

Welcome to Widewaters Learning Center!

It is such an honor to have been chosen by your family as the childcare center and preschool that will care for and give the early educational foundation your child needs. Our goal is to help give your child the skills and resources needed to be as successful as possible throughout his/her time at Widewaters, as well as the journey through grade school and beyond!

Some procedures you may need to know include:

- You will be assigned a specific door code. Please do not share this code with anyone that does not routinely pick up your child. Individuals who may pick up from time to time need to be let in by management and will be carded to verify identification for the safety of everyone. (Names must match with the names listed on your child's enrollment/admission form.)
- To open the door, type in your assigned door code on the dial pad in the vestibule area. (This code may be given to you upon registration or on your starting date). After dialing, you will see the light turn green, which means the door has been unlocked. Be quick, however! You only have several seconds to actually open the door once your code has been entered.
- Use the same code to check in and check out your child/children on the lap top in the entryway during "drop off" and "pick up."
- Payments are made twice monthly. Half is due on the first of the month, and the remainder is due on the 15th. A late fee will be added to your account for payments made after the 15th.

General items you need to bring include:

- Crib Sheet (not needed if your child is in the infant room) and a blanket for nap.
- If child is not potty trained, you will need to provide diapers/pull-ups and wipes. You may bring those in bulk, and teachers will remind you when your child is running low. (If child has accidents while napping, pull-ups need to be provided).
- At least two extra pairs of clothes and at least one extra pairs of shoes should be stored in your child's backpack at all times. You never know what may happen!
- *Infant Parents:* Formula and baby food must be provided. All bottles need to be labeled with first and last name, date and the contents of the bottle (BM=Breast Milk, F=Formula). A pacifier may be brought and left in the classroom, as long as it is labeled with baby's first and last name.

*Some classroom teachers may have request for other items. Be sure to ask!



APPLICATION FOR ENROLLMENT

CHILD INFORMATION:

First	Middle	Nickname
		Zin Cada
		Zip Code
	Cell Pho	one
	Hom	ne Phone
		Zip Code
	Cell Pho	one
	Child lives with:	First Middle Child lives with: Cell Pho

CONTACTS:

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

Name Relationship Address Phone Number
Name Relationship Address Phone Number

Name Relationship Address Phone Number

HEALTH CARE NEEDS:

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

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

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

List any particular fears or unique behavior characteristics the child has

EMERGENCY MEDICAL CARE INFORMATION:	
Name of health care professional	Office Phone
Hospital preference	Phone
I, as the parent/guardian, authorize the center to obtain medical at	tention for my child in an emergency.
Signature of Parent/Guardian	Date

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

Policy Reminders



Parents need to be aware of important policies that are in place for the safety and well-being of all children. Please be adamant about every policy in the parent handbook—especially those listed on this sheet. The full Parent Handbook can be found on www.Widewaterslc.com.

- Widewaters cutoff time is 9:30AM. Children may not be accepted after this time due to staffing schedules. If your child will be out ill for the day, please call 919-266-0036 by 9:30. Also, if your child will be arrive late due to an appointment, again, please call by 9:30 to notify the school so we may be adequately prepared. Please be mindful of your child's educational "Circle Time" also. Most start at 9:00 AM, and if so, you should avoid arriving later than 9:00 so learning is not compromised.
- Please do not give out your door code. This is for the safety of all Widewaters children. The codes are for parents/guardians only. If others will be picking up your child, they need to be admitted by management and show ID. Individuals who are not listed in your child's file will not be permitted to take children. (No Exceptions)
- If your child is ill, please notify Widewaters in the morning by calling 919-266-0036. If your child is not riding the Widewaters bus from school in the afternoon, please notify staff by calling during the morning hours, as well.
- Please make sure your child has at least two changes of clothing in their back pack and one pair of extra shoes. This avoids us contacting parents at work after children have soiled their clothes or experienced potty accidents.
- If your child is sent home ill, your child can only return after he/she has been symptom free for at least 24 hours without fever reducing medications. He/she must be able to resume a normal diet and be able to participate in normal daily activities, such as going outdoors to play.
- Be mindful of the Safe Arrival & Departure Policy. Parents must walk their child/children to the classroom in the morning, and walk them from the classroom in the afternoon. Siblings may not be sent in to pick up children.
- Please make sure your children are adequately prepared to go outside everyday—even in light rain & snow!

- Widewaters closes at 6:00 PM. If you are late, your account will automatically be charged one dollar per minute.
- No food is to be brought into Widewaters unless you have been given prior authorization (allergies substitutions/infant room feeding schedules/birthday party treats).
- If you would like your child to eat breakfast at WWLC, he/she needs to be present by 8:30AM. No breakfast will be served after that time.

Child's Name: _____

Signature: _____

Date: _____

(Signed document will be kept on file in your child's enrollment paperwork.)

Widewaters Learning Center Comprehensive Discipline Policy

The components of the Comprehensive Discipline Policy are as follows:

- Utilizes a positive discipline system including reasonable outcomes for developmental and chronic misbehaviors, and the Behavior Guidance procedures for chronic misbehaviors
- ➢ Is based on a clear value system
- Utilizes shared goals and beliefs
- ▶ Uses positives (e.g., "start" not "stop" directions) and Think Time (not "time out")
- Applies reasonable outcomes established in all classrooms; "Good Habits" are clearly stated in a positive way in each class, with pictures labeling the "Good Habits". Empowering children and parents is the goal.
- > The school is a community of caring people, working together, with parents, as a team!
- > The outcome is acceptance of personal responsibility and self-regulation along with self and school pride.

The discipline policy at Widewaters Learning Center adheres to the overall school philosophy that acceptance of personal responsibility and self-regulation are achieved through positive discipline practices. In addition, the policies are as follows:

- 1. Individual class rules are established by the teacher and are called "Good Habits". They are stated in positive terms to the children, "what to do" not "what not to do", and a poster of the rules is developed with picture illustrations.
- 2. Reasonable outcomes for behaviors are established and discussed for both appropriate and inappropriate behaviors. When concrete reinforcers are used, they consist of stickers, stamps, books, and school-related materials. A hug, a handshake, or a "helper's privilege" are utilized as well.
- 3. When concrete reinforcers are used, they are always paired with praise or recognition. The goal in providing concrete reinforcers is to establish behaviors; maintaining behaviors is accomplished through developing intrinsic, "good" feelings for appropriate behaviors. POSITIVE TEACHER COMMENTS ARE MUCH MORE POWERFUL IN AFFECTING BEHAVIORS THAN NEGATIVE, PUNITIVE COMMENTS.
- 4. Appropriate behaviors should be the focus of attention rather than inappropriate behaviors. That means, whenever possible, inappropriate behaviors are attended to by ignoring them, while immediately reinforcing someone who is behaving appropriately. This strategy is developed as a "watch-me, show-me" approach with the goal of replacing unacceptable behaviors with acceptable behaviors. IF THE CHILD IS ENDANDERING HIM/HERSELF OR OTHERS, THE BEHAVIOR IS STOPPED IMMEDIATELY. Overall, the goal is to focus on what you want, not what you don't want.
- 5. When dealing with chronic, inappropriate behaviors, the goal should be to replace that behavior rather than eliminate it. A desirable replacement should be identified and then efforts should focus on developing the desired behavior rather than just "getting rid of" the inappropriate behavior. Punishment will not change behaviors. The "watch-me, show-me" strategy is used.
- 6. Procedures for handling classroom misbehaviors are as follows:
 - a. First, attention is given to those displaying appropriate behaviors.
 - b. If an inappropriate behavior persists, the parents are informed and a behavior log may be kept. The focus is on replacing behaviors.
 - c. If the misbehavior continues, an in-class "think time" may be used. Time out is not used at Widewaters Learning Center. Think time can be a reasonable outcome.
 - d. The area where the disruptive child is placed should be a comfortable, nonpunitive place staffed by a person who conveys the following message: "We want you back with your class, but we expect you to follow good habits. As soon as you can show me your good habits, you may go back with your class." The child is helped to understand that there are only two alternatives; return to class and use good habits, or continue to be excluded from the current activity. (We

will never exclude a child from a snack or meal, or time outdoors. Part of outdoor time may be spent as think time.) Parents will be communicated with if a child is excluded from activities as a result of chronic misbehaviors.

- e. In the case of repeated chronic or serious misbehaviors, especially those which endanger the child or others, a child may be removed from the school for the remainder of the day, or a time period determined by school administrators. The decision to remove a child from the school must always be made by a school administrator. The parents are told, "We would like your child to return and stay in school as long as his/her behavior is reasonable. When it goes beyond reasonableness, s/he may again be sent home."
- f. The Widewaters Learning Center Comprehensive Discipline Policy utilizes a positive focus including reasonable outcomes for developmental and chronic misbehaviors, and the Behavior Guidance procedures for chronic misbehaviors. When difficult behaviors occur, the Procedure for Difficult Behaviors utilized is as follows:
 - (1) The behavior of concern should be clearly identified. Difficult behaviors are considered to be those which are disruptive or cause physical or verbal harm to other children or staff; e.g., fighting, hitting, kicking, biting, disrupting class activities.
 - (2) In some instances of difficult behavior, the frequency of the behavior should be considered. This could include identifying whether it occurs daily, several times a day, relative to some school period or activity, or may be part of a pattern of behavior. The behavior should be documented through the use of a Behavior Log, or Incident/Accident Report. Parents are always informed, or given copies of, Incident/Accident Reports. The occurrence of serious or undesirable behavior is reason for consideration of suspension or expulsion. The School Administrator must approve such actions.
 - (3) In cases of physical harm occurring to another child as a result of a child's behavior, the procedure is as follows:
 - (a) The child who caused the harm is removed from the situation. In most cases, the goal of physical removal is to allow "think time". Separation of a child in the infant/toddler programs should be brief and should not include confinement in a playpen, crib, high chair, or the like.
 - (b) Attention is paid to the "victim". The goal here is to portray to the aggressor that his/her negative behavior will not gain attention from the teacher. Any words issued by the staff member to the aggressor should be short and direct, without being punitive or belittling the child.
 - (c) An Incident/Accident Report is written to the parents of the child who is hurt.
 - (d) The School Administrator determines whether the nature of the injury necessitates an immediate notification of the parents of the injured child. An Incident/Injury Report may be completed and given to the parents of the child who caused the harm, as determined by the School Administrator. All reports are filed in the child's record, and parents are supplied with a copy.
 - (4) A meeting is held with the School Administrator and personnel who interact with the child, to develop a plan to follow regarding the child's behavior. The plan includes established actions relative to the difficult behavior and a timeline for its resolution. This meeting is followed by a conference with the parents at which time an agreement is reached about collaboration between home and school in following similar procedures in working with the behavior. A daily communication system (either written or verbal) is established at this meeting. An ongoing record of the communication conducted is maintained. Parents are informed of the established timeline relative to required resolution of the behavior.
 - (5) If the plan is not successful within the agreed-upon timeframe, a second meeting will be held with the parents, teacher, and School Administrator. At this meeting, a two-week probationary period may be established for the resolution of the difficult behavior. At this point, a third person will be called in to observe the child in the classroom. It is also possible that an outside agency, such as Project Enlightenment, may be called (with permission of the parents) to provide guidance to the school and the parents. If the behavior continues throughout this process, the child may be expelled from Widewaters Learning Center. If at any time during this process there is a serious behavior-related incident, especially one causing harm to the child or another child, expulsion may be immediate.

I have read the above document and have discussed any questions I may have had with a center administrator. I fully understand the Discipline Policy as outlined above.

Child's Name

Date of Enrollment

Signature of Parent

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

We, Widewaters Learning Center, 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:
 - \circ 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 <u>webmasterdcd@dhhs.nc.gov</u>.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: ______

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

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies⁵:

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

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children⁶.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

Prohibited behaviors

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

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

Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, <u>ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf</u>
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, <u>www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups</u>
- 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/

Parent web resources

- The American Academy of Pediatrics: www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx
- The National Center on Shaken Baby Syndrome: <u>http://dontshake.org/family-resources</u>
- The Period of Purple Crying: <u>http://purplecrying.info/</u>

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <u>http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+</u>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, <u>http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf</u>
- Early Development & Well-Being, Zero to Three, <u>www.zerotothree.org/early-development</u>

References

- 1. The National Center on Shaken Baby Syndrome, <u>www.dontshake.org</u>
- 2. NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
- 3. Shaken baby syndrome, the Mayo Clinic, <u>www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461</u>
- 4. Pediatric First Aid/CPR/AED, American Red Cross, <u>www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf</u>
- 5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, <u>www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques</u>
- 6. Caring for Our Children, Standard 1.7.0.5: Stress http://cfoc.nrckids.org/StandardView/1.7.0.5

Application

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

Communication

Staff*

• Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.

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

Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgement
- The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

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

Parent or guardian acknowledgement form

I, the parent or guardian of

Child's name

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

February 10, 2017

Date policy given/explained to parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian

Date



Safe Arrival and Departure

- Children must always be accompanied by an adult while on school property.
- School staff must be notified of a child's arrival and departure from a classroom, or the playground.
- Children must be signed in/out on the computer and the sign in/out clip boards located in the lobby.
- Children may only be released to persons listed on the child's application as authorized by the parent/guardian.
- Please have ID ready while picking up a child
- Authorization from parent/guardian is required in writing when anyone other than the designated person listed on the child's application arrives to pick up the child.

Safe Arrival and Departure

Parent Signature: _____ Date:_____



There are some occasions when we have activities planned for outside the fenced area. These can include:

*A fire drill

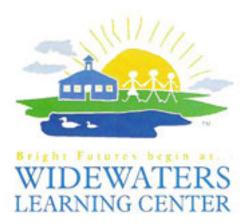
*A walk on the sidewalk in front of the school (Nature Walk) *Bike activities in a blocked off area of the parking lot *Visitation from Fire Truck/Police Car or the Kona Ice Truck/Ice Cream Truck

[,	parent/guardia	
of	give my	

permission for activities outside the fenced area of Widewaters Learning Center.

Parent/Guardian Signature

Date



I, the undersigned parent or guardian of _______, (child's name) have reviewed a copy of the Parent Handbook, and a summary of *North Carolina Division of Child Development Child Care Laws and Rules*. Any questions I may have had, or parts I did not understand, have been answered by and/or discussed with School Administration.

(Signature of Parent or Guardian)

(Date)

Infant Parents:

I have received and reviewed the Safe Sleep Policy for Widewaters Learning Center. I am aware that the policy follows safe sleep practices as required by the Division of Child Development and that I, as the parent, cannot request or require for my infant to sleep on his/her tummy. I am also aware that the policy is posted in the classroom, and that the teacher, or center administrator, is available to answer any questions I may have regarding said policy.

(Signature of Parent or Guardian)

	-	-	
(1)ate)			
(Date)			

CHILDREN'S MEDICAL REPORT

Naı	me of Child			Birthdate	
Naı	me of Parent or Guardian				
Ado	dress of Parent or Guardian				
A.	Medical History (may be co	ompleted by parent)			
1.	Is child allergic to anything? No				
2.	Is child currently under a doctor's ca	re? No Yes If	yes, for what reason?		
3.	Is the child on any continuous medic	ation? NoYes	If yes, what?		
4.	Any previous hospitalizations or ope	rations? NoYes	If yes, when and for w	/hat?	
5.	. Any history of significant previous diseases or recurrent illness? No Yes; diabetes? No Yes; convulsions? No Yes; heart trouble? No Yes; If others, what/when?				
6. Does the child have any physical disabilities? No Yes If yes, please describe:					
7.	7. Does the child have any mental disabilities? No Yes If yes, please describe:				
Sig	nature of Parent or Guardian				
B.	Physical Examination: The agent currently approved by the nurse practitioner, or a public he	e N.C. Board of Medical	Examiners (or a compara	able board from border	
Hei	ight% Weight	% Head	Eves	Nose	
		Neck	-		
	d/GU Ext		em Ski		
Res	sults of Tuberculin Test, if given: Typ				
Shc	ould activities be limited? No Ye	s If yes, explain:			
Ang	y other recommendations:				
Dat	te of Examination:				
Sig	nature of authorized examiner			Office address	s (may be stamped)
Titl	le	Phone #			

Widewaters Learning Center Photo Release Form

Widewaters Learning Center 9565 Village Park Drive Knightdale, NC 27545

Permission to Use Photograph

(Please initial to give permission or write "NO" to deny permission)

WWLC Facebook Page: _____

WWLC Official Website: _____

Inside WWLC: _____

WWLC Publications: _____

Newspapers/Newsletters: _____

WWLC Advertising: _____

Other Visitor Websites: _____

I grant to Widewaters Learning Center, the right to take photographs of me and/or my child

______ in connection with the approved items above. I authorize Widewaters Learning Center, its assigns and transferees to copyright, use and publish the same in print and/or electronically.

I agree that Widewaters Learning Center may use such photographs of me <u>without my name</u> (unless prior approval is given) and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and web content.

I have read and understand the above:

Signature: _____

Printed Name: ______

Address: _____

Date:



Please fill out the following information promptly and return to WWLC once you have texted Widewaters to 41411.

Child	's Name:			
Moth	er's Name:			
Fath	er's Name:			
	Phone Numb	ers added to	WWLC's te	xt program:
atetv ma	tters			

Х	
•	

The above signature verifies that I have texted Widewaters to 41411 and am prepared to receive text messages from Widewaters Learning Center that pertain to important events, reminders and school emergencies.



As we prepare for our new school year to kick off here at WWLC, we are working diligently to make certain that our school is prepared for emergencies and disasters as a means to ensure and prioritize your child's safety. As part of our emergency planning, we will continue to keep you abreast of important school information and emergencies via text messages. We are requiring that all families join our text program this upcoming year. If you had joined our program last year, we want to thank you, but will however need you to rejoin again this year! We need all families to text WIDEWATERS to 41411. Thank you in advance for working with us to ensure your child's wellbeing and safety.

Thank you,

Kristen and Jordan

