



ProvidenceBaptistChurch

WEEKDAY EDUCATION MINISTRY

# Parent Handbook

Revised August 2017

## Providence Baptist Church Weekday Education Ministry Full Care Handbook

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## INTRODUCTION

Providence Baptist Church Weekday Education Ministry, a North Carolina State Licensed Center and ministry of the Church, offers two programs to church members and the community.

**Full Care** is a year-round full day program providing care from 7:00 a.m. to 6:00 p.m., five days a week for ages eight weeks-five years or until kindergarten.

**Preschool** is a half-day program for ages eight weeks to five years of age, from 9:00 a.m. until 1:00 p.m. The program offers a variety of options from 2 to 5 days a week depending on the age group. We offer a ten-week summer program, as well as extended care options (8am-9am and/or 1pm-3pm) throughout the year for children age three and older.

## Operational Policies

### Purpose and Philosophy

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

Our Philosophy: We believe that love, acceptance, security, and trust promote a positive self-image for each child with an emphasis on moral and spiritual development.

A major goal of our staff is to provide experiences that will meet the needs and individual abilities of each child's emotional, social, physical, mental, spiritual and personal growth. We seek to demonstrate loving kindness and concern to children in a developmentally appropriate environment. This is best achieved when teachers and parents become partners with God to encourage each child's growth.

### Curriculum

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

Our four year old and Transitional Kindergarten classes use a combination of Creative Curriculum®, Zoo Phonics and Core Knowledge to guide their planning and teaching. Within the framework of a developmentally appropriate philosophy and purpose, our

curriculum includes stories, music, free play, sharing and conversation time, creative arts activities and crafts, food preparation, science and nature activities, exposure to shapes, colors, numbers, letters and celebration of birthdays and holidays. Most importantly, Teachers incorporate faith and Christian concepts throughout their day.

Our Weekday Ministry strives to:

- Help children to work and play together.
- Encourage desirable ways of behaving.
- Present interesting materials and stimulate new interest in all facets of learning.
- Expand their storage of useful knowledge.
- Help them acquire increasing skills in observing, talking, dramatizing, building, playing and creating.
- Teach them to share and to listen to each other
- Help them to learn to follow directions
- Develop self-help and independence skills
- Provide guidance for each child whom we recognize as a special creation of God, uniquely gifted “fearfully and wonderfully made.” (Ps 139:14)

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

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

#### **Accreditation, Licensing and Staff**

Our school is licensed with the NC Division of Child Development. As of August 2017, we have a five star rating. We voluntarily meet a stricter staff/child ratio, as well as health and sanitation guidelines. Our staff is continually involved in training opportunities with all employees meeting or exceeding the annual state training requirements.

#### **Substitute Teachers**

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

#### **Daily Schedules**

Schedules vary according to age and developmental ability. Daily schedules are posted in each classroom.

### **Naps**

The Children in Full Care are given an opportunity to nap each day. Children must have a quiet time but do not have to sleep. Infants have a rest time according to their individual needs.

### **Television/Video**

The use of media, such as television and videotapes, is limited to developmentally appropriate programming relating to the curriculum. It is allowed only with prior approval from the Director.

### **Enrollment**

Once a spot is offered to a family, they will meet with the Director, be given information, and pay the enrollment fee. The enrollment fee must be received in order to hold a spot for your child. All admission forms must be filled out before a child may join a class. An immunization record and medical form completed is required at enrollment.

### **For Registration and Waiting List**

We prioritize our enrollment and our waiting list. Church members, and then children in the program and their siblings have priority above those from the community at large.

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

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

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

Feel free to call us if you would like to check your status on the waiting list.

We follow an annual progression process in which children move as a group from one class to the next at the beginning of the school year. Once our five year olds leave for kindergarten, the remaining classes move up to the next age group, which leaves spaces in the youngest classrooms.

### **Withdrawal Policy**

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

### **Tuition**

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

- Tuition and any fees incurred will be withdrawn on the 5<sup>th</sup> of the month or on the next business day.
- There will be no late payment fees for parents using the TAP system.
- To enroll in TAP, please complete the form provided to you and return to the Weekday office.
- If you would like to pay with a check, please complete a TAP exception form, which is available in the Weekday office. Checks are due by the 5<sup>th</sup> of the month.
- You can register for the OnCare "Parent Portal" through a link that we send you to your email address. The Parent Portal will allow you to see your school account and print your own receipts.
- Once you have an account on the Parent Portal, you can login at [www.oncareoffice.com/parentportal](http://www.oncareoffice.com/parentportal) or through our website at [www.providencebaptistweekday.org](http://www.providencebaptistweekday.org).

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

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

**Late Pick Up Fee:** A fee of \$1.00 per minute per child is charged after 6:00 PM. Please see administration when you are late. Habitual late pick up can result in your child's dismissal from the program.

**Returned Check Fee:** \$25.00

### **Refunds**

No tuition refunds will be given for closings due to weather, power outages or circumstances beyond the Weekday Ministry's control. If the school closes due to internal circumstances, a refund will be given if school is closed for more than one business day.

### **Inclement Weather**

If the Weekday Ministry is closed due to weather, parents and staff will be notified by email and text message through the MemberHub system.

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

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

### **Key Fobs**

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

### **Arrival and Departure**

In order to maintain the most suitable schedule for the group, we ask that no child arrive later than 9:30 a.m. It is required that all children wash hands at the handwashing station prior to entering before the classroom. Hand sanitizer is available to the right of the handwashing station for parents. Morning snack is served until 9:00 a.m. In case of an emergency or variation in your schedule, please call the school at 704-366-4030, ext 129. The main church phone number is 704-366-2784, which may be used to reach us in an emergency.

So that we may plan our staffing and lunch count please call the office and let us know if your child will be late or absent by 9:30 a.m.

**A responsible adult should always walk the child to the room and be sure the teacher knows the child has arrived.** The adult must sign the child in on the daily sign-in sheet.

At the end of the day, the parent or previously approved responsible adult must come in and get the child from the teacher, being sure the teacher knows the child is leaving. The adult should sign the child out. Picture ID is required when someone new is picking up the child. We will check the child's emergency card and file to confirm the person is on

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

Parents will be charged a late fee when their child is picked up after 6:00 pm.

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

**Please do not park under the covered entrance area from 12:40-1:00 p.m.** This is our preschool carpool dismissal period.

Please notify the teacher in advance if your child is to be picked up early for appointments. Your child will be better able to cope with changes in the routine if the teacher has time to prepare him/her for your arrival.

### **Clothing and Personal Belongings**

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

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

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

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

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

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

Diaper or pull-up wearers need to wear easily accessible clothes; overalls need snap legs, etc. Children potty training need pants with no zippers, snaps or buttons!

If you choose to use cloth diapers, you must provide a sealed container and remove soiled diapers daily.

### **Treasures From Home**

Children are encouraged to bring things to share or show their school friends on Show and Tell Days. Items such as books, pictures, treasures from nature are great things to share. A security blanket and or stuffed animal to rest with are acceptable daily. Other than these circumstances, it is best to leave favorite toys, etc. at home.

### **Snacks and Lunch- We Are a Nut Free Facility**

For those children on table food, our program provides two nutritious snacks a day and a hot lunch prepared by our Food Service Director in the state approved church kitchen. This food cost is included in the tuition for our Full Care families. Preschool families may opt in to the meal program.

We serve organic milk for lunch and with cereal. Outside food is only allowed to be brought into the classrooms in cases of allergies, special dietary needs or classroom celebrations (please see details below in the birthday section). We are required by child care guidelines to use the meal patterns designated by the Division of Child Development. If you would like to provide an alternative food or drink for your child in place of one of the components, please speak with the Director and provide a written notice regarding your child's special nutritional needs. You will be required to complete the state "Meal Opt Out Form".

Children should finish eating any morning snacks or breakfast prior to arrival and not bring them into class. This causes conflict with the other children. Morning snack ends at 9:00 a.m. Infants should be fed either a bottle or food before arriving at the center.

Monthly menus are posted in the class, on MemberHub, our website (providencebaptistweekday.org) and sent home at the end of each month to each family.

### **Birthdays and Parties**

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

- If you would like to have a party in the room to celebrate your child's birthday, please talk with the teacher first and coordinate with her!
- Please see the teacher if you would like to help with a classroom holiday or other type of party. We value parent involvement and participation!
- We ask that **NO LATEX BALLOONS** be sent in for any occasion. They are a safety hazard; children can choke on them and it is against state regulation.
- To ensure quality and safety, all food and drink items must be store or bakery bought and contain no tree nut or peanut products.
- We want to encourage good eating habits and therefore ask that if you bring a treat to your child's class, please do it in moderation. Just a cookie or cake or ice

cream, but not all three. Little cupcakes are better than huge ones. Small portions are encouraged. According to state rules, we must still serve our regular snack with any non-nutritious treats.

- Invitations to parties outside the school must be mailed home or if given at school, given to the entire class.

### **Potty Training**

Teachers and parents will work together to make a plan when there are signs that your child is ready to be potty trained. Children who are potty training need loose elastic type pants that they can manage by themselves. Children are more stressed about going to the potty if clothing is hard to manage. Potty training is a process and unique to each child. It does not happen overnight or even in a week! We ask that children are potty trained by the time they enter the three's classroom.

### **Parent/Teacher Conferences**

Parent/Teacher meetings or conferences will be scheduled for our four year old through Transitional Kindergarten students. Teachers will notify parents as to the appropriate time to schedule the conferences. They are usually held once a year in January or February. Teachers are also available to speak with you in person or on the phone during nap time (1:00pm – 3:00pm). It is best not to discuss children in front of them. Teachers for all age groups will be happy to schedule a meeting with you at your request.

### **Visitors**

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

### **Volunteers**

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

### **Communications**

Class newsletters, letters and announcements will be posted on MemberHub. It is important that parents read all newsletters or notes that are emailed. Office communications and newsletters will also be emailed to each family through MemberHub.

## **Discipline**

### **Statement of Discipline**

We strive to plan an environment where children can be successful. Our room and play spaces are designed with equipment and activities that continually engage the children. Busy and active children require little discipline.

The techniques of distraction, redirection, spoken restrictions and removal from an activity will be used when guiding children away from undesirable activities such as biting or fussing over toys. Biting and hitting are natural behaviors for toddlers. Preschoolers respond to praise and positive comments for acceptable behavior. We discipline the act, not the child.

North Carolina Administration Code Rule 3V.1802 states that the parent must sign a statement that the center's discipline policies were discussed. The rule further states:

1. No child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
2. No child shall be placed in a locked room, closet or a box.
3. No discipline shall ever be delegated to another child.
4. Discipline in no way shall be related to food, rest, or toileting.
  - A. No food shall be withheld, or given, as a means of discipline.
  - B. No child shall ever be disciplined for lapse in toilet training.
  - C. No child shall ever be disciplined for not sleeping during rest period.

We know that a great deal of patience and understanding is needed as children mature.

### **Discipline Procedures**

Teachers will talk with the child about what happened and why it is not appropriate. Direct and strong verbal guidance is most appropriate for toddlers and twos who do not fully understand "time-out".

If the problem continues after distraction, redirection, etc., the middle or older preschooler might be placed in "time-out." This time consists of 5 minutes or less in an area of the room with the children. (Length of time will be appropriate for the age of the child.) If the behavior continues, the child may be removed from the class to talk with the Director.

The teacher will notify the parent if the problem continues and a conference may be scheduled. The teachers and the Director assess the problem by conducting observations and documentation. They will plan a program with the parents to reach goals to help the child work through the problems. A consultant may also be brought in to assist in creating a plan for the family and child.

If it is decided that a child is not able to function in group-care or if the family refuses to cooperate in the process, we will request that he/she be removed from the program.

### **Biting Policy**

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

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

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

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

### **Termination of Enrollment**

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

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

## **Health Regulations**

### **Immunization and Physicals**

All children entering the school must have documentation of current immunizations as they occur so the center's records are kept current. This is a requirement for licensing. Immunization and health records shall be updated every six months for infants until they reach the age of 24 months. Immunizations and health records shall be updated annually for children ages two to five if they have received new vaccinations.

### **Medications**

We rarely administer medicine at school. If it is necessary for a child to receive medication during school hours, parents must provide specific instructions and written permission for administering the medication. Instructions must be completed by either the parent or a physician and must include:

- For whom the medicine is prescribed.
- How much is to be given.
- How often.
- For what length of time.

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

### **Prescription Medicines:**

- Must be in original container bearing the original label.
- Must have complete instructions on the label or be accompanied by written instructions from a health professional, which includes instructions from above.
- Must have a signed "Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions" and is required every six months.
- Must be administered only to the person for whom it was prescribed.
- Cannot be administered after its expiration date.

### **Over-the-Counter Medicine:**

- Should have the individual child's name written on the bottle.
- Can be administered only to person specified in written instructions from the parent.
- Must have a signed "Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions" permission slip.
- If the bottle of over the counter medicine says not to administer to children under a certain age without approval from a physician, the center must also have signed instructions from a physician/health professional and a prescription label. Furthermore, it is always the school's option to refuse to administer medication.
- Cannot be administered after the expiration date.

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

Medicine must always be handed from the parent to the teacher, who will in turn lock it in a cabinet in the classroom. **NEVER** leave medicine in your child's bag. It is a safety and health violation.

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

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

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

## Illness

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

We define ill as:

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

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

To keep the spread of illnesses to a minimum, the program has the following policies, most of which require your child to stay home a minimum of one day. For example, if your child is sent home at 11:30 a.m. on a Tuesday, he or she can return at the earliest on Thursday. If your child is sent home, the teacher will provide a sheet for you describing the symptoms observed and outlining when the child can return.

## Fever

The center cannot accept a child with a fever. The child's teacher will call the parent to come for their child whenever he/she appears ill and has a temperature over 100 degrees taken under the arm or with an ear thermometer. The child must be free of fever without the aid of medication for at least 24 hours before returning.

## Diarrhea

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

## Vomiting

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

## Colds

If the child comes to the center with a cold, he/she should be able to follow the daily routine, including some time outside, weather permitting. If the staff feels he is not able to participate fully, they will notify the parent to come get him/her. Green running mucus is generally a sign of infection. Parents are requested to check with the doctor prior to bringing them to school.

Communicable Disease: (head lice, chicken pox, hand-foot and mouth, thrush, fifth's disease, strep throat, etc.)

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

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

We strongly encourage families to always err on the side of caution when deciding to keep their child home. Children that are sent back to school too early can quickly relapse and that can strain a family by adding even more days of having to stay at home!

### **Post Hospitalization/ Anesthesia**

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

### **Child Abuse**

By North Carolina law, caregivers are required to report suspected cases of child abuse and neglect. If such cases arise, the alerted staff member will report it to the Director, who will in turn notify the Protective Services Unit of the Department of Social Services.

### **Accidents**

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

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

If an accident occurs at the center under our supervision which requires medical attention, please let us know so that we may fill out a medical insurance claim form for coverage

under the church's insurance policy. The Director will complete this form with information furnished by the parents.

**Emergency Notification**

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

**Parent Advisory Council (PAC)**

**Mission**

To continually improve upon the Preschool and Full Care children's experience, fostering camaraderie among families at Providence Baptist Weekday, through coordination of fundraisers, classroom and school events, and parental involvement.

The Parent Advisory Council (PAC) is made up of parent volunteers from Preschool and Full Care programs. All PAC members pitch in on the execution of the projects according to their schedules and demands. Periodic PAC meetings are held, and all parents are encouraged to attend.

## **Appendix A**

### **Providence Baptist Church Peanut/ Tree Nut Guidelines**

*Effective January 2, 2009*

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

#### *Some Facts:*

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

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

#### ***For Children:***

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

#### ***For Parents:***

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

***For Teaching Ministry Staff and Volunteer Leaders:***

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

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

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

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

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

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