There is No parking in the drive way or under the covered entrance area from 12:40-1:00pm. This is our preschool carpool dismissal period.**

End of Day Departures

At the end of the day, the parent or previously approved responsible adult must come in and get the child from the teacher, being sure the teacher knows the child is leaving. The adult should sign the child out, also documenting the time.

If the children are on the playground in the afternoon when the parent comes, be sure his/her teacher knows you are getting the child, then, go by his/her classroom to get their belongings and sign the child out.

Parents will be charged a late fee when their child is picked up after 5:30 pm.

Late Arrivals

Morning snack is served until 8:45 a.m. So that we may plan our staffing and lunch count. Please call the office and let us know if your child has personal appointments or will be late or absent by 9:30 a.m.

In case of an emergency or variation in your schedule, please call the school at 704-366-4030, ext. 129. The main church phone number is 704-366-2784, which may be used to reach us in an emergency.

Preschool Carpool Pick-up

Children three and up participate in carpool. Parents of children two and under will need to park in the designated spaces (remember, do not park under the covered entrance area from 12:40p.m.-1:00p.m.)

Biting Policy

The school recognizes that biting is not uncommon among young children and that occasionally biting does not necessarily indicate that a child has an emotional or behavioral disorder. However, repetitive biting is a matter that causes concern because of the pain, health risk, and classroom disruption it causes.

Whenever a biting incident comes to the attention of the center, the situation will be recorded on an incident report. The parents of both the biting child and the bitten child will be notified of the incident. The parents of the bitten child will not be given the name of the biting child due to confidentiality. (Although, we realize that is the first thing children usually announce!) All children have up to date immunizations on file at the center. Best practice is that if a bite breaks the skin, the parents ,or Health Department, of the bitten child may ask that the biter be tested for communicable diseases. This will be discussed with you if this should occur.

If the child continues to engage in biting, the center will develop a strategy with the child's parents. The strategy will vary depending upon many factors, including the age of the child, the frequency of the biting and the amount of harm inflicted on others. The strategy developed by the center and the parents should strike a balance between demonstrating patience and understanding in the child's behavioral development and providing a safe and appropriate environment for child development.

If the strategies do not work and/or the biting becomes intolerable, the school reserves the right to suspend or dismiss the biting child.

Birthdays and Parties

There are several occasions during the year we celebrate with parties.

- If you would like to have a party in the room to celebrate your child's birthday, please talk and coordinate with the teacher.
- Please see the teacher if you would like to help with a classroom holiday celebration or other type of party. We value parent involvement and participation!
- We ask that NO LATEX BALLOONS be sent in for any occasion. They are a safety hazard; children can choke on them and it is against state regulation.
- To ensure quality and safety, all food and drink items must be store or bakery bought and contain no tree nut or peanut products.
- We want to encourage good eating habits and therefore ask that if you bring a treat to your child's class, please do it in moderation. Just a cookie or cake or ice cream, but not all three. Little cupcakes are better than huge ones. Small portions are encouraged. According to state rules, we must still serve our regular snack with any non-nutritious treats.

Providence Baptist Child Development Center Handbook

- Invitations to parties outside the school must be mailed home or if given at school, given to the entire class.
- Non- food treat options: pencils, crayons, markers, stamps and bubbles.

Communications

ClassTag: this tool is used for general school/class communications, parent group communications and notification of special events. With this tool, each class has its own private online hub to send emails, text messages, schedule reminders.

Parents should not text teachers during the day on the personal cell phones. All communications (ex. Change to pick-up schedule or authorized person, early departure, child out sick or on vacation, etc.) regarding children should be directed to Administration.

Clothing and Personal Belongings

Parents are asked to dress their children so that they will be comfortable playing and getting messy! For safety and to avoid any choking/strangulation hazards, necklaces of any kind are not to be worn by a child of any age.

Older infants may wear socks or shoes. If shoes are worn, they must fit properly to minimize falls and slips to the child beginning to pull-up. If only socks are worn, they must be slip resistant. They will be removed if not to avoid slips and falls.

All children from the young toddlers room must wear closed-toe rubber-soled shoes or sneakers. Flip-flops, Crocs and other shoes are not allowed, as they are not secure enough on the foot and create many accidents.

All children must have at least one complete change of clothing in his/her cubby in case of an accident during the day. This should include underwear, pants, socks and shirt.

All belongings (clothing, bottles and lids, diaper bags, etc.) must be marked with the child's name.

Please send only plastic bottles and feeding containers. All food and bottles must be labeled and dated. State sanitation rules state in Article 2804 (e) Food Supplies: "Formulas, mother's milk sent from home shall be fully prepared and identified for the appropriate child at the child's home. Commercially prepared baby foods shall be served from a serving dish rather than the food container."

Diaper or pull-up wearers need to wear easily accessible clothes; no overalls or suspenders, snap legs, etc. Children toilet training need pants without zippers, snaps or buttons.

Providence Baptist Child Development Center Handbook

Daily Schedules

Schedules vary according to age and developmental ability. Daily schedules are posted in each classroom and the bulletin board outside the classroom. Below is a sample of a daily schedule for a 3 year old:

7:00-9:15	Arrival/Handwashing/Potty/Free Play
9:15-9:30	Circle Time
9:30-10:40	Playground/Gym/Enrichments (Chapel/Library/Music/P.E./Spanish)
10:40-11:00	Lunch Prep: Potty/Handwashing
11:00-11:30	Lunch
11:30-11:45	Circle Time
11:45-12:45	Small Group Activities
12:45-1:00	Nap Prep: Lay Out Mats/Potty/Handwashing
1:00-3:00	Nap
3:00-3:20	Wake Up: Pick Up Mats/Potty/Handwashing
3:20-3:45	Snack
3:45-4:00	Story Time
4:00-5:00	Playground/Gym
5:00-6:00	Prep for Home: Potty/Handwashing/Free Play

Enrollment and Fees

Once a spot is offered to a family, they will meet with a member of Administration, be given information, and pay the enrollment fee. The enrollment fee must be received in order to hold a spot for your child. All admission forms must be completed by their first day. An immunization record and completed medical form is required at enrollment.

Tuition

OnCare's Tuition Auto Payment (TAP) system is our standard method of payment. Tuition can be paid through a bank account or by credit card. Credit cards will be charged a 2% fee, check with our financial associate.

- Tuition and any fees incurred will be withdrawn on the 5th of the month or on the next business day.
- There will be no late payment fees for parents using the TAP system.
- To enroll in TAP, please complete the form provided to you and return to the Weekday office.
- If you would like to pay with a check, please complete a TAP exception form, which is available in the Weekday office. Checks are due by the 5th of the month.

Late Tuition Fee

If you choose to complete a TAP exception form and pay with a check, then tuition is due by the fifth of the month. If the fifth falls on a weekend or holiday, the tuition is due on the business day following the fifth. After the fifth, there will be a \$10.00 late fee charge. Receipt of payment statements and late notices will be delivered on the sixth via your child's bag or cubby. If arrangements have not been made with the Director for delinquent payments by the fifteenth of the month, your child's space may be terminated.

There is no reduction in tuition due to absences, illness, vacations or holidays.

Late Pick Up Fee

A fee of \$1.00 per minute per child is charged after 5:30 PM. Please see a member of administration when you are late. Habitual late pick up can result in your child's dismissal from the program.

Providence Baptist Child Development Center Handbook

Key Fobs

Families will receive two key fobs for entry into the building. Additional key fobs can be requested from the office. The cost for the third fob is \$5, and additional fobs afterward will be \$10 each. Please return key fobs when your child leaves the Weekday program.

Refunds

No tuition refunds will be given for closings due to weather, power outages or circumstances beyond the CDC's control.

Returned Check Fee

\$25.00

Registration and Waiting List

We prioritize our enrollment and our waiting list for both our Full Care and Preschool programs. Church members, and then children in the program and their siblings and staff have priority above those from the community at large.

Full Care

Upon receiving the waiting list card and application fee, we will date it and place it in the appropriate category. Please note that the waiting list card asks you to write an approximate date of when care is needed. This request is no guarantee of a space at the time desired or guarantee of a space in general. The only way to have a guaranteed space is to have paid the enrollment fee *and* tuition.

When an opening occurs, we will contact you. At that point, you will be given 48 hours to make a decision as to whether you will enroll your child.

- If you accept the spot and can start quickly—great!
- If you accept the spot, but due to circumstances your child is not able to begin quickly, we must receive enrollment fees and full monthly tuition until enrollment begins to “hold” this spot for you.
- If you choose not to accept the spot, then your name will be returned to the appropriate category. After the second call/offer, your child will go to the end of the waiting list.

Providence Baptist Child Development Center Handbook

Preschool

There is no fee to be on the waitlist. This list is on a March - March annual cycle. Families on this list will be invited to sign-up each year to be considered as space becomes available.

Termination of Enrollment

The Director reserves the right to make the final decision regarding termination of enrollment. Parent and professional consultants knowledgeable about the child will participate in the decision to terminate services to a child when:

- He or she is unable to make progress in the program.
- The child endangers self or the health and welfare of other children and/or staff.
- Parents fail to cooperate with the center's policies and guidelines as discussed with them at the time of admission or contained in the center's Parent Handbook.
- Parents are dissatisfied with the program or staff to the extent that a healthy relationship no longer exists.
- Parents fail to pay fees and have been given notice of nonpayment.

Withdrawal Policy

We require a two-week written notice for the withdrawal of your child from the program. You are responsible for the tuition through the time of the two weeks' notice or until the last day the child attends if an extended withdrawal notice is given.

Inclement Weather

Parents and staff will be notified by:

- **Emails/Text:** we will send out an announcement via this ClassTag site and you will receive a text if you have opted to do so. Please go into your account profile to check that you have your carrier selected to ensure delivery of the text.
- **Phone:** you may also call the main CDC's number at 704-366-4030 x129.

Delays: These usually impact only our full care families (7am-5:30pm) in that if we are on a 2 hour delay, we will open at 9am instead of 7am. Preschool families (9am-1pm) would come at regular time.

Closures: Again, we will send out notification and update our main phone message, but a closure would impact all families (both Full Care and Preschool).

Providence Baptist Child Development Center Handbook

Inclement Weather (cont): If it starts sleeting or snowing during the day, causing hazardous roads, we may need to close early. If a decision to close early must be made during the workday, the Director will make the decision. An email and text message will be sent so you can come quickly to pick up your child. If you do not arrive within thirty minutes, we will call you to ensure you are on the way. We want to assure safe travel for everyone.

There is no reduction in monthly fees when snow/ice or other natural disasters occur.

Meals

****Meals are included in the tuition for our Full Care families. WE ARE A TREE AND NUT FREE FACILITY**

We are required by child care guidelines to use the meal patterns designated by the Division of Child Development. We also consult the USDA Meal Pattern Guidelines.

In case of allergies or dietary needs, please speak to Administration.

Menus are posted in the class, on ClassTag and are available in the front office for pick up.

Full Care

For those children on table food, our program provides two light nutritious snacks a day and a hot lunch prepared by our Food Service staff in the state approved church kitchen. Milk is served with morning snack and lunch. Water is served with afternoon snack.

Children should finish eating any morning snacks or breakfast prior to arrival and not bring them into class. This can sometimes cause conflict with the other children. Morning snack ends at 8:45 a.m. Infants should be fed either a bottle or food before arriving at the center, at least 2 hours before the next feed.

Preschool

Preschool children are required to pack a well-balanced, healthy lunch from home following the USDA meal pattern guidelines. (Protein, vegetables, fruit and grain.)

Parents

Parent Behavior Expectations

- Parents are not to address a child that is not their own in a disciplinary manner or tone.
- Interactions with teachers should be courteous.
- Parents should not text teachers during the day on the personal cell phones. All communications (ex. Change to pick-up schedule or authorized person, early departure, child out sick or on vacation, etc.) regarding children are to go through the office.
- If at any time, you have a concern regarding your teachers or class, please seek clarity with the teacher first and with a member of administration secondly.

Parent/Teacher Conferences

Parent/Teacher meetings or conferences will be scheduled for our three-year old through Transitional Kindergarten students. Teachers will notify parents as to the appropriate time to schedule the conferences. They are usually held twice a year in Nov. or Mar/April. Teachers for all age groups will be happy to schedule a meeting with you at your request.

Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) is made up of parent volunteers from both programs (Full Care and Preschool). The PAC's mission is to continually improve upon the children's experience, fostering camaraderie among families at Providence, through coordination of fundraisers, classroom and school events, and parental involvement.

All PAC members pitch in on the execution of the projects according to their schedules and demands. A sample of PAC events are below:

Periodic PAC meetings are held, and all parents are encouraged to attend.

- Annual Pasta Dinner
- Monthly: Teacher Goody Days (two classes provide goodies for teachers in breakroom)
- Fundraisers: Display Art/Butter Braids/Book Fair/etc.

Screens

The use of media, such as Ipad's, is limited to developmentally appropriate programming relating to the curriculum. It is allowed only with prior approval from the Director. However, we will follow the DCDEE (Division of Child Development and Early Education) rules.

Substitute Teachers

When a teacher is unable to be present due to illness, personal leave or vacation, a substitute teacher is assigned to the room. We have permanent substitutes (floaters) on staff so that they are familiar with our center, children and facility.

Toilet Training

Toilet training is a process and unique to each child. It does not happen overnight or even in a week! Providence supports and supplements our families' approaches to toilet training with the goal of having a child fully toilet trained by entry into the three-year-old classroom with minimal accidents. Teachers and parents will work together to make a plan when there are signs that your child is ready.

Children who are toilet training need loose elastic type pants that they can manage by themselves. Children are more stressed about going to the toilet if clothing is hard to manage.

Providence Baptist Child Development Center Handbook

Treasures from Home

Children are encouraged to bring things to share or show their school friends on Show and Share Days. Items such as books, pictures, treasures from nature are great things to share.

Visitors

We welcome parents of children enrolled in the school to visit at any time. No other children are permitted to visit the center other than arrival and pick up times. Since separation from parents is usually difficult for toddlers and twos, we suggest waiting until later in the school year to visit. Parents seeking information about the school should call and arrange a visit so that someone is available to give a tour and answer questions.

Volunteers

The school is always in need of volunteers. During the year, we will need your assistance with special events for teachers, room parent activities, Parent Advisory Council (PAC) fund-raising and other events. A successful program needs parent involvement. If you can assist with any of these projects, please contact the PAC leaders. Their information is on the PAC parent letter that you received in your folder on Parent Night.

HEALTH REGULATIONS

Accidents

If an accident occurs at the school and the child is injured:

- The staff will apply first aid, soap and water, to minor injuries (cuts, scrapes, bruises, etc.) and report the circumstances to the parents at the end of the day through an incident report. For anything beyond a minor scrape or scratch, that does not need medical attention, a courtesy phone call will be made to the parents.
- The staff will notify parents or the secondary contact person of an injury that might require medical attention.
- The staff will immediately call 911 in the event of a serious injury. Parents will then be called and advised of the situation.

If an accident occurs at the center under our supervision which requires medical attention, please let us know so that the Director may complete the appropriate paperwork.

Child Abuse

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect/maltreatment. If such cases arise, the alerted staff member will report it directly to the Intake Unit of Child Development and Early Education.

Emergency Notification

In case of an emergency, it is critical that the center has an up-to-date file with correct addresses, phone numbers and email addresses for both parents and two other possible contact persons, preferably located in the city. An emergency medical treatment form and card must be signed by the parent.

Providence Baptist Child Development Center Handbook

Illness

To keep the spread of illnesses to a minimum, the program has the following policies, most of which require your child to stay home a minimum of one day. For example: If your child is sent home at 11:30 a.m. on a Tuesday, he or she can return at the earliest on Thursday (not 11:30 a.m. on Wednesday). If your child is sent home, Administration will provide a sheet for you describing the symptoms observed and outlining when the child can return.

When you are notified that your child is ill, you must pick up your child within the hour.

We define ill as:

- fever
- diarrhea
- vomiting
- rash
- not being able to participate in daily activities
- requiring such intense one-on-one care to keep child comfortable that time is taken away from the rest of the class.

For the sake of your child's comfort, a quick arrival is necessary. Your child will be kept as isolated as possible until you arrive.

Communicable Diseases

Ex.Covid -19, Head lice, chicken pox, hand-foot and mouth, thrush, fifth's disease, strep throat, etc.)

"Communicable disease" means any disease transmitted from one person to another directly by contact with excrement, other body fluids, or discharges from the body; or indirectly, via substances or inanimate objects, such as contaminated drinking glasses, toys or water, or via vectors such as flies, ticks, or other insects.

If a child has a communicable disease, or serious illness, a doctor's note stating that the infected child is able to participate in the normal routine and that he/she possesses no health risk to the other children or caregivers in the room will be required. Please call the center with the diagnosis as soon as possible so the other families can be notified that their children may have been exposed. Confidentiality will be maintained.

We strongly encourage families to always err on the side of caution when deciding to keep their child home. Children that are sent back to school too early can quickly relapse and that can strain a family by adding even more days of having to stay at home! A member of administration will give parents specific guidelines based on the latest CDC guidelines.

Colds

If the child comes to the center with a cold, he/she should be able to follow the daily routine, including some time outside, weather permitting. If the staff feels he is not able

Providence Baptist Child Development Center Handbook

to participate fully, they will notify the parent to come get him/her. Green running mucus is generally a sign of infection. Parents are requested to check with the doctor prior to bringing them to school.

Diarrhea

Whenever a child has a very loose bowel movement(not contained in diaper/pull-up, underwear) accompanied by nausea or if he has two loose bowel movements within an hour, parents will be contacted to get them. The child should be free of diarrhea without the aid of medication for 24 hours before returning to the center. If it is determined by consultation with the child's physician that the diarrhea is going to last a while and it is not infectious, the child may return to the center with a note from the doctor stating the symptoms are not contagious. (e.g., new foods, antibiotics)

Fever

The center cannot accept a child with a fever. A member of Administration will call the parent to come for their child whenever he/she appears ill and has a temperature over 100.4 degrees taken under the arm or with a contactless thermometer. The child must be free of fever without the aid of fever reducing medication (Tylenol, Ibuprofen) for at least 24 hours before returning.

Vomiting

Whenever a child vomits at school, the parents will be called to come pick up their child. The child should be free of symptoms without the aid of medication for 24 hours before returning to the center.

Post Hospitalization/ Anesthesia

If your child has been hospitalized or been under anesthesia, we ask that you bring a written doctor's release clearing your child to return to school. Unless otherwise noted, we expect families to keep their children home for at least a day to recover from their stay/procedure. With all the children in our program, it is inevitable that there are many germs. Being in the hospital or undergoing a procedure requiring anesthesia can stress your child's immune system. An extra day of rest and minimal germ exposure can only be beneficial!

Immunization and Physicals

We do not accept children into the program that are not vaccinated. All children entering the school must have documentation of current immunizations as they occur so the center's records are kept current. This is a requirement for licensing.

Immunization and health records shall be updated every six months for infants until they reach the age of 24 months. Immunizations and health records shall be updated annually for children ages two to five if they have received new vaccinations.

Medications

According to child care rules 10A NCAC 09;.0802, .0803 and GS110-91(10), anything other than soap, water and ice is considered medication. That means we need to have authorization forms in place to put diaper creams, sunscreens, chap stick, lotion, anything other than soap water or ice on or in your child.

Please apply sunscreen to your child before he or she arrives in the morning. We can reapply sunscreen and apply diaper cream that you provide when needed with a signed "Permission to Administer Topical Ointment/Lotion/Powder" slip in your child's classroom. These products must be up-to-date and permission is required every twelve months.

Authorizations

We rarely administer medicine at school. If it is necessary for a child to receive medication during school hours, parents must provide specific instructions and written permission for administering the medication. If at all possible, ask doctor to prescribe medication dosage that can be given at home.

There are three medical authorization forms that we use at Providence:

1. Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions (permission may be given for up to 6 mos.)
2. Permission to Administer Topical Ointment/Lotion/Powder (permission may be given up to 12 mos.)
3. Medication Administration Permission and Record

Storage

Topical medicine must always be handed from the parent to the teacher, who will in turn lock it in a cabinet in the classroom. **NEVER leave medicine in your child's bag.** It is a safety and health violation. Rescue medication<Benadryl and/or Epinephrine> must be given to a member of administration.

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

Medications must be in a separate locked storage area as require by the sanitation and health regulations. A separate storage could be a box, a cabinet, a closet, etc. as long as it is locked. "separate storage" means that it cannot be the same storage area where such things as hazardous chemicals and cleaning supplies are kept. (15A NCAC 18A.2820(d))

Providence Baptist Child Development Center Handbook

Please notify the child's teacher if medication taken at home will cause a change in the child's behavior or bathroom patterns. Such behavior may be excitability, restlessness or drowsiness when taking many common medications.

Prescription Medicines

- Must be in original container bearing the original label.
- Must have complete instructions on the label or be accompanied by written instructions from a health professional, which includes instructions from above.
- Must have a signed "Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions" and is required every six months.
- Must be administered only to the person for whom it was prescribed.
- Cannot be administered after its expiration date.
- Over-the-Counter Medicine:
 - Must have a prescription label with child's name and dosage.
 - Can be administered only to person specified in written instructions from the parent.
 - Must have a signed "Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions" permission slip.
 - Cannot be administered after the expiration date.

Instructions must be followed when administering all medications. Medication must not be administered in any manner contrary to the instructions on the bottle or the physician's instruction. We will only administer injections in emergency situations (i.e. Epinephrine). We are not able to give regularly scheduled injections.

Over the Counter Medications

Are treated like prescriptions. In addition to the Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions, we require that any medication that would be given orally (antibiotic) or is part of an allergy, asthma or diabetes plan (usually an OTC or Over the Counter medication such as Benadryl), have a prescription label on it to include:

1. The name of the child
2. The name of the medication
3. The exact dosage
4. The times to be given each day
5. The days to be given
6. Sign a medication administration authorization form.
7. Must have a signed "Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions" permission slip.

Appendix A

Providence Baptist Child Development Center Peanut/ Tree Nut Guidelines *Effective January 2, 2009*

Providence Baptist CDC (Providence) has a high number of children who suffer severe allergies to peanuts, tree nuts and/or by-products of both. We are asking for your full support in order to provide a safe environment moving forward for children who suffer from this life-threatening allergy.

Some Facts:

1. This life-threatening allergy is not simply an ingestion allergy. These children can suffer anaphylactic shock and death from trace amount of the allergen, which might be airborne or left as a residue on a surface he/she touches. If this were simply a matter of not eating the offending item, it would not be so dangerous.
2. The number of children diagnosed with peanut/tree nut allergies has more than doubled in just the past five years!
3. Peanut/ Tree Nut allergies account for 92% of all severe and fatal allergic reactions in children.
4. One in five children with food allergies will have a reaction while away from home...

What will this mean for the Providence family? Basically we are asking your full support in our goal to make our church and all its ministries as safe as possible for the several hundred children we serve each week.

For Children:

- Children are asked to voluntarily refrain from bringing anything containing peanuts or tree-nuts in their lunch box or as a snack or even hiding in a diaper bag for snack in the car.
- Our cafeteria will not knowingly serve any products that contain peanuts, tree-nuts or by-products of either. We cannot however be responsible for food items that have been processed on equipment that also processes nuts.

For Parents:

- Parents are asked to voluntarily choose not to pack anything containing peanuts or tree nuts in their child's lunchbox or diaper bag.

Providence Baptist Child Development Center Handbook

- Parents are asked to voluntarily choose not to send anything containing peanuts or tree-nuts for snacks, treats or refreshments for classroom consumption (parties, celebrations, etc...).
- Please read the labels before sending any food items to any class room.

For Teaching Ministry Staff and Volunteer Leaders:

- Children and Preschool Ministry Staff will not bring anything to school that contains peanuts or tree nuts or by-products of either.
- Children and Preschool Ministry Staff will not serve any food to their class as special treats, snacks or celebrations that contain peanut/ tree nut or by products of either.

Since the church is intentionally open most times of the day to many different groups, we cannot control all the comings and goings of food. This allergy aware approach will be helpful to us as we try to keep these potentially fatal foods out of our church.

If you are a parent of a child who has a severe allergy to peanut or tree-nuts, we encourage you to speak with the PBC representative who works with the ministry areas of which you are a part and fill out the allergy/special needs form (located in the Children's Ministry or CDC offices) to create a plan that best meets the needs of your child ASAP; this may include bringing safe snacks as an added safety measure.

While we understand this may present an inconvenience, it is our hope that everyone will agree that the safety and well-being of our children is of utmost importance. When a child's life is at stake, we must work together to make our ministries as safe as possible for children with this life-threatening allergy.

We have attached a list of safe foods and alternatives and look forward to a smooth transition to these new and important guidelines.

This document will apply for all areas of Children's Ministry at Providence, for children birth-grade 5.

