

PARENT HANDBOOK



**310 Sir Gawain Way
Durham, NC 27713
Phone (919) 381-5535
Fax (919) 381-4942**

**3404 Davis Drive
Cary, NC 27519
Phone (919) 694-5777
Fax (919) 694-5775**

**www.BambinosPlayschool.com
info@BambinosPlayschool.com**

“If you want to do something good for a child...give him an environment where he can touch things as much as he wants.”

Buckminster Fuller in *Letter to Children on Earth*

Bambino’s Playschool provides a stimulating and enriching environment for young children to learn, grow, and explore in. In our program, children learn about the world around them by “doing” with hands-on, meaningful experiences.

All children have the opportunity to participate in learning through project-based lessons and activities. In addition to experiences throughout the classroom, children also participate in field experiences (field trips) to help connect what they’ve learned in the classroom to real life experiences.

Bambino’s Playschool was created by individuals with a passion for educating and caring for young children in the most enriching and educational environment possible. We have managed and directed several North Carolina five-star licensed child care facilities that have been in operation over 25 years. We have a desire for providing a nurturing, loving, and educational environment for young children to learn, grow, and explore in. We are dedicated to ensuring that all children are given the opportunities they need to be successful, keeping in mind that children need to be stimulated, engaged, and most importantly having fun!

PHILOSOPHY

Our mission at Bambino's Playschool is to foster and nurture the development of the whole child by providing a "hands-on" environment rich with stimulating and engaging activities and materials. By this we mean that we take every aspect of your child's development (social, physical, cognitive, emotional, creative, language, and moral) into account when carefully planning, choosing, and implementing the daily activities for your child. We strive for excellence in everything we do. We do not discriminate because of race, religion, sex, age (except as required by law) or national origin. We are a 5-star licensed center. Our high standards reflect the high quality of our program, which makes us unique. We also follow NAEYC (the National Association for the Education of Young Children) guidelines and rules.

A huge component of our program involves connecting children with nature. Bambino's Playschool places a large emphasis on limiting processed food and providing fresh vegetables and fruit in our meals. We are very intentional about serving fresh, wholesome meals prepared on site each day. In addition, we consider the natural environment to be a very important aspect of the growth and development of young children. The benefits of connecting to nature have been well documented in numerous recent scientific research studies and publications. In North Carolina today, more than one-third of young children are considered overweight and obese. Bambino's Playschool is determined to fight the childhood obesity epidemic by encouraging healthy eating habits and lifestyle changes for children to support them throughout childhood and into adulthood.

Since we strive to foster and nurture the development of the whole child, our curriculum is one that responds to the needs of the whole child. We are dedicated to providing a quality child care experience for every child and family who enters our doors.

PURPOSE AND GOALS

Our main purpose and goal is to provide a quality preschool and child care experience that fosters and nurtures the development of the whole child. We offer the opportunity for each child to participate in structured and unstructured activities on the individual and small group levels. Children are allowed the freedom to explore, observe, experiment, run, talk, sing, or even shout. Bambino's Playschool provides children with the time and the materials they need to deepen and further their explorations within the environment. We find time each and every day for the children to create, move, sing, discuss, observe, read, and play. These seven components are the ingredients to our high quality early childhood program.

We strive everyday to develop an atmosphere of understanding and cooperation with parents. We consider open communication between parents and staff to be a crucial factor in every preschool experience. It is a goal of the staff at Bambino's Playschool to continue this open communication, understanding, and cooperation throughout the preschool experience. Parental input is encouraged and is always welcomed. We have an open door policy. By this we mean that parents are welcome at school at any time during business hours.

PROGRAM NARRATIVE

Bambino's Playschool serves children ages 6 weeks through 12 years of age at the following locations:

- 310 Sir Gawain Way, Durham, NC 27713
 - Phone (919) 381-5535, Fax (919) 381-4942
- 3404 Davis Drive, Cary, NC 27519
 - Phone (919) 694-5777, Fax (919) 694-5775

Our centers are unique in that we provide a loving and nurturing environment for infants, toddlers, preschoolers, pre-kindergartners, and school-agers to explore and learn in. Our ratios meet and exceed the ratios that are required for a 5-star license by the state of North Carolina. At Bambino's we strive to create a sense of home and family at our centers. Our center gives parents and children a sense of home rather than "an institution." We create an environment where children feel they can come and kick off their shoes and have fun. While at the same time, they're learning about their world, socializing and meeting new friends. Overall, we provide a learning environment which helps children develop socially, intellectually, physically, and emotionally.

We pride ourselves in creating an engaging environment that meets the developmental needs of children. Our curriculum is designed to specifically meet these developmental needs. A detailed yearly curriculum guide is revised and published annually. This month by month guide outlines the various skills and concepts the children will be introduced to throughout the year. The curriculum encourages children to solve problems, initiate activities, explore, experiment, question, and gain mastery through learning by doing. Materials and time are appropriately provided at the child's age and level of development in the areas of:

- nature & science (concepts of size, shape, texture, weight, color, etc.)
- gardening
- dramatic play
- art
- music & movement
- numerical concepts (spatial, locational, and other relationships)
- large and small muscle development
- positive self-control
- positive social relationships
- speech and language development
- developing and building the whole child

All materials and toys are washed / sanitized daily. Cleaning and sanitizing schedules are posted throughout the center and classrooms.

EDUCATIONAL FOCUS

Our daily schedule allows time for both teacher directed and child directed activities. We incorporate play centered and curriculum based ideas into our program. We use The Creative Curriculum as a framework for curriculum and instruction with children ages birth through 5 years of age. Even though our full-time center offers a year round (12 month) program, our curriculum instruction takes place from September through May. Our summer months (June, July, and August) are used for curriculum review, fun summer themes, and transitions (where children move from a younger class to an older one). Some of our educational goals for all children are as follows:

- To experience a sense of self-esteem and exhibit a positive attitude towards life
- To demonstrate cooperative, pro-social behavior
- To acquire learning and problem-solving skills
- To expand logical thinking skills
- To acquire concepts and information leading to a fuller understanding of the immediate world
- To demonstrate skills in make-believe play
- To expand verbal communication skills
- To develop beginning reading skills (i.e. acquiring a love for books, listening to stories being read, etc.)
- To enhance gross motor skills
- To enhance and refine fine motor skills and acquire beginning writing skills
- To use all senses in learning

The teachers use the following interest areas for children to explore and learn in at some point during the day or week. In addition, teachers may choose to set up other interest areas throughout the week such as writing area, listening area, etc. Teachers post weekly lesson plans to give parents greater insight into daily activities, lessons, and instruction.

- Blocks
- House Corner / Dramatic Play
- Table Toys / Manipulatives
- Art
- Sand and Water Play
- Library (Reading and Language Center)
- Music and Movement
- Cooking
- Computers
- Foreign language lessons (primarily Spanish)
- Outdoor learning environment (OLE)

Research shows that children's social, psychological, academic and physical health is positively impacted when they have daily contact with nature. Nature is important intellectually, emotionally, socially, spiritually and physically. Children generally engage in more creative forms of play and play more cooperatively in green areas of playgrounds. Play in nature is extremely important for developing the capacity for creativity, problem-solving, and intellectual development. Daily exposure to nature increases children's ability to focus and enhances cognitive abilities. Studies show many of the positive impacts include:

- Supports multiple development domains
- Supports creativity and problem solving
- Enhances cognitive abilities
- Improves academic performance
- Reduces ADD symptoms
- Increases physical activity
- Improves nutrition
- Improves eyesight
- Improves social relations
- Improves self-discipline
- Reduces stress

ADMISSION AND REGISTRATION

We operate under an open enrollment policy. This means that we may accept a child at any time of the year, provided that we have an opening. We do not discriminate because of race, religion, sex, age (except as required by law), or national origin.

There is a \$110 non-refundable registration fee for enrolling a child in the center (\$55 for school age children). The registration fee is due immediately upon notification that an opening is available at the center. Annual registration (\$55) is due by September 1st of each year. If your child enrolls between January and June of any particular year, he / she will not need to re-register until September 1st of the following year. The procedure for admission includes a tour of the center, a one-on-one question & answer session between parents / guardians and the director, and completing an online application package consisting of (but not limited to) the following forms:

- Enrollment Application Form (Family Background, Emergency Info)
- Permission Authorization & Scheduled Hours
- Medical Report (Parent Report)
- Medical Report (Physician Report)
- Immunization History
- USDA Food Program Form
- Feeding Schedule (only for children 15 months and younger)
- Medical Action Plan (only for children with allergies and / or chronic illnesses / conditions)

Please complete these forms electronically and submit them to the director as soon as possible. These forms must be completed and turned in before the child's first day at school. This information is considered confidential and is available only to your child's teacher, the director, and the state licensing agency.

We require a 4 week written termination notice before withdrawing a child from the center.

HOURS AND DAYS OF OPERATION

We are open from 7:00 am - 6:00 pm, Monday through Friday throughout the year. Our half-day program operates from 9:00 am – 3:00 pm. Before school care for children grades K-5 operates from 7:00 – 8:15 am. After school care operates from 2:30 – 6:00 pm. Children may NOT be dropped off before opening time and MUST be picked up by closing time. All children attending school must be checked in by 10:00 am on any given day. Children are only accepted after 10:00 am with a doctor's note (because of an appointment). Child care cannot be provided after closing time, except in an extreme emergency or with prior arrangements made between the parents and the director. A late fee will be charged for any child who has not been picked up from the center by closing time or by the scheduled hours listed on the child's Scheduled Hours Contract. Late fees are \$10 for each 5 minutes or fraction of 5 minutes per child. If a child has been picked up late more than 5 times, late fees are increased to \$20 for each 5 minutes or fraction of 5 minutes per child.

The full-time and half-day programs operate on a 12 month basis. We are closed on most major holidays.

HEALTH POLICY

Children are required to have a current (within the last 12 months) medical examination prior to the beginning of school. A current immunization record is also required for registration.

If a child has any of the following symptoms, he/she will be isolated, with supervision, from the other children until the parents pick him/her up.

- * Suspected signs of a communicable disease
- * Nausea, vomiting, diarrhea
- * Cough or difficulty breathing
- * Complaint of sore throat or chest discomfort
- * Discharge from ears or eyes, inflamed tissues around ears or eyes
- * Any visible rash or skin sore with suspicion of communicable nature
- * Oral temperature of 100 degrees F or more
- * Continuing headache, general malaise, or stiff neck

Under no circumstances should a child be sent to school if he or she has any of the above symptoms. A child will not be permitted to return to the center until twenty-four hours after antibiotic treatment is started. If a fever is involved, the child must be fever-free (without medication) for twenty-four hours before returning to school. ALL illnesses must be reported to the center. Parents will be notified if their child has been exposed to a communicable disease. If a child is sent home from the center with an illness or for any health related issue, a signed doctor's statement must be brought to school stating what the illness was and an exact date the child can return to school.

A sick child cannot do well in a group setting and it is difficult for the staff to give a sick child the extra attention he or she needs. We do not administer oral medication. If your child is receiving other types of topical medications (diaper cream, etc), the medicine must be provided in the original container along with a signed consent form, which includes the directions, time, and dosage. All medications will be placed in a locked box while at school. All medication must be taken home each day upon departure from the center. If, for some reason, staff encounters extreme difficulty in applying medication to children, parents will be notified. Topical medication will only be applied at 11:00 am & 3:00 pm. All medication must be age appropriate and must be in its original container.

Parents must notify the center if their child is or has been ill. This must be done so that, if necessary, we can inform other parents of particular illnesses that their child may have been exposed to. We assume that any child sent to the center is well enough to participate in our regular program. It is not possible for us to keep a child inside during recess, since we need all the staff to supervise the children on the playground. If a parent feels that his or her child is not well enough to participate in all activities, he or she must keep the child at home. We do realize that this may be a hardship for working parents but we must think of the welfare of all the children.

Children with allergies or medical conditions (ex. – asthma, diabetes, etc.) must have a complete medical action plan on file (reviewed and renewed annually) prior to the first day of school.

Staff are required to document unusual incidents relating to the health care of a child, such as bowel movement with blood, a sore that may not be healing as it should or a child who is unusually irritable without an apparent reason. All incident reports will be kept confidential and will be shared with the parent.

HOLIDAYS AND VACATION SCHEDULE

The center will be closed during the year for major holidays. The holiday and vacation schedule is updated annually and will be posted on our Brightwheel app.

Please notice that the center will be closed for one week during the winter (generally the week of Christmas). Parents are not expected to pay during this week UNLESS you are using your one week of vacation during another time of the year. Children are NOT eligible to use the vacation week at other times of the year (when the center is open and in operation), UNLESS they have been enrolled at least 6 months.

Each full time child is entitled to take one “free vacation week” per year after they have been enrolled in the center for at least 6 months. (This 6 month rule does not apply to the 1 week the center is closed.) “Free vacation week” is explained in the “Tuition” section of this package.

BAD / INCLEMENT WEATHER POLICY

We will be open on days when there is bad / inclement weather IF the staff can reach the center safely. Any time there is inclement weather or if inclement weather is predicted, all parents will be notified via our Brightwheel app.

CLOTHING

Please provide the center with 2 - 3 changes of clothing for emergencies. ALL CLOTHES SHOULD BE LABELED. Children are required to wear “play clothes” to school. Please note that they will get messy as they explore and have fun at school! Children are required to wear close-toed shoes to school.

ARRIVAL / DEPARTURE PROCEDURES & TRANSPORTATION

Children must be brought into the center by his/her parent or legal guardian or another designated adult at the time agreed upon in the scheduled hours contract. Upon arrival, parents are required to wash their child’s hands with soap and water before delivering the child to his / her teacher. Children will only be released (with the appropriate picture identification) to persons authorized on their registration forms in the application package. Other transportation issues such as field trips, obtaining medical care, etc. are also addressed in the enrollment application package. Parents are required to sign children in and out daily upon arrival and departure. Generally, parents will use an electronic device (ex. – personal smart phone) to scan a QR code to sign children in and out each day. Children will only be released (with proper ID) to individuals on his / her application on file.

SUPERVISION

Children will be supervised at all times during the day. Our classrooms are designed so that our staff is able to supervise all children in various centers during the day.

MEALS

A nutritious breakfast, lunch, and afternoon snack will be provided for all children 1 year old and older enrolled. Infant cereal and baby food will be provided for infants under 12 months of age. Parents of children under 12 months of age MUST provide ready-to-feed, properly labeled bottles of infant formula / breast milk on a daily basis. All meals are monitored by the USDA Child Care Program and are in compliance with their high standards to ensure wholesome, nutritious meals. We do not serve foods that contain nuts, beef, or pork products.

Parents are asked to please call in by 8:00 am if your child will be late or absent so that we can modify our normal meal preparation. Special diets should be documented on your child's registration forms and will be posted in the kitchen and in the classroom. All special diets should be signed statements from a physician.

Our goal is to teach children good eating habits and to develop their skills in feeding and serving themselves. Family style service is emphasized so that children have an opportunity to participate either in preparation of food, help in setting the table, serving, or clean up. Teachers are encouraged to sit with the children at meal times to encourage conversation and to assist children when necessary.

Menus are conveniently posted on the parent bulletin board. Please see the daily schedule in your child's classroom for approximate times that meals are served.

BIRTHDAY PARTIES

Parents may plan birthday parties during school hours. Typically, birthday parties will be held at 2:30 pm during afternoon snack. Parents may bring in any items necessary for the party. However, all food and drink items must be store bought and in its original container from the store. We are unable to serve homemade items. In addition, food items will only be allowed provided that the child brings enough to share with the entire class. Goodie bags, containing toys and edible items may not contain choking hazards. In addition, latex balloons are not allowed at the center. Some parents choose to have simple parties with cake, ice cream, and or chips. On the other hand, the center will also allow a clown or another character to visit with the children during the party.

STAFF

The quality of any program is a direct reflection of its staff. All of our teachers are highly qualified. It is our goal to have the majority of our staff obtain an Associates degree or higher in child development / early childhood education. All staff is CPR and First Aid certified. At a minimum, all staff also has or is in the process of obtaining NC child care credentials. The staff also attends various workshops and classes throughout the year in the areas of child development and early childhood education. We have a goal of 40 hours or more of education / training per year per employee.

We hire individuals who have a commitment to you and your child(ren). All of our staff is very interested in providing quality care and a stimulating environment through utilizing basic life principles.

DISCIPLINE AND BEHAVIOR MANAGEMENT POLICY

It is the policy of the center to neither spank nor physically punish a child. We use constructive techniques for managing behavior. Our disciplinary policy does not allow threats or physical punishment by staff. All employees are required to sign a discipline statement.

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, Bambino's Playschool 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 make fun of, yell at, shame, humiliate, frighten, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse 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.

If an inappropriate behavior by a child occurs, the child will be redirected to another activity & removed from the situation. If redirection does not work, as a last resort time-out will be used as the type of discipline. If you have other suggestions, please feel free to discuss what works best with your child.

SEPARATION

It is normal for children to be anxious about separation, but they soon get over this if the parents transmit an attitude of trust and assurance that their child care experience will be a good one. Parents are encouraged to administer hugs, kisses, and smiles to their child(ren) and hand him / her to their designated teacher.

CONFIDENTIALITY

Parents must realize that questions about specific children may violate our desire for confidentiality. It is our policy that staff does not discuss other children with those who are not directly related or involved in the child's daily activities. We do not discuss information about a child in front of other children, parents, or staff. All staff are legally required to report suspicion of abuse / neglect to proper authorities.

ITEMS BROUGHT FROM HOME

The center prefers that children not bring items (toys, food, etc.) into the center. Since we have plenty of toys and materials at school, we prefer to only have children bring these items on special days (ex. Show & Tell). Your child's teacher will let you know when we have special days and when it is necessary to bring these items to school. If your child brings a blanket to school to use during nap time, it is your responsibility to take it home once a week (usually on Friday) to wash it. All linen and stuffed animals MUST be washed on a weekly basis. We are not responsible for any items brought to school that are lost or damaged.

COMMUNITY RELATIONS

Bambino's Playschool will establish a close relationship with its surrounding community. Community volunteers are encouraged to donate their time and resources to the program. This can be done by visiting the center and talking to the children or allowing the children to visit the community. To get the children involved in their community, the children at the ages 4 years old & up will take 3 to 6 field trips per year. Parents are always welcome and encouraged to attend field trips with us. Children younger than 4 years may attend field trips, provided that an adult chaperone attends with the child.

PARENT / STAFF COMMUNICATION

It is our goal to establish open communication patterns with all parents. Each day parents will receive a daily report via our Brightwheel app. The daily report will provide highlights of the child's day. The daily reports will often include pictures of your child and will show you what activities your child did, how long they napped, how much they ate, and any other reminders or bits of information to pass along to you. Teachers conduct parent / teacher conferences twice per year. In addition to the daily report each child receives at the end of each day, parents will also receive newsletters and written reminders on a normal basis. We ask that parents pay special attention to all of the communication sent via the Brightwheel app, as they contain very important information. Please feel free to discuss at any time any questions or concerns with your child's teacher. Also, we encourage parents to talk to staff on a daily basis upon arrival about how their child's evening, night, and morning went before leaving them in the classroom each morning.

BEFORE AND AFTER SCHOOL CARE

- We offer before and after school care and full day child care on teacher workdays and other school closings (spring break, intersession, etc.). Spaces are limited and are filled on a first come, first come basis. We provide service to children from most surrounding Elementary Schools. We also provide service to children from other schools as requested by parents.
- If your child is under 80 pounds or less than 8 years of age, you must provide a small booster seat to be used for transportation.
- The registration fee for before and after school care is \$55 annually. This fee is due with the enrollment packet at the beginning of each school year.
- Any child attending before school care MUST arrive by 8 am (time subject to change). Children must be signed in by his / her parent or adult chaperone. All children must wash hands upon arrival. Vans will be depart between 8:00 - 8:15 am and cannot wait for children arriving late.
- We will provide care on full days (days when school is out) for an additional \$10 per day (due upon arrival). Each child must bring his / her own lunch. We are a nut-free facility. Please make sure all food is nut-free. Also, please provide your child with a small cooler or insulated bag for perishable foods and/or drinks. We will provide morning and afternoon snacks on full days. We will provide an afternoon snack daily as part of our normal after school program.

INFANTS & TODDLERS

Parents will furnish all formula, diapers, and unique items that they want used with their child. All items MUST be labeled with the child's name. In addition to labeling all infant bottles and sippy cups, they MUST also be dated with the date of delivery to the center. If this is not done when the child is brought to the center, you will be asked to do so before leaving the child. All bottles and cups must be taken home each day upon departure. Parents do not need to bring diaper bags unless the child is still using bottles. Items such as diapers, extra clothing, other unique items, etc. will be stored in the child's individual cubby.

INFANT SAFE SLEEP POLICY

As recommended by the American Public Health Association and the American Academy of Pediatrics all infants under 12 months of age in our care will be placed on their backs on a firm tight-fitting mattress for sleep in a crib. Since 1992 the American Academy of Pediatrics has recommended that infants sleep on their backs to reduce their risk of Sudden Infant Death Syndrome (SIDS). It is a law that is mandated by North Carolina's Division of Child Development for licensed child care providers. We do not allow waterbeds, sofas, soft mattresses, pillows, and other soft surfaces as infant sleeping surfaces. All pillows, quilts, comforters, sheepskins, stuffed toys, and other soft products are not allowed in infant cribs. If a blanket is used, infants are placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head is always uncovered while sleeping. Unless the child has a note from a physician specifying otherwise, infants will be placed in a supine (back) position for sleeping to lower the risks of SIDS. When infants can easily turn over from the supine to the prone position, they will be put down to sleep on their back, but allowed to adopt whatever position they prefer for sleep. Unless a doctor specifies the need for a positioning device that restricts movement within the child's crib, such devices will not be used at the center.

PREVENTION OF SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA

Belief Statement

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

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. 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, 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/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 (DCDEE) 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 numbers – 919-560-8000 (Durham County), 919-212-7000 (Wake County)

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 strategies⁵:

- 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 children⁶.

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

Prohibited behaviors

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

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

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/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
- The Science of Early Childhood Development, Center on the Developing Child, developingchild.harvard.edu/resources/inbrief-science-of-ecd/

Resources

- <http://healthychildcare.unc.edu/>
- Bambino's Playschool Directors are designated to provide support also.

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/>

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
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
3. **Shaken baby syndrome, the Mayo Clinic**, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
4. **Pediatric First Aid/CPR/AED, American Red Cross**, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
5. **Calming Techniques for a Crying Baby, Children's Hospital Colorado**, www.childrenscolorado.org/conditions-and-advice/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 signed **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.
- 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 **SBS/AHT parent acknowledgement statement** 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.*

TUITION

Fees will be paid according to the two payment plans outlined on the following page. Parents will receive weekly or monthly invoices via email. All payments are made online through our convenient auto pay feature. Even if your child is absent, fees must be paid in order to reserve his / her space in the center. No credits, allowances, or decreased fees will be given in the event of an absence. Year-end tax statements are provided via the online payment portal for all children enrolled.

Each full time child who has been enrolled 6 months or more is entitled to 1 free vacation week per year (from January to December). The child may not be present during the free week. Payment is not expected during this 1 free vacation week. This means that you only have to pay for child care 51 out of 52 weeks per calendar year. The 1 free vacation week may be taken during the 1 week the center is closed for vacation (see Holiday Schedule). If your child has been enrolled for more than 6 months, you also have the option to take one week of vacation during another time of the year (when the school is in operation) and therefore, would be responsible for paying tuition during the one week the center is closed. The free week will be made up of five consecutive days. A 30 day notice is required before taking a free week.

PAYMENT PLANS

Payment Plan A

- This payment plan is for those who will be paying on a weekly basis.
- All payments will be made via auto draft (via credit / debit card OR ACH draft). Our current system sends weekly invoices each Wednesday and auto drafts the payment account on file each Friday morning.
- Payments should be made on **Friday** (UPON ARRIVAL – NO LATER THAN 10:00 AM) for the upcoming week. If Friday is a holiday or school is closed, please make sure payment is received on or prior to the date that it is due.

Payment Plan B

- This payment plan is for those who will be paying once a month.
- All payments will be made via auto draft (via credit / debit card OR ACH draft). Our current system sends monthly invoices around the 20th of each month and auto drafts the payment account on file on the morning of the 25th of each month.
- Payments should be made **on the 25th of the month** (UPON ARRIVAL – NO LATER THAN 10:00 AM) for the upcoming month. If the 25th is a holiday or school is closed, please make sure payment is received on or prior to the date that it is due.
- Monthly payment amount = weekly rate **X** the # of Monday's in upcoming month

It is the responsibility of each parent to ensure that tuition payments are received on or prior to the date that it is due. Late fees apply to any payment not received on time. Unless prior arrangements have been made, please note that if your payment is not received on time, a \$15 late fee (for each day it is late) will be charged. Also, a cash payment will be expected if the payment is late. A \$35 NSF fee will be charged for any payment (checks, drafts, etc.) returned from the bank because of non-sufficient funds. We do not accept personal or business checks. All payments should be made via auto draft (or on rare occasion by certified check or money order). Fees are reviewed and set monthly based on the time in & out (attendance) sheets. If your fees are adjusted upward it will remain in effect for the entire month and will not be changed until the beginning of the next month. Fee changes will be communicated in writing.

PARENT RELATIONS

At Bambino's Playschool, we believe that parent participation and involvement is an important part of your child's well-being. This is why we encourage and require some type of active participation by parents at the center. Opportunities for involvement include assisting at learning centers, reading to children during story time, preparing for holiday / birthday parties, planning parent workshops, repairing equipment, preparing parent bulletin boards, working with individual children under teacher's supervision, accompanying children on field trips, etc.

Another very important part of active parent participation is attending parent / teacher conferences twice per year. These conferences allow you, as parents to discuss with teachers the progress of your child. Conferences are arranged with your child's teacher twice a year, or more as needed. Please feel free to discuss with your child's teacher or director on how you, as a parent, plan to play an active part in your child's child care experience at Bambino's Playschool. Parents are strongly encouraged to talk directly to the director or child's teacher about any questions or concerns he / she has about daily procedures or operations concerning his / her child.

We value parent and family engagement throughout the year. All parents and families are welcome and encouraged to become involved at Bambino's Playschool.

We encourage parents and teachers to interact, ask questions, give input, get involved, plan events to better the children's environment and education, and become an active participant of the Bambino's family. Here are a few areas parents enjoy getting involved: Grounds, Staff Appreciation, Welcoming, Recruitment and Retention, Publications, Special Events, and Fundraising.

Special Events –

Planning annual events (Holiday Program in December & Graduation / Family Picnic in June); planning entertainment, decorations, contacting caterer, etc.; planning other small events during year (Fall Festival, Easter Egg Hunt, etc.); may coordinate a Thanksgiving food drive to donate and adopting a family for Christmas

Grounds –

Coordinating spring and fall planting days; coordinating other grounds projects relating to playgrounds, gardens, parking lots, etc.

Publications –

Formulating monthly flyers to inform and remind parents of monthly events; formulating frequent updates (ex. Classroom newsletter) to keep parents posted of current projects within the classroom; formulating annual Parent Directory

Welcoming –

Welcoming new parents to the Bambino's Playschool family and introducing them to the various ways to get involved

Fundraising –

Coordinating annual fundraiser (primarily for annual Teacher's Professional Development Conference)

Staff Appreciation–

Coordinating national staff appreciation week (annually each spring) and other staff appreciation activities

Recruiting & Retention –

Assisting in the interview process for hiring new staff &/or assisting with exit interviews of staff; may also assist with teacher appreciation activities

By getting actively involved in your child's child care experience, you will be able to see for yourself what Bambino's Playschool is doing for your child and will be able to get ideas on what you can do to help him / her at home. Parents are welcome and encouraged at any time to discuss any questions, issues, or concerns pertaining to their child with the teacher or even the director.

There is a parent information bulletin board at the center that has a wealth of information that may interest you. On the board you will find the above mentioned parent participation plan, information about field trips and other upcoming events at the center, and other interesting topics about current trends in child development.



"Together may we give our children the roots to grow and the wings to fly..."
-Anonymous-