



Transylvania County Schools

Audrey Reneau, Director
Federal Programs/Early Learning/AIG

Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712
(828) 884-6173
Email: areneau@tcsnc.org

Dear Parents,

Thank you for your interest in our preschool program. Transylvania County Schools Preschool has four locations: Brevard Elementary, Pisgah Forest Elementary, Rosman Elementary, and T.C. Henderson Elementary.

Children are served if they are three or four years of age on or before August 31, 2022.

Along with the completed child intake form and permission form, we must have a copy of the following items in order for your child to be considered for enrollment:

- Official Birth Certificate
- Adoption or Custodial Orders if applicable
- Immunization Record
- Proof of Family Income (copy of the 2021 income tax return or W2 forms)
- Health Assessment/Physical
- Proof of Residency in Transylvania County (a recent utility bill with a street address, a rental or lease agreement, a residential property tax, or another legal residential document.)

*We will also accept a notarized statement from a landlord, family member, or other person/s you may be residing with along with a copy of their proof of residency.

The above items are the responsibility of the applicant and appointments cannot be scheduled until all are returned.

Child Intake Forms will be reviewed and you will be contacted for an enrollment appointment. At that time, additional paperwork may be requested.

Completed applications must be returned to:

**Transylvania County Schools
225 Rosenwald Lane
Brevard, NC 28712**

Sincerely,

Audrey Reneau

Audrey Reneau, Director

Please contact us with questions about our program or the enrollment process at (828) 884-6173.



Transylvania County Schools

Audrey Reneau, Director
Federal Programs/Early Learning/AIG

Morris Education Center
225 Rosenwald Lane
Brevard, NC 28712
(828) 884-6173
Email: areneau@tcsnc.org

Dear Parents,

Thank you for your interest in the NC Pre-K Program. NC Pre-K is a free high quality pre-kindergarten program for eligible four year olds that supports children's development and literacy skills and enhances kindergarten readiness.

Please make sure that the application is completed along with the supporting information. Incomplete applications or applications without signatures, dates, or requested documentation will not be considered.

If you have any questions or concerns, please feel free to contact me.

We look forward to serving your child in our Pre-K Program this 2022-23 school year.

Sincerely,

Audrey Reneau

Audrey Reneau, Director

Please contact us with questions about our program or the enrollment process at (828) 884-6173.



Transylvania County Schools

Pre-Kindergarten

2022-2023

Parent Handbook



Parent Handbook

Index

- 1. Important Numbers**
- 2. Preschool Philosophy**
- 3. Curriculum and Assessments**
- 4. Safety and Emergency Procedures**
- 5. Classroom Discipline Guidelines**
- 6. Shaken Baby Syndrome/Abusive Head Trauma (side 1)**
- 7. Shaken Baby Syndrome/Abusive Head Trauma (side 2)**
- 8. Participation (Attendance, Parent Participation)**
- 9. Meals and Snacks**
- 10. Cleaning**
- 11. Family Services**
- 12. Tuition Payment**
- 13. Health and Illness**
- 14. Medication**
- 15. Preschool Agreement**

Resources

- **NC Child Care Laws and Rules**
- **Pedestrian and Bus Safety**
- **Healthy Eating**
- **Community Resources**
- **About Lead Poisoning**

General Information

- **Reporting Child Abuse and Neglect Pamphlet**
- **Shaken Baby Syndrome/Abusive Head Trauma Pamphlet**
- **Child Safety Seat/Seat Belt Information**

Important Numbers

To contact your teacher, please call your school office.

School	Phone Number	Principal	Pre-K Teacher
Brevard Elementary School	(828) 884-2001	Mr. Michael Kirst	Ms. Keli'i Krueger
Pisgah Forest Elementary School	(828) 877-4481	Mrs. Tonya Treadway	Ms. August Hall
Rosman Elementary School	(828) 862-4431	Mr. Bob Dinsdale	Ms. Jennifer Collins
T.C. Henderson Elementary School	(828) 862-4463	Mr. Patrick Chapman	Ms. Samantha Jones

The teacher may be able to return your call before school, during rest time, or after school. If you need to contact the teacher immediately, tell the office staff and they will get a message to her.

Preschool Staff:

Christine Brown, TCS Preschool Programs Coordinator

Audrey Reneau, Director of Federal Programs, Early Learning, and AIG

Transylvania County Schools has 4 preschools of which accept children from 3-5 years of age. The Beehive Learning Center at Brevard Elementary School, The Ranger Station at Pisgah Forest Elementary School, The Cubhouse at Rosman Elementary School, and The Cubs' Den at TC Henderson. Information and registration forms are available at each site and on the website. Hours open are as follows:

Monday through Friday:

Centers are open from 7:30 am to 4:30 pm

DD Slot hours are 7:30-2:30

NC Pre K hours are 7:30 to 2:30

Private Pay is \$600.00 per month - 7:30 to 4:30 with no additional fees

If DD slot children or NC Pre K children need care after their program hours, until 4:30, this would be considered Wrap Around Services and a fee of \$200 a month will be charged.

*To apply for NC Pre K consideration and slots or wait list placement, please call Audrey Reneau at 828-884-6173 or one of Pre-K locations.

Transylvania County Preschool Philosophy

In partnership with families and communities, the goal of the Transylvania County Schools Pre-Kindergarten Program is to provide children with a high quality, developmentally appropriate early childhood experience that leads to a positive educational start. Children are placed in a blended classroom by qualifying for Exceptional Children's Program, NC Pre K or tuition payment.

Transylvania County Schools run inclusive preschool programs in order to provide optimal learning opportunities in the least restrictive environment.

Comprehensive Services

Our preschool program offers comprehensive family support services. Our staff includes individuals with experience in social services, health, and child development. An interpreter is available to assist our Spanish-speaking families. Some of the services offered are:

- Home Visits and Conferences
- Family Engagement Activities
- Referrals to community agencies to assist with individual needs
- Transportation assistance for parents to attend meetings if not otherwise able
- Developmental Screenings
- Hearing and Vision Screenings
- Dental Exams
- Medical Services Support
- Kindergarten Transition



In compliance with federal, state and local laws, the Transylvania County Board of Education administers all education programs, employment activities and admissions without discrimination against any person on the basis of race, color, national origin, sex, religion, age, disability or genetic information.

- All Transylvania County Public Schools are Tobacco Free Zones.



Curriculum and Assessments

The HighScope Curriculum is a comprehensive educational approach that helps children make progress toward meeting School Readiness goals. This is accomplished by supporting children so they can:

- Learn through active involvement with people, materials, events, and ideas.
- Become independent, responsible, and confident; ready for school and ready for life.
- Learn to plan many of their own activities, carry them out, and talk to others about what they have done and what they have learned.
- Gain knowledge and skills in important academic, social and physical areas.

Assessment and Planning

- Assessment of children is an ongoing process.
- The teacher and teacher assistant gather information about children by observing them, talking and interacting with them, and taking daily notes about children's skills and knowledge based on what they see and hear.
- Parents are asked to share information about their children on an ongoing basis through home visits, conferences and informal communication.
- Assessment information is organized using TSGold, an online assessment program. With this information and parent input, teachers are able to support and build on the children's interests and strengths.
- Using all information gathered, the teacher plans daily activities for the children.

Screenings:

You will be notified of any concerns. Family Services Staff are available to assist with follow-up concerns. Screening tools include:

- Dental (within 30 days for those who have not seen a dentist within six months)
- Vision and Hearing (within 30 days if not done at the Health Assessment)
- Height and Weight (within 30 days if not done at the Health Assessment)
- Developmental - DIAL-4 (within 30 days for all children)



Emergency Information

Parents must complete the Permission/Emergency information form prior to the first day of school. This information is necessary in the event of an emergency involving your child. **This information must be updated immediately if changes occur.**

Safe arrival and departure procedures

Upon arrival and dismissal, a parent or guardian must accompany all children into and out of the classroom.

- Parents must sign children in and out for the day, leaving a contact number each morning.
- Children must never be left unattended.
- Please park in the designated areas specific to your school. Do not pass a stopped school bus; this includes buses that are in the parking area loading and unloading children.

Release of students from school

- Students will not be released to any person who is not on their contact list.
- In the case of divorce or separation, a student may be released to either parent unless the school has been provided with a copy of a court order or agreement that specifies otherwise.
- In an emergency parents must make arrangements to have a different friend/relative pick up their child that day. Person designated by the parent will be asked to show a picture ID.



Emergency School Closing

The Superintendent or designee is responsible for determining the need to close schools due to inclement weather or emergency situations. Information concerning school closing may be obtained by visiting our web site www.tcsnc.org. A phone notification system is used for emergency closings and messages, along with Facebook, Twitter, and news outlets. If the school system is closed or delayed, Preschool classes are closed or delayed as well.

Outdoor Play and “Weather Permitting”

It is important that children spend time outdoors every day, weather permitting. "Weather Permitting" means almost every day, unless there is active precipitation, extremely hot or cold conditions, or public announcements that advise people to remain indoors due to weather conditions such as high levels of pollution, extreme cold or heat that might cause health problems.

Procedures for Reporting Suspected Abuse

- 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 number: (828) 884-3174.

Emergency Evacuation Plan

Each site has a site specific emergency evacuation plan with a map. Please inquire with your child's teacher for this information as needed or interested.

What do I need to bring for my child?

- **All children will need a change of clothing!**
- If your child is not yet toilet trained, you will need to provide the school with diapers and baby wipes or pull ups as appropriate.
- If your child requires a special diet, you may need to provide for their needs: for example, almond milk as opposed to regular milk, gluten free snacks etc. . . . Please be sure to talk to your child's teacher about their individual needs.
- Having a second set of shoes and socks for your child at school is always a good idea! A raincoat and rainboots are beneficial to have as well!
- Please do not allow your child to bring toys with them to school. This can cause difficulties with other children who want to share your child's special toy and cause hard feelings and distract from the cooperative nature of the classroom. Thank you for understanding!



Transylvania County Schools Preschool Program

Discipline and Behavior Management Policy

Our program believes the most effective methods of behavior management are praise and positive reinforcement. Children develop good self-concept, problem-solving abilities and self-discipline when they receive positive, non-violent, understanding interactions from the adults in their lives. Because we believe this is how children learn best, we will practice the following discipline and behavior management strategies:

We:

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

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity or otherwise verbally abuse children.
3. DO NOT shame or punish children when bathroom accidents occur.
4. DO NOT deny food, rest or outdoor time as punishment.
5. DO NOT relate discipline to eating, resting, toileting or sleeping.
6. DO NOT leave children alone or unattended.
7. DO NOT place children in locked rooms, closets or boxes as punishment.
8. DO NOT allow children to be disciplined by other children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families or ethnic groups.

"Time Out" - Time out is defined as the removal of a child from a situation due to misbehavior for a short period of time (1 minute per year of age) when the child has not responded to other behavior management strategies. The time out space is located away from classroom activity but within the teacher's sight. During time out the child has time to think about their misbehavior. Before returning to play, the

teacher discusses the incident briefly and helps the child understand other appropriate behavior choices that could have been made.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Transylvania County Schools

Belief Statement

We at Transylvania County Schools 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. According to North Carolina Child Care Rule 10A NCAC 09 .0608, 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.

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.

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

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

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

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

Resources

- Parent may request a list of print and web resources

Application

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

Participation

Attendance Policy

- The preschool program is a full-time program and children are expected to attend the same days as grades K through 5.
- If your child will be absent or late, please contact the teacher by 8:30am.
- If a child is unexpectedly absent and the teacher has not heard from the parent within one hour of the school start time, the teacher must attempt to contact the parent to make sure the child is OK.
- If a child is consistently absent or tardy, the teacher and/or Program Coordinator will contact the family to discuss the issues that may be causing the child to be late to school and assist as needed.
- Children who do not attend regularly or are consistently tardy may be dismissed from the program so that we may serve children on our waiting list.

Pre-enrollment visitation procedures

- To schedule a visit to see the classroom please call the school you would like to visit (each site's number is located on page 2 of the handbook). Parents are invited to attend "Meet the Teacher" night at each site before school starts in the fall.

Opportunities for Parent Engagement

- Monthly Newsletters
- Home Visits will be scheduled by your teacher two times during the school year. Conferences will be scheduled twice yearly as well. Please call your child's teacher if you need a conference at any time.
- Classroom visits by parents in order to participate in classroom activities.
- Parent education through special events, newsletters, informal meetings
- Fun parent/child activities throughout the year.
- Parents are encouraged to volunteer in their child's classroom and/or on field trips. See your child's teacher about a volunteer application.
- **New Requirement:** We are asking that all parents register for Ready Rosie. This is a program that will engage your child in extending learning activities beyond the classroom.

Meals and Snacks

Meals Served at School:

Breakfast, lunch, and a snack are served. Meals must meet USDA requirements for preschool children.



Lunch from Home:

Some families choose to send lunch. Student's lunches will be supplemented if USDA meal requirements for preschoolers is not met.

Nutrition Opt-Out Form

- If a parent does not want the Pre-K program to supplement their child's meal with school food when USDA meal requirements are not met, they must sign an "**Opt-Out Form**".
- In this case a child would not be served any school food. Parent must send food and beverage for breakfast, lunch and snack every day.
- If the parent signs "Opt-Out Form" and fails to send food or a drink for meals or snacks on a particular day then the child will be served school food.

Other Food Items

- Foods and beverages with little or no nutritional value served as a snack such as sweets and fruit drinks, will only be available for special occasions.
- Food brought to school that is intended to be shared by all children must be commercially prepared. Please talk to your child's teacher before bringing in treats for your child's classmates.

Family Style Meals

Meals that are served family style are meant to encourage socialization and to encourage children to try new foods as they eat with classmates. Because of this, preschool families are encouraged to have their children eat the food that is served at school.

Special Dietary Needs

A medical statement form should be completed by your child's physician if your child has special nutritional needs due to food allergy or any other medical condition. See form attached.

Cleaning

Each school has a janitorial staff that cleans our rooms daily! Lead teachers and assistants are also responsible for cleaning throughout the course of the day. If you have specific questions or needs in this area, please contact your child's teacher or the school principal to discuss- we're here for you!

Family Services

The preschool staff and teachers are available throughout the year to assist families with any needs or goals they may have.

Services Available

- Staff is trained to identify a crisis situation and respond accordingly. The staff will support the family during crisis periods through phone and/or face-to-face contact as needed, while encouraging self-reliance and self-sufficiency.
- Parents will be educated as needed about counseling programs concerning mental health issues such as at-risk programs, support organizations, substance abuse treatment programs, and domestic violence resources. Education may be provided at parent meetings, one-on-one contact with parents, distribution of brochures, and/or parent bulletin board postings.
- Staff will provide parents with information about employment services and continuing education, such as GED/ESL classes and college enrollment upon request.

- Parents will be encouraged to participate in trainings offered by the preschool staff and other community agencies in order to gain beneficial job skills.
- Staff will encourage parents to participate in Parent Committees and other community groups.
- Have a concern? Contact your child's teacher to request a meeting. After meeting with your child's teacher, if you continue to have concerns or complaints, please call Audrey Reneau at (828) 884-6173. If you feel you need to file a formal complaint, please contact Audrey Reneau at the above number. You may also contact the Department of Health and Human Services as follows:

Call the Division at (800) 859-0829 (In-State only) or (919) 814-6300. Ask to speak to someone in Intake Unit (calls can be made anonymously).

Note: The Division has no authority over areas such as operational policies about payment, hours or days of operation, if a program chooses not to administer medication, or enrollment or termination policies. If you have any concerns about operational policies, please talk to the child care center operator.

Transylvania County Schools Preschool Tuition Procedures

Tuition is \$600 per month for the 10-month school year. Each month a statement will be mailed out as a reminder of payment due. The payment is due on the first of the month with a 10-day grace period.

The monthly rates remain the same regardless of school holidays, emergency closings, inclement weather, family plans, or short illnesses that take the child out of school.

If payment is not received by the 10th of the month, a 5% late fee will be charged for every month it arrears. Children may be dismissed from the program due to non-payment.

Mail Payments to:

TCS Preschool Programs
Attn: Micki Guinn
225 Rosenwald Lane
Brevard, NC 28712

You may also make payments to the school secretary. A receipt for payment will be provided at the time of payment.

ATTENTION CHECK WRITERS!! We gladly accept your check. When you provide a check as payment, you authorize us to use information from that check to make a one-time electronic fund transfer from your account, or to process the payment as a check transaction. You authorize us to collect a fee through electronic fund transfer from your account if your payment is returned unpaid. A \$25 fee is charged for all returned checks.

All checks must include:

- *Driver's License #*
- *Full Name*
- *Street Address*
- *Phone Number*
- *Child's Name*

If your financial status has changed since your enrollment into the program, please contact the preschool office at (828) 884-6173.

Staff Development

Over the course of the year, your child's teacher will receive trainings on health and safety such as NC Foundations of Learning, and other topics. Wonder what we are learning these days? Ask your child's teacher for more information.

Our teachers and staff continue to be lifelong learners. These trainings are held on specific training days and do not take away from scheduled student days. A school calendar is included in this handbook.



Health and Illness

Well Child Care

The health form must be completed and turned in by the first day of school. A report of yearly well child check-ups are expected for preschool age children.

Health Concerns

Please inform the preschool staff or teacher of health concerns such as asthma, diabetes, or severe allergic reactions.

Illness Policy

If symptoms of illness occur after a child's arrival at school, the child must be separated from the other children and the parent will be notified of the child's condition.

Children with any of the following must be excluded from school. (NC Child Care Manual)

- Temperature of over 100 degrees (**child may not return until fever free without medication for 24 hours**)
- Two or more episodes of vomiting within a twelve-hour period
- More than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents
- Transylvania County Schools has a no-nit policy regarding lice. If your child is determined to have lice, they must be picked up immediately and may not return without a note from Transylvania County Health Department indicating treatment has been administered.
- Strep throat, until 12 hours after treatment has started
- Scabies
- Chicken pox or a rash suggestive of chicken pox
- Impetigo, until 24 hours after treatment
- Tuberculosis, until a health care provider provides written statement that the child is not contagious
- Pertussis, until five days after treatment started
- Hepatitis A virus, until one week after onset of illness or jaundice
- When a physician or other health professional issues a written order that the child is to be separated from other children.
- In addition, excluded if
 - ★ Symptoms prevent the child from participating comfortably in activities, as normal
 - ★ Symptoms result in a need for care that is greater than the staff members can provide without compromising the health and safety of the other children.
 - ★ Health care Provider recommend exclusion

For any other health or medication concerns, please call Amy Parker or April Owenby at Transylvania County Health Department at (828)884-3135.

Transylvania County Schools Illness Guidelines

Dear Parents,

As the school nurse, my priority is to keep all of our students healthy and in school. One way that we can all work together to do this is to prevent the spread of illness. If your child is not feeling his/her best, please use the following guidelines to determine whether or not he/she should be in school.

	Child should <u>not</u> be at school or in contact with other children:	If child feels well enough, he/she may attend school:
Runny Nose	Cloudy or yellow/green discharge with congestion, fever	Clear drainage as with allergies
Cough	Frequent or uncontrollable, producing mucous or accompanied by fever	Infrequent, no mucous is being coughed up and/or child has been on antibiotics for at least 24 hours before returning to school, no fever
Fever	If temperature is above 100.0 or if symptoms of headache or cough accompany any elevated temperature	If temperature is below 100.0 for 24 hours without taking a fever-reducing medication and there are no other symptoms
Diarrhea or Vomiting	One episode of vomiting. More than one occurrence of diarrhea	Single incident of diarrhea and no other symptoms such as fever or vomiting; must be 24 hours after the last episode of vomiting.
Strep Throat/Scarlet Fever	Sore throat, headache, nausea, fever (children do not always have fever or complain of sore throat) The only way to rule out Strep is with a throat culture.	After 24 hours on antibiotics and fever free for 24 hours without fever-reducing medications
“Pink Eye”, Conjunctivitis	Eye is red with complaint of burning or itching; crusty, white or yellow drainage is occurring	Bacterial Conjunctivitis: after 24 hours on antibiotics Viral Conjunctivitis: with a note from the doctor stating no longer contagious
Rash/Skin	Infection	
Chicken Pox	Itching with pink/red spots with blister- type center, fever	Lesions crusted over and dry, no fever

Flu	Fever with temperature above 100.0 accompanying sore throat, cough, runny nose, congestion, body aches, extreme tiredness, vomiting, or diarrhea	If temperature is below 100.0 for 24 hours without taking a fever-reducing medication, or release from physician if diagnosed with any type of flu
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If you think that your child might have a fever, please check his/her temperature before sending him/her to school. Your child should not be sent to school until he/she has been fever free for at least 24 hours without taking a fever reducing medication such as Tylenol or Ibuprofen.

Medication Guidelines:

- All prescription and over-the-counter medications require written medical and parental authorization.
- Written authorization *must* include: the child's name, name of the medication, dosage instructions, the parents signature, the provider's signature, and the date signed.
- Prescription medicine *must* be in its original container bearing the pharmacist's label
- Over-the-counter medicines *must* be in the original container, unopened, labeled with the child's name
- **Parents may be required to come to school and give medication if the above requirements are not fulfilled**
- Medication is valid for the length of time the medication is prescribed or one year whichever comes first.
- Parents must sign written approval for chronic/emergency medications every six months.
- **DO NOT** send medication in child's backpack. Hand medication directly to your child's teacher.

Questions or Concerns:

Please call your child's teacher with any concerns.



Transylvania County Schools Preschool

Receipt of Parent Handbook

- Important Numbers
- Preschool Philosophy & Curriculum
- Curriculum and Assessments
- Safety and Emergency Procedures
- Discipline Guidelines
- Shaken Baby Syndrome Information
- Participation
- Meals and Snacks
- Cleaning
- Family Services
- Tuition Payments
- Staff Development
- Health and Illness
- Medication Guidelines
- Preschool Agreement

*** Original Copy Signed by Parents and Pre-K Staff is located in the child's folder***

Parent Signature _____

Date _____

Date Application Completed _____

Date of Enrollment _____

CHILD'S APPLICATION FOR ENROLLMENT

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

CHILD INFORMATION:

Date of Birth _____

Full Name: _____
Last First Middle Nickname

Child's Physical Address: _____

FAMILY INFORMATION:

Mother/Guardian's Name _____ Cell phone _____

Address (if different from child) _____ Zip Code _____

Work Place/ Phone _____ Other Phone _____

Father/Guardian's Name _____ Cell phone _____

Address (if different from child) _____ Zip Code _____

Work Place/ Phone _____ Other Phone _____

Child lives with _____

Are there custody papers or court orders that specifically

exclude a parent or other person from contact with your child?

____ YES

____ NO

If so, a COPY of the official order MUST be on FILE.

CONTACTS:

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

Name	Relationship	Address	Phone#
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Name	Relationship	Address	Phone#
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Name	Relationship	Address	Phone#
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HEALTH CARE NEEDS:

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

Is there a medical action plan attached?

____ YES

____ NO

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

List any **health care needs or concerns**, symptoms of and type of response for the health care needs or concerns.

List any type of **medications** taken for health care needs _____

List any particular **fears or unique behavior** characteristics the child has _____

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

EMERGENCY MEDICAL CARE INFORMATION:

Name of Primary Doctor: _____ Phone _____

Name of dentist _____ Phone _____

Name of preferred hospital: _____ In an emergency, child will be transported to Transyl. Reg. Hospital.

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

Signature of Parent/Guardian _____ Date _____

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

Signature of Administrator _____ Date _____



TRANSYLVANIA COUNTY SCHOOLS
Prek Student Info Sheet
2022-2023

FOR SCHOOL USE
PowerSchool # _____
Grade PreK Teacher: _____

Full Name: _____
Last First Middle Nickname

Date of Birth _____ Age _____ Gender _____

Ethnicity (select one): _____ Hispanic or Latino _____ Not Hispanic or Latino

Race (select one or more): _____ White _____ Black or African American _____ Asian
_____ American Indian or Alaska Native _____ Native Hawaiian or other Pacific Islander

Is this student in Special Education? _____ Yes _____ No

Does this student receive support services? _____ Speech _____ OT _____ PT _____ other

Previous School attended/ location: _____

Siblings enrolled in school:

Name	Grade	Teacher	How do they get home?

Name	Grade	Teacher	How do they get home?

<u>Parent Authorization</u>	<u>Yes</u>	<u>No</u>
As the parent/legal guardian of the above named child, I give my permission for the following:		
My child may walk on the school campus outside of the fenced area to participate in school activities including the gym for multipurpose use under the adult supervision of his/her teachers.		
My child's picture and/or art work may be used in newspaper articles, bulletin boards, displays, and online. He/She may appear in videos that show school activities.		
My child may participate in height/weight, vision, hearing, and dental screenings provided by the school.		
My child may participate in Developmental, Behavioral, and Social Screenings.		
I will participate through phone calls, conferencing, and Class Dojo in order to stay up to date on my child's information and collaborate about my child's progress.		
It is acceptable for my child's teacher to schedule a home visit at an agreed upon time.		
A copy of my child's final progress report may be shared with their Kindergarten teacher.		
<u>Signature of Parent/Guardian:</u> _____ Date: _____		



Discipline and Behavior Management Policy

Name of Facility: **Transylvania County Preschool Programs** Adopted 8/16/18
Including BES Beehive Learning Center, RES Cubhouse, TCH Cubs' Den, and The Ranger Station at PFES

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

We :	We:
1. DO praise, reward, and encourage the children.	1. DO NOT handle children roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. DO reason with and set limits for the children.	2. DO NOT place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. DO model appropriate behavior for the children.	3. DO NOT delegate discipline to another child.
4. DO modify the classroom environment to attempt to prevent problems before they occur.	4. DO NOT withhold food as punishment or give food as a means of reward.
5. DO listen to the children.	5. DO NOT discipline for toileting accidents.
6. DO provide alternatives for inappropriate behavior to the children	6. DO NOT discipline for not sleeping during rest period.
7. DO provide the children with natural and logical consequences of their behaviors.	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 treat the children as people and respect their needs, desires, and feelings	8. DO NOT withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. DO ignore minor misbehaviors.	9. DO NOT yell at, shame, humiliate, frighten, threaten, or bully children.
10. DO ignore minor misbehaviors.	10. DO NOT restrain children as a form of discipline unless the child's safety or the safety of others is at risk.
11. DO use short supervised periods of time-out sparingly.	<u>Our "Time Ou" Policy is as follows:</u> "Time Out" is the removal of a child for a short period of time (3-5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "timeout" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time out", the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children. <i>Adapted from original by Elizabeth Wilson, Catawba Valley Tech. College</i>
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.	

I, the undersigned parent or guardian of , (child's full name) _____ enrolled on (date) _____ do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Signature of Parent or Guardian Date _____

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

Division of Child Development and Early Education

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

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

I have received a copy of the Summary of the NC Child Care Law and Rules and I do not have any questions.

Sign: _____

Date: _____

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

What is Child Care?

The law defines child care as:

- Three or more children under 13 years of age
- Receiving care from a non-relative
- On a regular basis- at least once a week
- For more than four hours per day but less than 24 hours.

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

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

Family Child Care Homes

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

Child Care Centers

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

Parental Rights

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

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral

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

Child Abuse, Neglect, or Maltreatment

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

Transportation

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

Record Requirements

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

Behavior Management and 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 the discipline policy must be in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

Training Requirements

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

Curriculum and Activities

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

Health and Safety

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

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a 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, and one quality point option.

Criminal Background Checks

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

Space and Equipment

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

sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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

Staff/Child Ratios

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

Age	Teacher/child ratio	Max group size
0-12 mths	1:5	10
12-24 mts	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

Additional Staff/Child Ratio Information:

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

Reviewing Facility Information

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

How to Report a Problem

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

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

Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No___ Yes___ If yes, what? _____

2. Is child currently under a doctor's care? No___ Yes___ If yes, for what reason? _____

3. Is the child on any continuous medication? No___ Yes___ If yes, what? _____

4. Any previous hospitalizations or operations? No___ Yes___ If yes, when and for what? _____

5. Any history of significant previous diseases or recurrent illness? No___ Yes___ ; diabetes No___ Yes___ ;
convulsions No___ Yes___ ; heart trouble No___ Yes___ ; asthma No___ Yes___ .

If others, what/when? _____

6. Does the child have any physical disabilities: No___ Yes___ If yes, please describe: _____

Any mental disabilities? No___ Yes___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

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

Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____

Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____

Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed; _____

Should activities be limited? No___ Yes___ If yes, explain: _____

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____



106 EAST MORGAN STREET
SUITE 105
BREVARD, NC 28712
828.884.3135
transylvaniahealth.org

Your child has an opportunity to have a dental screening sponsored by Transylvania Public Health and Healthy Smiles Dental Project. This basic screening will help identify any dental health issues for your child. **Only children with signed permission forms will be allowed to participate. Please return form as soon as possible.** This visual dental screening should not be considered as a conclusive evaluation and any findings must be confirmed by a licensed dentist before treatment.

Dental Screenings will be held at your child's school. Following the screening, your child will receive a form indicating any necessary dental treatment determined by our dental health professionals. We ask that if your child's form does indicate a "dental need", that you schedule an appointment for your child with a Dentist. If a child is not an established patient within a dental practice, we can assist in finding services. For assistance, call the Dental Project Coordinator at 884-1738.

If you would like your child to receive a dental screening, please fill out the form below and return. **There is no charge/fee for this service.**

Child's Name _____ Birth Date _____

Grade _____ Teacher _____

Parent(s) Name _____

Home# _____ Cell# _____

Has your child been seen by a dentist in the last year? _____ Dentist's Name _____

I give permission for my child, (child's name) _____ to receive a dental screening provided by Transylvania Public Health at my child's school. I understand that this evaluation may not be substituted for a dentist's diagnosis but may be used as an aid to determine that dental care is needed.

(Parent Signature)

(Date signed)

(For Office Use Only)

UR _____ MXA _____ UL _____ LL _____ MDA _____ LR _____





Dear Parents,

Transylvania County Schools and the Transylvania County Library are partnering to support students' ongoing education. We share the belief that a love of books and learning is a strong foundation for student success and we are working together to provide every Transylvania County Schools student access to books and resources found at their public library.

Beginning **September 23, 2022**, all Transylvania County Schools students will be able to use their Student ID number to access and borrow public library books and resources. We call this initiative **StudentAccess**.

Question: *What can a student do with a student ID account?*

Answer: Student ID accounts allow students to borrow many e-resources and access library databases just like any other Transylvania County Public Library card. Students can also borrow up to 10 print or audio books from the Transylvania County Library collection.

Question: *How will a student use their student ID account?*

Answer: Students will use their school ID number and PIN/Password to borrow books, renew, place holds, or access the library's services like e-books and online research. The default PIN is the last 4 digits of the student ID number

Question: *Is the student account free?*

Answer: Yes, the student account is free. There are no overdue fines for student accounts, but students are responsible for any fees on lost or damaged books.

Question: *How do I sign my child up for a student ID account?*

Answer: You don't need to take any action to get a student ID account for your child. All Transylvania County Schools students from pre-kindergarten to grade 12 will automatically be enrolled in this program.

Question: *What if I don't want my child to have a student ID account?*

Answer: If you do not want your child to have access to library materials, you may opt out. See the back of this document for an opt-out form you can sign and return to the Transylvania County Library at 212 South Gaston Street, Brevard or to the Transylvania County Library Bookmobile. Be aware that students who opt out of Student Access will not be able to participate in classroom use of library resources unless they **already** have a valid Transylvania County Library card and know the full card number and PIN.



StudentAccess Parent Opt-Out Form

If you want your child to participate in StudentAccess in the 2022-2023 academic year, then you do not need to do anything. Your child will automatically be enrolled.

If you **DO NOT** want your child to participate, then please complete this parent opt-out form and return it to the Transylvania County Library, 212 South Gaston Street, Brevard, NC 28712 or to the Transylvania County Library Bookmobile.

Child's Name (Please Print)

School

Grade

Student ID Number

Parent or Guardian's Name (Print)

Phone Number

By signing this form, I understand that my child **WILL NOT have a student ID library account** and will not be able to participate in classroom use of library resources unless they **already** have a Transylvania County Library card and know the full card number and PIN.

Parent/Guardian Signature

DATE

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

We, **Transylvania County Preschool Program**, 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. 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 will:
 - o Call 911 immediately upon suspecting SBS/AHT and inform the director.
 - o Call the parents/guardians.
 - o 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 number: **884-4173**

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

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

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.
- Other _____

In addition, the facility:

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

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

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-eed/Resources

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/athome/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-babysyndrome/basics/symptoms/con-20034461
4. Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

5. Calming Techniques for a Crying Baby, Children's Hospital Colorado,
www.childrenscolorado.org/conditions-andadvice/calm-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

Application

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

Communication

Staff*

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

Parents/Guardians

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

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

Effective Date 8/16/18

This policy was approved and developed on November 2016 by:

The North Carolina Child Care Health and Safety Resource Center
www.healthychildcarenc.org 800.367.2229

The NC Resource Center is a project of the Department of Maternal and Child Health, UNC Gillings School of Global Public Health

The policy was reviewed and approved by:

Owner/Director *Audrey Reneau on 8/1/2020*



Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Parent or guardian acknowledgement form

I, the parent or guardian of _____ acknowledges that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Date policy given/explained to parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian Date

The North Carolina Child Care Health and Safety Resource Center

www.healthychildcarenc.org 800.367.2229

The NC Resource Center is a project of the Department of Maternal and Child Health, UNC Gillings School of Global Public Health

Developed November 2016

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Staff acknowledgement form:

I _____ (name) acknowledge that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Date policy given/explained to staff person

Staff signature Date

The North Carolina Child Care Health and Safety Resource Center

www.healthychildcarenc.org 800.367.2229

The NC Resource Center is a project of the Department of Maternal and Child Health, UNC Gillings School of Global Public Health

Developed November 2016

Transylvania County Schools Preschool

Receipt of Parent Handbook

- Preschool Philosophy & Curriculum
- Assessments
- Safety and Emergency Procedures
- Discipline Guidelines
- Shaken Baby Syndrome information
- Meals and Snacks
- Family Services
- Health and Illness
- Medications
- Attendance
- Home Visits and Conferences
- Opportunities for Parent Involvement
- Tuition Payments
- Child Abuse and Neglect
- Community Resources
- NC Child Care Law and Rules
- Sample cleaning schedule

*** Original Copy Signed by Parents and Pre-K Staff is located in the child's folder***

Parent Signature _____

Date _____