



NC State Specific Policies

Communicable Disease Reporting Guidelines

A complete list of reportable excludable communicable diseases, can be found at:

<https://healthychildcare.unc.edu/resources/exclusion/>

24-Hour State Child Abuse Hotline

For complaints regarding possible child abuse or neglect, call the Child Abuse/Neglect Hotline toll free number: 1-800-CHILDREN.

NC Child Care Summary Law Paper

North Carolina's Child Care Summary Law Paper, can be found at:

<https://ncchildcare.ncdhhs.gov/Portals/0/documents/pdf/S/Summary%20of%20the%20Law%20Brochure.pdf?ver=RZKrrozTNhZBltd5%20ChMNA%3d%3d>

Meal Plan

You have the option to "opt into" our meal plan. The meal plan includes breakfast, a hot lunch with all components, afternoon snack and milk. You may opt into the meal plan or opt out of the meal plan by the 15th of the month so it can be accurately billed with your monthly tuition. Pricing is subject to change and is based on local catering contracted rates as reflected in our current tuition schedule. If you choose to opt out of the meal plan you are responsible for providing a morning breakfast, lunch that does not contain nuts and if food is warm it is stored in a thermos, an afternoon snack and milk that is properly labeled with the child's name, date and content.

Policy on 100% Tobacco- Free Policy for N.C. Child Care Centers

Purpose/Belief Statement

We, Lightbridge Academy, understand that the use of tobacco products on childcare 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.

Background

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.

N.C. Child Care Rule 10A NCAC 09 .0604 (h)(i)(j) Safety Requirements for Child Care Centers states that: Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars,



smokeless tobacco, and hookah is not permitted on the premises of the child care facility, on vehicles used to transport children or during off-premise activities. All smoking materials shall be kept in locked storage.

Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.

The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restriction.

Application

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 childcare facility

on vehicles used to transport children

during any off-premise activities sponsored by our facility

Signs are posted at each entrance to the facility and on vehicles used to transport children. The signs are posted in a manner and location that adequately notify families, visitors, volunteers, and staff of the tobacco-free childcare facility policy.

Communication:

Our facility will review this policy with parents/guardians, volunteers, and staff in writing and verbally at childcare- sponsored or related events. Copies of the policy are in staff and parent handbooks. We may provide materials and information provided by the local health department.

Staff

All current staff members and newly hired staff will review the **Tobacco-Free Policy** before providing care for children.

Staff will sign an acknowledgement form that includes the individual's name, the date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.

The childcare facility shall keep the signed **Tobacco-Free Policy staff acknowledgement form** in the staff member's file.

Parents/Guardians

A copy of the policy will be given and explained to the parents/guardians of newly enrolled children 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 childcare facility shall keep the signed **Tobacco-Free Policy 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.

Enforcement

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

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies.

Definitions

"Premises" – the entire childcare building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.

"E-cigarette" – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

"Off-premise activity" – any event sponsored by our facility that is not on the childcare facility premises, including but not limited to field trips and educational or entertainment activities.

"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.

Tobacco Cessation Resources

Our facility will consult with the local health department or other appropriate health and community-based organizations to provide staff and administrators with information and access to treatment programs and services to support them in complying with this policy. The North Carolina Quitline 1-800-QUIT-NOW (1-800-784-8669) offers free coaching sessions, helps develop a plan to quit, provides reading materials, and offers counseling. See <http://www.quitlinenc.com>.

References

NC DHHS Tobacco Prevention and Control

Branch, <http://tobaccopreventionandcontrol.ncdhhs.gov/smokefreenc/>

Caring for Our Children 3rd Edition, Standard 3.4.1.1: Use of Tobacco, Electronic Cigarettes, Alcohol, and Drugs <https://nrckids.org/cfoc/database/3.4.1.1>



Caring for Our Children 3rd Edition, Standard 9.2.3.15: Policies Prohibiting Smoking, Tobacco, Alcohol, Illegal Drugs, and Toxic Substances <https://nrckids.org/CFOC/Database/9.2.3>

Developed by the NC Tobacco Prevention and Control Branch in collaboration with the NC Child Care Health and Safety Resource Center

Policy on Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

Belief Statement

We, at Lightbridge Academy, 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/AHT.

Procedure/Practice

Recognizing:

Children are observed for signs of abusive head trauma including irritability and/or high-pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

If SBS/ABT is suspected, staff will:

Call 911 immediately upon suspecting SBS/AHT and inform the director.

Call the parents/guardians.

If the child has stopped breathing, trained staff will begin pediatric CPR

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 webmastercd@dhhs.nc.gov. Instances of suspected child maltreatment in the home are reported to the county Department of Social Services.



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 children.

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