



Covenant Child Care

Making a difference, one child at a time.

Parent Handbook

Operational Policies

43 Palmer Street Circle, Franklin, NC 28734 | www.CovenantChildCare.net |

Phone: 828-342-7737 | FAX: 828-575-5277

Contents

Licensure	4
Our Mission	4
Statement of Faith	4
Non-Discrimination Policy	4
Program Description	4
Hours and Days of Operation	5
Inclement Weather and Delays.....	5
Arrival and Departure	5
Authorized Pick Up.....	6
Late Pick up	6
Parent Provider Relationship (Parent Participation Policy)	6
Application and Registration Process.....	6
Family Orientation	6
Parent Meetings.....	7
Arrival and Departure	7
Supplies	7
Personal Supplies	7
Clothing	7
Morning Snack and School Supplies.....	8
Life Cubby Parent Engagement System	8
Special Events.....	8
Communication	8
Fees	9
Rates.....	9
Types and Terms of Payment.....	9
Subsidy Payments DHHS	9
Private Tuition Payments	10
Food and Nutrition Services.....	10
Meal Service Times	10
Food: Parents of infants (birth-15 months)	10
Clothing	11
Diaper Bags	11
Toys	11
Training and Professional Development of Staff	12

Health and Safety	12
Sickness and Infectious Disease Policy.....	12
When children may not attend:	12
Biting	13
Outdoor Play	15
First Defense: Handwashing.....	15
Emergency Closure and Exclusion Policy	16
Exclusion From Care	16
Daily Health Checks.....	17
Mildly Ill Children	17
Classroom Sanitation Routines	19
Medications.....	20
Emergency Medical	20
Inclusion and Americans with Disabilities Act.....	20
Permission to Participate in Aquatic Activities	22
Complaint Policy.....	23
Discipline and Behavior Management Policy.....	24
Field Trip Policy.....	26
Prevention of Shaken Baby Syndrome and Abusive Head Trauma	29
Infant/Toddler Safe Sleep Policy	34
Termination Policy	36
100% Tobacco-Free Policy.....	37
Transportation Policy	38

Licensure

Covenant meets the star rated licensing standards as defined by the NC Division of Child Development, Department of Health and Human Services. The licensure requirements ensure that the center meets the highest state standards of developmental and physical health, fire and building safety regulations.

Star Rated License requirements ensure that a higher child-staff ratio is maintained, and that qualified teachers and caregivers are employed by the center. Also enhanced space requirements and activity areas are part of the star licensing.

Staff have met pre-service Criminal Background Check by the NC Division of Child Development. Our staff are required to participate in continuing education and professional development activities to ensure ongoing education in the latest research and education of young children. Covenant Childcare is a five-star rated childcare center.

Our Mission

Covenant Child Care is a faith-based childcare center providing a compassionate, high quality early childhood program in a safe and nurturing environment which responds to the developmental needs of the whole child and offers guidance to parents and families.

Statement of Faith

- In one God, manifested in three persons as the Father, the Son, and the Holy Spirit.
- Jesus is the son of God and was born of the Virgin Mary and is true God and Man.
- Jesus Christ gave His life and shed His blood to redeem and restore man back to God.
- Salvation, through Jesus is a gift of God to man separate from works and the personal return of the Lord Jesus Christ as reigning King over the earth.

Non-Discrimination Policy

CCC provides childcare services to families in Macon County. These services are provided fairly and equally and without regard to race, religion, sex, age, national origin, handicap, marital status, economic status, political affiliation, medical condition, or physical disability. CCC respects the confidentiality of the families who receive our services.

Program Description

CCC provides Christ centered, faith-based childcare services to families in Macon County.

Developmentally appropriate activities are planned daily for children 6 weeks –12 years of age. These activities are designed to stimulate the social, emotional, intellectual, physical, and spiritual development of young children. There is a balance of activities that require cooperation and consideration of others and those that encourage the child to play alone.

Hours and Days of Operation

Our hours of operation are 7:30 a.m. – 5:30 PM, Monday through Friday.

This list of holidays will allow you, the parent, to make necessary arrangements as we close for holidays. We are closed on the following holidays:

New Year's Day	Spring Break (5 days)	Memorial Day	Independence Day
Labor Day	Thanksgiving (2 days)	Christmas Break (5 days)	

Monthly fees are not adjusted for scheduled holiday closings.

Inclement Weather and Delays

Covenant Child Care is a member of the WLOS.com (Channel 13 Asheville) weather alert network. CCC Closing/Delay status will be updated at the WLOS website and text messages sent to all that have registered with the network to receive notifications. WLOS will include CCC in the banner at the bottom of your TV screen that displays our status – closing or delay.

Register at this link: www.wlos.com

Parent fees are not adjusted for routine inclement weather closings. In the event of weather that forces the center to be closed 2 or more days in a row, fee adjustments will be made for any day after the second day. Parent fees will not be adjusted for emergency closings beyond our control. This would include closings due to the facility being without water, heat, electricity, or anything else beyond our control.

Arrival and Departure

During the COVID pandemic, arrival will take place at your child's classroom door. Temperature will be taken and screening for COVID symptoms. Parents are permitted in the building masked and after their hands are washed if they are symptom free.

The school day begins at 8:00 a.m. with breakfast. All children should be in attendance by 8:30 a.m. to eat breakfast. To ensure a quality experience for all children an arrival deadline is required. Late arrival time is 1:30 PM after naptime. It is understandable that doctor's appointments or late arrivals may be an exception at times. Please make prior arrangements for these occasions by notifying your child's teacher by 7:30AM.

Our classroom doors are marked by number. Children should be brought by their parent or guardian to their classroom indicated by the following number:

Door Number	Age Group
1	16 – 23 months
2	2–3-year-olds
3	3.5 - 5-year-old and School Age
4	6 weeks – 15 months

Authorized Pick Up

Children will be released to no one other than their legal parents or guardians and the people listed on the Application for Childcare form. Children cannot be released to individuals under the age of 18. When someone other than the parent is to pick up a child, he or she may be asked to provide identification.

Please be sure you have listed *at least three people who may pick up your child*. Any changes to your instructions must be made in writing. THIS IS FOR YOUR CHILD'S PROTECTION.

All legal parents have the right to pick up their child unless there is a legal court document stating otherwise and the document is on file at the center.

Late Pick up

Our staff are scheduled to provide childcare services for a specific number of hours each day based on voucher times and parent provided work/school schedules. It is important for parents to communicate their schedule changes to the center director in writing before a new work week begins.

Our center is required to follow state ratio and licensed capacity requirements; it is important that you keep your schedule consistent. If you find that you are going to be detained, please notify the center immediately so that we can assure your child that he/she has not been forgotten. Late Fee: \$1 per minute beyond center closing time.

Parent Provider Relationship (Parent Participation Policy)

We respect parents as the prime educators of their children. All parents are expected to:

- **Complete all required forms and obtain an initial and annual medical exam, and immunization record for their child.**

Application and Registration Process

The Application for Childcare and Enrollment Packages can be obtained online at www.CovenantChildCare.net, or at our Administrative Offices located at 16 W Palmer Street, Franklin, NC 28734.

Parents should complete and submit the application, enrollment documents, including a copy of most recent immunization and physical from their child's physician, along with \$25 application fee to the Administrative Office at 16 W Palmer Street, Franklin, NC 28734.

Parents will be contacted the next business day to discuss the application and schedule the Family Orientation appointment.

Family Orientation

- **Schedule an orientation interview and visit the center before the child's first day of attendance to help the child become familiar with the program.**

At the Family Orientation, there will be a review of the application and enrollment package, a tour of the childcare center, orientation to your child's personal space and classroom, and introductions to our staff. An average Family Orientation lasts about 30 minutes. Parents will have an

opportunity to ask questions about the center, its staff and the daily routines or special needs for their child.

Parent Meetings

- **Cooperate and participate in parent meetings with teachers, the director and professionals for exchanging information and progress, health, and developmental screenings. Sign and return consent forms to exchange information with these professionals about your child.**

Parent meetings are scheduled semi-annually or more often as needed for progress updates. With parental consent, referrals can be made to the Children's Developmental Services Agency or Smart Start for developmental and social emotional services.

Arrival and Departure

- **Arrive and depart on time according to schedule and program guidelines:**

Access

For security reasons classroom doors AND gates are locked to outsiders 9:30A-4PM. Program begins at 8 am, deadline for arrival is 9:30AM, late arrival is 1:30 after nap. To access the inside of the childcare center a parent should:

Knock on the classroom door. Parents are permitted to stay with their child, however, should not interact with or touch other children. Parents are never to be counted in ratio or left alone in a classroom under any circumstances.

Parents should NEVER discipline another child either verbally or physically. Parents who wish to become volunteers and interact in the classroom should ask for a Volunteer Application and follow the process for Background Check outlined for childcare providers by the NC Division of Child Development and Early Education.

Supplies

- **Provide supplies for your child according to their personal and educational needs:**

Personal Supplies

Diapers/Pull Ups and Wipes for children aged 2 and up. Diapers and wipes are provided for children under two thanks to a grant from the NC Infant Toddler Program through Smart Start Region A Partnership for Children.

Clothing

Parents should make sure their child has **two changes of clean clothes** in their personal cubby space each day. Soiled clothing will be sent home in a plastic bag. Parents should send additional clean clothes the next business day.

Parents should provide the child's personal security item (stuffed toy to sleep with, blanket) for nap time.

Morning Snack and School Supplies

Parents are asked to participate by providing an AM snack for their child, 10 months and up. The following is a list of snack foods that are permitted by the Division of Child Development:

Graham Crackers, 100% No Sugar Juice, Animal Crackers, Multigrain Crackers, CheezIt Crackers

At the beginning of the school year (August) and in the Spring (February) parents are asked to bring consumable school supplies for their child:

**Crayons (chunky type for preschool)
Construction paper assorted colors**

**Elmer's School Glue
Watercolor and tempura paint**

Assorted stickers

Life Cubby Parent Engagement System

- **Parents follow their child's daily activities and personal routines at Life Cubby Family.**

Parents should provide an email address to register for Life Cubby Family parent engagement system. Life Cubby Family provides you with details about your child's daily care such as toileting, diapering, meals and snacks, activities as well as supply needs (diapers, wipes, formula etc.). Parents may also access menus, and newsletters. Life Cubby is used as a mass communication tool for important messages from the center director.

Special Events

- **Parents will be given the opportunity to participate in center activities and to observe their child and the center program.**

Special events are offered from time to time to encourage parents to participate with their children and interact with teachers and staff. Covenant extends this invitation to extended family.

Easter Egg Hunt (Spring)

Open House and Preschool Graduation (Summer)

Communication

- **The quarterly publication of "Covenant Family News" provides parents with announcements about events, closings, and information pertinent to the childcare program.**
- **Parents receive emails and text messages to keep up to date with the childcare program.**

Covenant's quarterly newsletter is distributed in print and electronically at Life Cubby Family and Facebook social network, <https://www.facebook.com/CovenantChildcare>.

It is the parent's responsibility to keep phone numbers and email addresses up to date to communicate effectively and in case of emergency with the center.

Fees

Rates

Age	Monthly Rate	Weekly Rate
6weeks – 23m	\$975.00	\$225.00
2 Years	\$935.00	\$216.00
3-5 Years	\$750.00	\$175.00

Registration Fee

A \$25 registration is charged at the time of enrollment, per family and at the beginning of each program year in August.

Diapers, wipes, formula are included in tuition for children 6w-23months. Breakfast, lunch, and afternoon snack are included in the rates for all children without discrimination. Parents are asked to participate by providing snacks for the morning.

Fees must be paid in advance prior to the child's attendance in the program. Fees are assessed by enrollment, not by attendance days. Fees are due on the first working day of the month or week. For example, the fee for August will be due on August1st.

Types and Terms of Payment

Payment

Payments by cash and debit/credit card are accepted contactless online at www.CovenantChildCare.net or dropped in the box at 43 Palmer Street Circle. Cash is not accepted at this time.

Subsidy Payments DHHS

Subsidized Child Care assists parents in helping pay for childcare and is available for families who meet eligibility requirements. All parents who feel they may qualify for subsidized childcare, or are having difficulty paying for their childcare fees, should contact their local subsidized childcare social worker. Parents must furnish the social worker with proof of their family income. The social worker will determine if there is a fee and how much it will be. Fees assessed by the social worker will be printed on the childcare Voucher/Action Notice and are due on the first working day of the month along with additional fees over and above the subsidy amount. In the event of a change in family income or size, parents are required to notify their social worker immediately.

Subsidized Child Care Parent Portion (Voucher) is due on the 1st day of care for the month in its entirety.

Private Tuition Payments

Weekly private tuition payment is due on the first day of care for the week.

Late Fees: \$10 late fee will be assessed to all accounts per week for late payment.

Contract for Services

A contract for services will be prepared outlining fees and schedules for all clients. It is required that all parents sign the contract no later than the first day of attendance.

Food and Nutrition Services

Special dietary considerations should be discussed in advance with the center director at the Family Orientation conference and approved in writing by a physician. CCC is not a peanut free facility. Please let the director know during the enrollment orientation process of any known food or drug allergies.

Nutrition Services

CCC participates in CACFP. CACFP is the Child and Adult Care Food Program, a Federal program that provides healthy meals and snacks to children and adults receiving day care.

Our food program is for all children. The meals and snacks that we serve are low fat, salt, and sugar. Meal service is voluntary. CCC serves breakfast, lunch, and PM snack. Morning snack is provided by parents.

Children may bring their ready to eat lunch. We are not able to heat or reheat meals. Lunch containers should be packed ready to eat.

At enrollment, all parents are required to complete an Eligibility and Enrollment Application for CACFP (Child and Adult Food Program). There is no charge for our food program.

Meal Service Times

Breakfast 8-8:30AM

Lunch 11:00AM

PM Snack 2:00PM

All children must be present at the specified time for breakfast, lunch, and snack with either a free meal or food from home. If an exception needs to be made on occasion, please contact your child's Lead Teacher to make those arrangements. We will make occasional exceptions to this rule.

Food: Parents of infants (birth-15 months)

The feeding policy for infants is as follows:

- Our nutrition policy for infants is to feed on demand. Exceptions can only be made with a physician's note.
- Infants are provided three formula bottles, up to 24 ounces, as a part of the nutrition services program. CCC provides Parent's Choice brand formula comparable to leading brands. If your child requires more than three bottles, parents should provide clean infant bottles and concentrated or powdered formula or prepared formula, or breastmilk labeled and dated with your child's name.
- Infants shall be held by the caregiver while taking a bottle. Bottle propping by the caregiver is not permitted. This type of feeding of infants and toddlers can lead to inner ear infections and Baby Bottle Tooth Decay.

- Bottles that contain formula, breastmilk, milk, or juice shall be refrigerated until the child desires to be fed. All contents remaining in the bottle, after each feeding, will be discarded. This is a sanitation regulation in childcare. This makes it important to bring the smaller bottles with the approximate amount of a feeding that your baby needs.
- Mobile toddlers will not be permitted to carry their bottle throughout the classroom. If the child can sit alone, the child shall sit in an age-appropriate chair, at an age-appropriate table, to feed himself/herself.
- Parents are encouraged to inform the staff of any change in eating habits, such as, introducing solid foods, weaning from the bottle, food allergies, etc. as soon as possible.
- BREAST FEEDING...A special bond is formed when a mom breastfeeds her baby. You are also giving your new baby special antibodies and nutrients not available in regular formula. We promote breastfeeding in our center. Moms, you are welcome to come into the center and breastfeed your baby. Bottles of breast milk shall be dated and labeled with the child's name. All breast milk shall be used only for the intended child.

Clothing

Children must arrive in the mornings dressed in their street clothes. Do not bring your child in their pajamas or undressed.

Parents should always bring two extra change of clothing for their child. This includes pants, shirts, socks, and under clothes. These extra clothes should be labeled with the child's name. Please dress your child comfortably in play clothes and according to the weather. During changing seasons, it may often be cool in the morning and warm in the afternoon. Please bring extra clothes or dress your child in layers as needed.

Please check your child's cubby for soiled clothing and remove promptly for laundering at home.

Do not send your child in clothing or shoes that you do not want to get dirty or stained. Our outdoor areas have surfaces such as red clay, mulch, and artificial turf. During a day's activities the children can be involved in sand or water play, outdoor gardening, painting, and other art activities. These "messy", creative activities allow children to participate in many valuable learning experiences. Be sure that children are dressed for involvement in this fun, learning activities.

Diaper Bags

We prefer that you do not bring a diaper bag. Covenant provides diapers, wipes diaper cream for children birth to age two.

If you need to bring a bag, make sure that it will fit in your child's cubby personal space along with their security items such as blankets or soft toy. The only items allowed in a diaper bag are diapers, clothing, wipes, and baby toys. It is the parent's responsibility to remove all medications and bottles upon arrival and give them to the caregiver. The parent also needs to collect medications and bottles at the end of the day.

Toys

CCC centers are adequately equipped with appropriate toys and materials, and we recommend that children not bring personal toys from home. Staff cannot be responsible for these toys, and they

are often lost or destroyed. Special consideration for security of sleep toys should be discussed with the center director at Family Orientation.

Training and Professional Development of Staff

Career development and training for our staff is especially important.

Staff either hold or are working towards the Early Childhood Education credential. The director, Lead Teachers and Teachers are required to maintain current certification in CPR, First Aid and SIDS training for infants as well as other training that may apply to their classroom.

The center is closed annually one day in the spring for training and occasionally our center dismisses early. Parents will be notified in writing two weeks prior to closing or early dismissal due to training or professional development of staff.

Health and Safety

Sickness and Infectious Disease Policy

Childcare centers, because of their nature, are places where children are frequently exposed to contagious diseases. To reduce the risk of giving an infection to other children, and for your own child's protection, the following policy will apply:

When children may not attend:

- Child does not feel well enough to participate in daily activities. Children must be able to comfortably participate in activities. Children that need substantial medical support or comforting will be difficult to care for without neglecting other children.
 - Staff cannot care for sick child without compromising care of the other children.
 - If family does not provide a physician's "return to school" permission slip following exclusion from care for illness.
 - Child has any of the following symptoms, must remain home symptom free for 24 hours or until a health provider determines that the child is well enough to attend, and that the illness is not contagious. To return sooner, a health provider's note is needed.
1. Fever of 101° F or greater and accompanied by behavior change and one other sign or symptoms of illness.
 2. Signs or symptoms of illness are persistent crying, extreme irritability, uncontrolled coughing, difficulty breathing, wheezing, lethargy(dehydration).
 3. Diarrhea: Changes from child's usual stool pattern, such as increased frequency of stools, looser/watery stools:
 - A. One diaper or instance: Diarrhea stool runs out of diaper/unable to make it to the bathroom- can stay IF no other symptoms.
 - B. After a second diarrhea stool child must go home regardless of accompanying symptoms.
 4. Vomiting more than once in the previous 24 hours.
 5. Mouth sores with drooling.
 6. Rash with a fever or behavior change.

Child has been diagnosed from a health care provider, until treated and/or no longer contagious with the following:

- Infectious conjunctivitis/pink eye (with eye discharge) - until 24 hours after treatment started. Must have a return to school note that includes a diagnosis if condition is viral, or allergy related.
- Scabies, head lice, other infestations- until 24 hours after treatment started and child is FREE OF ALL NITS.
- Impetigo- until 24 hours after treatment started and all sores have crusted over.
- Strep throat, scarlet fever, or other strep infection- until 24 hours after treatment started and child is free of fever.
- Pertussis- until 5 days after treatment started.
- Tuberculosis (TB) - until a health care provider determines that the disease is not contagious.
- Chicken Pox- until 6 days after start of rash or all sores have crusted over.
- Mumps- until 9 days after start of symptoms (swelling of “cheeks”).
- Hepatitis A- until 7 days after start of symptoms (e.g., jaundice).
- Measles- until 6 days after start of rash.
- Rubella (German measles) - until 6 days after start of rash.
- Oral Herpes (if child is drooling) - until lesions are dry.
- Shingles (if lesions cannot be covered) - until lesions heal.

Biting

Young children may bite for different reasons. The result is not pleasant...Biting hurts! CCC is required to document biting incidents and give a report to parents of the child bitten and the child who has done the biting. The staff are encouraged to move about the room so that many biting incidents can be prevented. If documentation shows a child to bite more than once a day, the teachers and teacher assistants will take necessary steps in aiding the child to express himself/herself in a different way. EXAMPLE- providing a child a teether.

What do we do to prevent and treat biting incidents?

1. We plan activities and supervise the center carefully so that biting hopefully will not occur. We provide activities to release frustration, and we have ample toys so that children do not have to fight over toys. We maintain a low child/staff ratio in our infant-toddler groups so that staff members can always be close to groups of infants and toddlers playing together.
2. When bites do occur, we react firmly by telling children, “NO.” We provide simple explanations to help children understand why biting cannot be allowed. We provide objects that can be bitten, and we redirect children to appropriate activities to vent strong feelings.

3. We may isolate a child for a few minutes to give them time to calm down. (The child will never be totally isolated from the group. An adult will always be in the presence of the child, and the isolation time is very short for young children.)

4. We console the child who has been bitten and move quickly to clean the bite. We place ice on the bite to minimize swelling and bruising. We have secured current advice for first-aid treatment for bites from the county health department, so practices are in line with recommendations for health safety.

5. If your child is bitten, and the skin is broken, we will notify you immediately so that you can determine if further medical attention is needed. (In most cases, the skin is not broken, and no additional medical attention should be needed, but we want you to have the option to make that decision.)

6. We “shadow” the child who has done the biting so that we can prevent any follow-up incidents.

There are some things we do not do, and you should know those too:

1. We will not bite children back, nor will we encourage children to bite each other back. This practice only models and encourages further aggressive behavior.

2. We will not disclose the identity of the biter or the bitten. To protect the privacy of all individuals involved, the identity of the biter and the bitten will not be disclosed.

3. We will not “expel” a child with a biting problem, under normal circumstances. If a child reaches the age where biting is uncommon (past three, and certainly four years of age), and the child is still biting persistently, a careful examination of the situation is needed. We may wish to secure an additional evaluation for the child to determine why more mature forms of communication are not being used.¹

¹ Acknowledgements to Dr. Sharon Teets Carson Newman College.

Outdoor Play

FRESH AIR AND EXERCISE SIGNIFICANTLY ENHANCES THE HEALTH AND GROWTH OF A CHILD.

Parents who feel their child is TOO ILL to participate in outdoor activities, should keep their child home an extra day to insure a complete recovery.

If any child develops a contagious or infectious disease while at the center, the parents will be informed. Parents will be required to come to pick up a sick child immediately. If parents are going to be longer than 15-20 minutes another designated person must pick the child up.

If any child has been exposed to a contagious or infectious disease while at the center parents will be informed in writing. Parents, in turn, should inform the center of any contagious or infectious disease which their child develops at home or to which the child has been exposed.

First Defense: Handwashing

First in the line of defending children, families and staff from communicable illness and disease is handwashing. Proper handwashing is an integral part of many of our routines.

We ask that all parents and visitors wash their hands when entering a classroom if they intend to touch furnishings and toys.

In addition to this, our second line of defense is sanitizing and disinfecting surfaces of all furnishings, toys, and equipment. A copy of our routine cleaning schedule is included in the Appendix of this document.

Also, our facility is randomly inspected by the Dept. of Environmental Health twice a year and our Sanitation Score is posted at the CCC workstation for your review.

Emergency Closure and Exclusion Policy

In the event that Covenant Child Care (CCC) must close due to inclement weather, or in response to a temporary emergency such as a casualty peril, biological contamination, infectious disease or illness outbreak, invasion or major disaster, the following policies will be in effect:

- Parents and staff will be notified of closings/delays, updates, guidance and exclusions from care using the following methods of communication:
 - Text Messaging (From the director or lead teachers, WLOS Closing & Delay notifications)
 - Email – customercare@covenantchildcare.net
 - Social Media – Facebook CCC Parent Notification
<https://www.facebook.com/groups/1712800642328900/>
 - Website – www.covenantchildcare.net
 - Phone call – Director: 828-342-7737

If dismissals of staff or absenteeism impacts the ability for CCC to remain open, early dismissal or short-term closures may be necessary to facilitate public health investigation and/or cleaning if a case is diagnosed in a child or staff member.

Exclusion From Care

CCC uses the document “Communicable Diseases and Exclusion from Childcare²” as a guideline to determine if a child should be excluded from care or if the center should be closed short term. If your child, or family members have been diagnosed with an illness, or exposed to the conditions listed, CCC administration will:

- Exclude an enrolled child
- Limit inter-school interactions. If your child, or family members has interactions with members of the public school system, Macon Program for Progress, or other mega school or organization (more than 100 attendees), your child will be excluded from care. In the event of an infectious illness or disease where the Dept. of Public Health and Safety has required a mandatory quarantine for the general population your child will be quarantined too.
- If your child’s sibling, parent or guardian, or other household member is diagnosed with a communicable illness, it is your responsibility to disclose

² The North Carolina Child Care Health and Safety Resource Center, www.healthychildcarenc.org, 800.367.2229, The Department of Maternal and Child Health, UNC Gillings School of Global Public Health

that health information. that is a viable threat to the population of CCC, your child will be excluded from care.

CCC takes all necessary precautions to protect children and staff from the spread of communicable illnesses. The director will review absenteeism policies and procedures to make sure children and staff are not being encouraged to attend or work if they are sick.

Daily Health Checks

CCC staff will perform a general health screen every morning to determine if a child is ill or able to participate in group care. Responsible persons will be asked questions upon arrival. If a determination has been made that your child must be excluded from care, based on the document "Communicable Diseases and Exclusion from Childcare" or exhibits that he is not well enough to participate in group activities, including outdoor activities, CCC administration will:

- Remove the child from the classroom population and quarantine in the designated Sick Area at the center. The child will be supervised.
- Contact a responsible person i.e. the parent or guardian, next of kin or person on pick up list, using notification methods in paragraph (1). The responsible person will have 30 minutes to arrange for pickup of a sick child. CCC does not offer individual care, our center is staffed for group care. Sick children must be picked up timely to avoid passing on sickness to staff and children, disruption of services to other children and to maintain state required staff:child ratios. In the event that a child is not picked up in a timely fashion, the client risks termination of their childcare services.
- Will require a "return to school" note from a physician for ANY illness that meets the criteria in the document "Communicable Diseases and Exclusion from Childcare," or the following symptoms:
 1. Fever 101°
 2. Fever >than normal temperature 98.6, with accompanying symptoms of fussiness, crying, irritability, pulling tugging on ears, excessive drooling, mouth sores, weeping skin lesions, diarrhea, unable to participate in group activities and outdoor time.
 3. Sudden onset of diarrhea, more than 2 diapers in a short period of time.

Mildly Ill Children

A child may be teething, or become mildly ill, and is not contagious. As long as children are not contagious, and are able to participate with the use of over the counter (OTC) pain

reliever or other medications (allergy cough, runny nose, teething pain) to alleviate symptoms, he can be included.

It is the parent's responsibility to provide the necessary documents and OTC medications, if their child is mildly ill, to ensure that their child's experience is comfortable and to ensure that CCC classroom environment is healthy for all children. Persistent coughing, runny noses and other body fluids contaminate the classroom toys, and furnishings. If your child needs OTC medications, CCC will require:

- Medication Administration document completed and signed by the parent.
- OTC or prescribed medication must be age appropriate, in the original packaging and marked with the child's name. This also includes diaper creams, oragel, gas drops, sunscreen, lip balm/protectant, lotions, and powder (corn starch).

If your child is running a fever, do not medicate them and send them to school. Please respect the health of our staff and other children in care by keeping your sick child at home. Such practices will result in termination of childcare services.

Classroom Sanitation Routines

	Description
Daily AM	Exchange 'dirty bin' put on breakfast cart and send to kitchen for midday washing.
Midday Nap	Use Soapy Water and Sanitize the following:
	Refrigerator (remove old sippy cups and food (7 days old), make sure all items are marked with name and date)
	Tables and all chairs
	Window Sills
	Using soapy water and sanitizer, sanitize toys and furnishings every day. Rotate sanitizing each center toys and equipment so that everything is sanitized weekly.
Closing	Use Soapy Water and Sanitize the following:
	Diaper Changing Area, Sinks, Acrylic Dividers
	Sweep and Swiffer the floors, main traffic and use areas.
	Tables and Chairs
:	Organize Toys on Shelves, putting EVERYTHING where it belongs according to shelf tags.
	Spread out toys on classroom table and mist with sanitizer each day. Rotate toys each night so that all toys get sanitized once a week. *Keep a record of the rotation on this sheet so that all toys get sanitized weekly.
	Remove all sheets from cribs, pillow cases, blankets and store for laundry pick up.
	Take trash out to dumpster
Weekly (Friday)	Remove rest mat covers , pillow cases and all blankets from lockers/cubbies and store for laundry pick up. Soapy Water and Sanitize Rest Mats.
	Sweep under all shelves and mop the entire floor with disinfectant. Remove carpets in center areas and clean under them as well as vacuum the carpets.
	Wash and Sanitize the Bottle Warmer in IT classroom.
	Soapy water and sanitize trash cans. Include all dramatic play clothing in laundry pick up. Please wash if needed prior to monthly routine.
6 months (min)	Steam Clean carpeted areas and area rugs.

Medications

Occasionally a child will need to have medicine administered while he or she is at the center. For the center staff to be able to administer this medication the following regulations will be implemented for reasons of safety:

1. Provide prescription medicine in its original container bearing the pharmacist's label which lists the child's name, date the prescription was filled, the physician's name, and directions for dosage.
2. NO medication can be administered at the center without the written permission from the parent. A "Medication Permission Form" must be completed and signed by the parent with:

Child's name, Name of medication Exact dosage, Time(s) of day to be given Day(s) to be given

3. Over the counter medications shall be administered as authorized in writing by the child's parent, not to exceed the amounts and frequency of dosage specified in the printed instructions accompanying the medication. Be sure the medication is appropriate for your child's age or we must require a doctor's prescription which specifies exact dosage. The child's name should be written on the medicine container.
4. All medications can be kept at the center only for the length of the prescribed course of treatment. NO medications can be kept indefinitely, to be given "as needed".
 - A written statement from the parent may give blanket permission for up to 6 months to authorize administration of medication for asthma and allergic reactions.
 - A written statement from the parent may give blanket permission for up to 1 year to authorize the administration of sunscreen and over the counter diapering cream.
5. All medications must be given directly to the teacher by an adult. DO NOT bring pre-measured medication in a syringe.
6. If only two doses are given during a 24-hour period, we prefer the parent/guardian administer medication before and after childcare services.

Emergency Medical

In case of emergency (accident, severe pain, etc.), the center director or a lead teacher will take appropriate action. If needed, 911 will be called or the child will be transported to get medical care. Parents or guardians will be contacted immediately.

The center will maintain a parent's signed consent form agreeing to emergency medical care (see child's application). Emergency phone numbers will be posted by the telephone and the staff will be instructed in the procedures to follow in case of illness or injury. A first aid kit will be available at a central location at the center and personnel will be trained in first aid procedures and CPR.

It is particularly important that we have a telephone number where you may be reached in case of emergency or illness. Please keep the center staff continually updated with emergency contact information.

Inclusion and Americans with Disabilities Act

CCC will attempt to include all children in care regardless of race, religion, disability. Children with chronic health problems such as diabetes, asthma will be accommodated with proper training provided by parents or attending physicians for the routine administration of prescribed therapies, treatments, or medication. The proper medication administration forms must be completed by parents.

CCC is not staffed by a health nurse and cannot provide care that requires a licensed health care professional such as catheters etc.

We will attempt to accommodate children with social emotional disorders to the best of our ability and will contact behavior specialist and the Child Development Services Agency for technical assistance. Full cooperation is required from parents to participate in parent meetings and the ongoing care for children with ADHD, Autism, OCD, and the like.

COVENANT CHILD CARE

Permission to Participate in Aquatic Activities

CHILDREN 3-12YEARS OF AGE

SUPERVISION OF AQUATIC ACTIVITIES

Children must be adequately always supervised by center staff.

Adequate supervision means that half of the center staff needed to meet the staff-ratios for aquatic activities is in the water and the other half is out of the water. If an uneven number of staff are needed to meet the required staff-child ratios, the majority of staff must be in the pool.

Adequate supervision is also necessary while children are using changing rooms, rest rooms, and while they are moving to and from the transportation vehicle to the activity area. A staff floater will be required to accompany children to the restroom and in dressing rooms.

Caregivers will evaluate each child's skill level in the water. A test by a certified lifeguard/instructor is the best way to determine a child's skill level. However, regardless of an individual's skill level, close supervision always is imperative.

Children who do not follow the POOL RULES will be removed from the pool, placed in time out and picked up by the director and taken back to the center. The child's parent will be notified by way of a behavioral report and acknowledged by signature.

The center's Transportation and Field Trip Policy will be followed to and from the pool.

In case of emergency children will be directed to exit the water and gather in a designated area for a head count and departure.

The undersigned parent/guardian gives permission for:

_____	_____
Child's Name	Date of Birth

To participate in aquatics activities offsite and in accordance with the center's Transportation and Field Trip Policy.

_____	_____
Parent/Guardian Signature	Date

_____	_____
Director Signature	Date

COVENANT CHILD CARE

Complaint Policy

One of the most important aspects of our program is our staff/parent relationships.

As parents, you possess a wealth of information about your child. The staff are trained to notice individual characteristics and patterns of development in children. By developing a positive and friendly relationship, parents and staff can share information and to work together to provide a quality childcare program.

As in any program, questions and problems will arise from time to time. As parents, you should feel comfortable addressing questions to your child's teachers. If they are unable to answer your questions, they will refer you to the director.

Questions and grievances are best handled at the center level. The center staff are the best informed about the children in their care.

However, should you need to take your concerns and/or grievances elsewhere, the recommended procedure to follow is:

- ✓ Discuss with the Center Director.
- ✓ Discuss with representative at the Division of Child Development and Early Education:

Contact information:

Director, Stephanie Campbell 828-342-7737 stephanie@covenantchildcare.net

Division of Child Development and Early Education

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

Fax Information to the Intake Unit at (919) 715-1013.

Email our Webmaster at webmasterdcd@dhhs.nc.gov. A link to this email can also be found under the "Home" drop down arrow, where you can select "contact", and you will then find the webmaster email address which is in

the orange shaded box.

Mail Information to: DCDEE 2201 Mail Service Center, Raleigh NC 27699-2200

Receipt of Policy Acknowledgment:

Parent Signature

5.24.2021

Date

COVENANT CHILD CARE

Discipline and Behavior Management Policy

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

We:

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

We:

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

Adopted 11.1.2020

Parent Receipt of Acknowledgment of Discipline and Behavior Management Policy

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

Date of Child's Enrollment: _____

Signature of Parent/Guardian Date

Director Signature Date

“Time-Out”

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" 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.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College

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

COVENANT CHILD CARE

Field Trip Policy

The purpose of this policy is to provide guidelines for the safety of students, teachers and chaperones on field trips, thereby allowing teachers to maintain control and to maximize the learning opportunity. This policy also provides guidelines for acceptable behavior for students and chaperones.

Students, ages 3 years – 12 years of age are provided with the opportunity to attend local, non-overnight, field trips a few times a year.

Field Trip Fees and Permissions

All field trip fees are due on a designated date prior to the field trip as specified in the permission slip. In the event a student has not, by the designated date, remitted payment for fees and permission associated with a field trip, the student will not be allowed to attend the field trip. The student will remain at the School and appropriate school work or activities will be assigned.

Transportation

Transportation for trips will be provided by the childcare center in accordance with the center Transportation Policy. Covenant Child Care may make arrangements to hire other available commercial vehicles for field trips if necessary.

Parent Responsibilities

It is the parent's responsibility to provide a car seat for the child for the fieldtrip. Covenant reserves the right to not take a child if it is determined that the child requires a car seat and one is not provided.

Parent Chaperones

Requests for parent chaperones may be made for the field trip. Parents will indicate their willingness to chaperone on their child's field trip permission form. Parents will be notified if they have been selected as field trip chaperone. Parents may transport only their children in their personal automobile.

Parents not selected to chaperone may not attend the field trip with their child unless they have requested in advance, and received, written permission from the director to attend.

Parent Chaperone Guidelines

- Each chaperone is responsible for abiding by the following guidelines:
- Siblings may not attend any field trip.
- Do not talk on a cell phone for an extended conversation anytime the chaperone is responsible for students on the trip, except as required for student health, safety, welfare, or to get the students to and from the destination.
- Do not provide snacks to any student.
- Know where the students assigned to your group are at all times.
- Do not leave your group unattended at any time during the field trip.
- Ensure your group maintains behavior standards consistent with Covenant Child Care expectations.
- Do not give permission to students to do anything that contradicts the written or spoken instructions of the teacher or administrator in charge.

Student Expectations

Students are expected to display respect for others, self-restraint, and good manners on all field trips just as they are at Covenant Child Care. Disrespectful, insubordinate, or unsafe behavior on a field trip is unacceptable and may result in exclusion from activities in addition to disciplinary action at school. In extreme cases, parents will be contacted and asked to arrange for their child to be picked up immediately.

Behavior History

- A student is ineligible to attend field trips if there are serious behavior or safety concerns, included but not limited to: failure to follow directions; inability to stay close to a chaperone; or a tendency to wander; demonstrated at any off-campus, school-campus event or a prior field trip.
- Behavior that interferes with the learning of other students, or jeopardizes the safety of students or staff, then the student may be declared ineligible to attend field trips. In extreme cases, parents may be asked to arrange for the student’s immediate transportation home.

Mandatory Parent Meetings

If a meeting is scheduled, and parents do not attend mandatory informational meeting(s) prior to the trip, the student may be excluded from the trip or excluded from registering for the trip.

INJURY/ILLNESS

Covenant’s current Illness/Emergency policies apply at off campus field trips the same as at the childcare center.

PARENT ACKNOWLEDGMENT

I, _____ the parent/guardian of
(student) _____ DOB: _____

Acknowledge receipt of Covenant Child Care’s Field Trip Policy, and I agree to abide by the rules set forth should my child be allowed to attend a field trip.

Parent/Guardian Signature

Date

Facility Representative

Date

ADOPTED 11.1.2020

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Belief Statement

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

Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death¹. According to North Carolina Child Care Rule (child care centers, 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 number: 828-349-2124

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.

Policy Review

This policy will be reviewed by the owner/director annual beginning 9/1/2019.

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, nccildcare.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/

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

The National Center on Shaken Baby Syndrome, www.dontshake.org

NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp

Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461

Pediatric First Aid/CPR/AED, American Red Cross,
www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf

Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques

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.



Signature

Parent or guardian acknowledgement form

I, the parent or guardian of (CHILD'SNAME) _____ 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/staff Date of child's enrollment/hire

Print name of parent/guardian/staff

Signature of parent/guardian/staff



Infant/Toddler Safe Sleep Policy

Child Care Facility:

COVENANT CHILD CARE

Adopted 11.1.2020

A safe sleep environment for infants reduces the risk of sudden infant death syndrome (SIDS) and other sleep related infant deaths. According to N.C. Law, childcare providers caring for infants 12 months of age or younger are required to implement a safe sleep policy and share the policy with parents/guardians and staff. We implement the following safe sleep policy.

References: N.C. Law G.S. 100-91 (15), N.C. Child Care Rules .0606 and .1724, Caring for Our Children

Safe Sleep Practices

1. We train all staff, substitutes, and volunteers caring for infants aged 12 months or younger on how to implement our Infant/Toddler Safe Sleep Policy.
2. We always place infants under 6 months of age on their **backs to sleep**, unless a signed *ITS-SIDS Alternate Sleep Position Health Care Professional Waiver* is in the infant's file and posted at the infant's crib. We retain the waiver in the child's record for as long as they are enrolled.
3. We do not accept *Parent Waivers* or modified medical care plans for permanent/temporary disabilities, conditions or illnesses that would necessitate exceptions to this policy or C. Law G.S. 100-91 (15), NC. Child Care Rules .0606 and .1724, Caring for Our Children. For such cases services will be terminated or temporarily suspended.
4. We place infants on their backs to sleep even after they can easily turn over from the back to the stomach. We then allow them to adopt their own position for sleep. We document when each infant can roll from back to stomach and tell the parents. We put a notice in the child's file and on or near the infant's crib. *
5. We visually check sleeping infants every 15 minutes and record what we see on a *Sleep Chart*.
We maintain the temperature in the room where infants sleep between 68-75°F and check it on the thermometer in the room.
6. We further reduce the risk of overheating by not overdressing infants*
7. We provide all infants supervised "tummy time" daily.
8. We follow N.C Child Care Rules .0901(k) and .1706(j) regarding breastfeeding.
We further encourage breastfeeding by providing insulated travel bags free of charge to transport breastmilk and allow mothers to express breastmilk and/

Safe Sleep Environment

9. We use Consumer Product Safety Commission (CPSC) approved cribs or other approved sleep spaces for infants. Each infant has his or her own crib or sleep space.
10. We allow pacifiers without any attachments. Pacifiers attached to clothing will be removed when placed to sleep.
We do not reinsert the pacifier in the infant's mouth if it falls out. *
We remove the pacifier from the crib once it has fallen from the infant's mouth. *
11. We do not allow infants to be swaddled, no sleep sack clothing.
12. We do not allow garments that restrict movement. *
13. We do not allow any objects, such as, pillows, blankets, or toys other than pacifiers in the crib or sleep space.
14. Infants are not placed in or left in car safety seats, strollers, swings, or infant carriers to sleep.
15. We give all parents/guardians of infants a written copy of the *Infant/Toddler Safe Sleep Policy* before enrollment. We review the policy with them and ask them to sign a statement saying they received and reviewed the policy. We encourage families to follow the same safe sleep practices to ease infants' transition to childcare. *
16. We post a copy of this policy and a safe sleep

**Indicates we follow this best practice recommendation.*

practices poster in the infant sleep room where it can easily be read.

Distribution: We give parents/guardians a copy of the policy. We give all staff, substitutes, and volunteers a copy to review. We inform them of changes 14 days before the effective date. We give parents/guardians a copy of the policy they signed and put a copy in child's file.

I, the undersigned parent/guardian of _____ (child's full name), have received a copy of the facility's Infant/Toddler Safe Sleep Policy. I have read the policy and discussed it the facility director/owner/operator, or other designated staff member.

Parent/Guardian Signature

Date

Facility Representative

Date

COVENANT CHILD CARE

Termination Policy

The following policy will be added to the Covenant Child Care Parent Handbook and operational policies. This policy will be effective November 1, 2020.

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of any person or property (includes corporal punishment of children on premises).
- Behavior or habits of any parent or child that is disruptive to programming or regular center operations.
- Our inability to meet the child's needs or the parent's expectations.
- Lack of compliance with handbook regulations
- Serious illness of child
- Chronic Absenteeism without notice.

We appreciate as much advance notice as possible when terminating, and will give the same courtesy in return. Parents are required to give two weeks written notice when they decide to terminate child care. The two weeks will be paid in full, regardless of whether or not the child is in attendance.

We will give two week notice of termination. However, the provider reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the other enrolled children and the provider's interests.

Anyone who terminates daycare and has a balance that is outstanding will need to have the account settled within 30 days. Late fees will apply to past due balances and accrue each month after withdrawal or termination \$25 per month.

Parent Signature

Printed Name

Date

Policy Effective: 11.1.2020 Approved and Accepted by: Stephanie Campbell, Director 6/1/2016

COVENANT CHILD CARE

100% Tobacco-Free Policy

Purpose/Belief Statement

We, Covenant Childcare and Learning Center, understand that the use of tobacco products on child care premises and in vehicles used to transport children or during any off-premise activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

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

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

Procedures/Practice:

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

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

Parents and visitors using tobacco products will be asked to refrain while on the child care premises or to leave the premises.

"Smoking" – The use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.

"Tobacco product" – Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars; little cigars, hookah, snuff, snus, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product, or for other medical purposes, and is being marketed and sold solely for such an approved purpose.

Parent or guardian acknowledgement form

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

Date policy given/explained to parent/guardian: _____ Date of child's enrollment: _____

Print name of parent/guardian: _____

Signature of parent/guardian

Date Adopted 11.1.2020

COVENANT CHILD CARE

Transportation Policy

SAFE PROCEDURES FOR TRANSPORTATION OF CHILDREN AGE 3 – 12 YEARS OF AGE:

- ✓ The driver shall be:
 - 21 years of age or a licensed bus driver.
 - Have a valid drivers license of the type required under NC Motor Vehicle Law for the vehicle being driven.
 - Have no convictions of Driving While Impaired or any other impaired driving offense with the previous 3 years.
 - ✓ Staff to child ratios will be always maintained.
 - ✓ Each child shall have a seat, be belted, or harnessed and remain seated while the vehicle is in motion.
 - ✓ A child shall not be left unattended in the vehicle.
 - ✓ A child cannot be picked up or delivered to a location that requires crossing the street or highway unless accompanied by an adult.
 - ✓ A vehicle transporting children will have the headlights on.
 - ✓ Guns, ammunition, alcohol or illegal substances, or hazardous materials shall not be transported in a vehicle transporting children.
 - ✓ A vehicle shall not be refueled while children are present in the vehicle.
 - ✓ If the driver is not in the driver's seat, the engine shall be turned off, keys removed, and the emergency brake shall be set.
 - ✓ Each vehicle is equipped with a fire extinguisher, and first aid supplies and a Ready to Go File containing emergency contact information and emergency medical authorization for every child.
 - ✓ Parents will be required to sign a Field Trip Permission that outlines the information about the field trip before children will be transported.
 - ✓ Primary caregivers will be assigned to each group of children. Each primary caregiver will have a transportation roster, a list of the children in their care.
 - ✓ Staff will conduct numerous "head counts" to assure everyone is accounted every 30 minutes.
 - ✓ An adequate number of staff to assure that staff to child ratios will be maintained throughout the field trip, including an extra person, or person in charge to take children to restrooms or for emergencies.
 - ✓ Additional staff will be provided as needed to care for children with special needs or children that need one-on-one supervision.
 - ✓ Staff will not allow children out of their sight, i.e., young children should not be sent into restrooms alone.
 - ✓ Matching t-shirts, arm bands or nametags will be used to identify the group.
 - ✓ Sometimes a walking rope or holding hands can be used to keep young children in a group.
-

The undersigned parent/guardian gives permission for (child) _____
to be transported in accordance with Covenant Child Care's Field Trip and Transportation Policy.

Signature of parent/guardian

Date

Signature of Director

Date

Adopted 11.1.2020