

Infant/Toddler Safe Sleep Policy (Revised)



Child Care Facility: Community Preschool at Lakewood

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the infant died, and a review of the infant's medical history.

We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and child care providers can work together to provide a safe sleep environment. According to N.C. Law G.S. 100-91 (15), child care providers caring for infants 12 months of age or younger, are required to implement a safe sleep policy, share the safe sleep policy with parents/guardians, and participate in Infant-Toddler Safe Sleep and SIDS Risk Reduction in Child Care training. The CPS Lakewood (name of facility) will implement the following safe sleep practices.

Safe Sleep Practices

1. All child care staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their **backs to sleep**, unless there is a signed *Alternate Sleep Position Waiver*- Health Care Professional Recommendation in the infant's file. A waiver notice will be posted at the infant's crib. This facility does not accept *Alternate Sleep Position Waiver* - Parent Request. Waivers will be retained in the children's record as long as they are enrolled.
3. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in child care. We will check the infant for:
 - Normal skin color
 - Normal breathing by watching the rise and fall of the chest
 - His or her level of sleep
 - Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.

6. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.
7. The temperature in the room where the infant(s) sleep will be kept between 68-75°F and monitored by the thermometer kept in the infant sleeping room.
8. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

Safe Sleep Environment

9. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket.
10. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
11. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
12. Pacifiers will be allowed in infants' cribs while they sleep. When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth. The pacifier is the only object we will allow in a crib.
13. A safety-approved crib with a firm mattress and tight fitting sheet will be used.
14. Each infant will sleep have his or her own crib. Only one infant will be in a crib at a time, unless we are evacuating infants in an emergency.
15. No smoking is permitted in the infant room or on the premises.
16. Children will begin to sleep on mats at the approximate age of 10 to 15 months.

Distribution: Parents and staff will review the policy and be informed of changes 14 days before the effective date. One copy signed by parent(s)/guardian(s) will be given to parent(s)/guardian(s) and one copy will be kept in child's facility record.

Effective date(s): 5/1/04 12/5/05 9/30/10

Review date(s): #1 12/15/05 #2 9/30/10

Revision(s): #1 1/1/06 COM #2 6/30/2011 JAQ

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

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

Date of Child's Enrollment: _____ Signature of Parent or Guardian: _____ Date: _____

Signature of Child Care Provider: _____ Date: _____



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

Division of Child Development
and Early Education

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

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

Revised June 2019

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

Additional Staff/Child Ratio Information:

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

Reviewing Facility Information

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

How to Report a Problem

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

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

Space and Equipment

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

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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

Staff/Child Ratios

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

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

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

Child Abuse, Neglect, or Maltreatment

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

Transportation

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

Record Requirements

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

Discipline and Behavior Management

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

What is Child Care?

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

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

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

Family Child Care Homes

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

Child Care Centers

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

Parental Rights

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

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone

Training Requirements

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

Curriculum and Activities

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

Health and Safety

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

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program, and one quality point option.

Criminal Background Checks

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

**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

Belief Statement

We, CPS@Lakewood (name of facility), 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
- 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.
- Other _____
- Other _____

In addition, the facility:

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

**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

Prohibited behaviors

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

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

Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development,
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families,
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9,

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,
- The Science of Early Childhood Development, Center on the Developing Child,

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

Parent web resources

- The American Academy of Pediatrics:
- The National Center on Shaken Baby Syndrome:
- The Period of Purple Crying:
- Other _____

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma,
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention,
- Early Development & Well-Being, Zero to Three,
- Other _____

**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

References

1. The National Center on Shaken Baby Syndrome,
2. NC DCDEE,
3. Shaken baby syndrome, the Mayo Clinic,
4. Pediatric First Aid/CPR/AED, American Red Cross,
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado,
6. Caring for Our Children, Standard 1.7.0.5: Stress

Application

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

Communication

Staff*

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

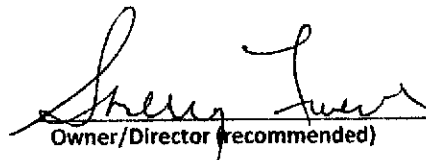
Parents/Guardians

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

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

Effective Date

This policy was reviewed and approved by:



Owner/Director (recommended)

8/5/19

Date

DCDEE Child Care Consultant (recommended)

Date

Child Care Health Consultant (recommended)

Date

Annual Review Dates

**Prevention of Shaken Baby Syndrome and Abusive Head Trauma
SAMPLE Policy**

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.

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

Print name of parent/guardian

Signature of parent/guardian Date

Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____

2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____

3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____

4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____

5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___ ; diabetes No ___ Yes ___ ;
convulsions No ___ Yes ___ ; heart trouble No ___ Yes ___ ; asthma No ___ Yes ___
If others, what/when? _____

6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____

Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

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

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

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

Neurological System _____ Skin _____ Vision _____ Hearing _____

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

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed; _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____

Community Preschool at Lakewood

Welcome To Community Preschool at Lakewood

We want to welcome you to our Community Preschool family.

Community Preschool at Lakewood is privately owned center that began operation in 2015. Every day at CPS children will enjoy learning through exploration, make decisions that build social and emotional skills, and reach their individual developmental milestones while providing exceptional experiences for your child. We understand the trust you impart to us when you enroll your child. As we begin our relationship together, it is important to define our policies as well as your responsibilities. We think that communication between staff, parents and children is critical to providing quality child care. These policies exist for the safety and well being of both children and parents/guardians. We strive to create a learning environment in which your child will thrive and to give you peace of mind.

Again, welcome, and thank you for choosing Community Preschool at Lakewood. We are excited that your family will be exploring and growing with us.

Mission Statement

It is our mission at Community Preschool to ensure the development of every child...We strive to provide a nurturing, secure and stimulating environment for our young children. An environment in which children can safely explore, learn, grow and play. When children feel safe and secure, they thrive in all developing areas of growth; physical, emotional, socially, cognitive and intellectually.

Our Philosophy

Young children are active learners; they learn by using their senses and actions to interact with their environment. Brain development research has found that a child's early interactions with their physical environment and their interactions with caregivers determine how their brain will develop and continue to develop as they grow. Community Preschool is dedicated to providing young children with high quality early childhood experiences.

Purpose of this Handbook

This handbook was developed to answer many of the commonly asked questions that families may have during their time enrolled at Community Preschool. The handbook contains information about policies and procedures related to children and families. Therefore, families should review the information that involves children with the child/ren enrolled in order to help with expectations while they attend Community Preschool. Please take the time to become familiar with the handbook and keep it accessible for your use. It can be a valuable reference during your enrollment time period at Community Preschool and a means to avoid confusion and misunderstanding when questions arise.

Community Preschool at Lakewood reserves the right to modify and/or amend the content of the Family Handbook, including the rules and regulations governing the conduct of students and parents.

If you have any questions about the handbook or any of its policies, please contact the Center Director.

Policy for Non-Discrimination

Our program is designed for children from six weeks to twelve years of age. Community Preschool at Lakewood accepts all children on a first-come, first-served basis. Community Preschool at Lakewood does not discriminate based on race, gender, religion, or national origin. Community Preschool at Lakewood will accept children with special needs if reasonable accommodation is possible. Staff members will work with the child's physician, therapist and other professionals to accommodate the child, or make referrals to more appropriate settings when necessary.

The more information provided to us about the child and the resources he or she requires the better Community Preschool at Lakewood will be able to meet those needs. For this reason, we will require parents/guardians to complete an individualized assessment with the Center Director prior to enrollment.

Confidentiality

Community Preschool of Lakewood works with all parents, families, and staff members to ensure that the confidentiality of all children enrolled is maintained. Information pertaining to the children enrolled at the center is considered confidential and may not be released to anyone not on staff at Community Preschool without first obtaining written permission signed by the parents, except in an emergency. Furthermore, this means that any and all information regarding your child will only be discussed with you or your family. Community Preschool will not and cannot discuss details about children with anyone other than their family members. Community Preschool employees are always to uphold this policy as

well. Thank you in advance for supporting this confidentiality policy and assisting us as we uphold the policy.

Hours of Operation

Community Preschool at Lakewood is open Monday through Friday, 12 months a year; from 7:00 am until 6:00 pm. Children should be dropped off **at or after 7:00 am and picked up prior to 6:00 pm.** Thank you for understanding that Community Preschool at Lakewood is licensed for specific hours of operation; therefore, early drop-off or late pick up cannot be allowed.

Enrollment Procedures

Parents and families are encouraged to have their children with them the first day they visit Community Preschool. It is important that each child and family members feel comfortable with our staff and Community Preschool.

To reserve a space in our program you must submit a completed Child Application, Tuition Agreement, as well as the non-refundable deposit and initial registration.

Upon the child's first day at Community Preschool at Lakewood the following forms must be completed, signed and on file:

- Medical Report signed by Physician
- Immunization Report
- Media Permission Form
- Nut Free Zone Signature Page
- Discipline and Behavior Management Policy
- Nutrition Opt Out Form, if applicable
- Shaken Baby Syndrome/Abusive Head Trauma Policy Acknowledgment
- NC Summary of the Child Care Laws Acknowledgement
- Parent/Family Handbook Signature Page
- Other Specific Forms dependent on the age of the child at enrollment

The above information and forms are required by Community Preschool and the Division of Child Development of North Carolina and are therefore required for enrollment and attendance. This information and these specific forms are maintained in one location at Community Preschool, are updated at least annually and are kept confidential with access available only to administrators and teaching staff who have consent to access the records from the parents, legal guardian, or regulatory authorities.

If the information on these forms' changes during the child's enrollment, it is the responsibility of the parents/family to notify the administration of the changes, especially any phone numbers, emergency contacts, work locations or child's physician.

Community Preschool at Lakewood will not accept a child for enrollment or continue the child's enrollment where the center staff has determined that services necessary to protect the health and safety of the child or other children while at the center cannot be provided.

The administration will conduct a new family orientation during the weeks prior to enrollment. Also, the parents/family will have the opportunity to have a "Getting to Know You Conference" with the classroom teachers so that the parents and teachers can discuss the classroom routine and the child's interest.

Waiting Lists

Due to high demand for quality childcare, there may not be a place immediately available for your child at Community Preschool at Lakewood. We do maintain a waiting list with a paid nonrefundable registration fee required. A nonrefundable tuition deposit may also be required. Admission is based on the date of application and the child's age. As openings occur at the center, families are called in the order of their position on the waiting list.

Before new families are accepted, priority will be given to children currently enrolled in Community Preschool at Lakewood. This also applies to siblings who have not yet enrolled.

Holidays, Center Closings, and Teacher Training Days

Community Preschool at Lakewood will be closed for the following Holidays or Teacher Workdays

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and Thanksgiving Friday
- One full week around Christmas Eve and Christmas Day
- Two Teacher Workdays annually

Please refer to the Community Preschool School Calendar for the specific dates that Community Preschool is closed each year. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. CPS does reserve the right to add any additional days for closing as is deemed necessary by the administrative staff and owner.

Inclement Weather Policy

Weather Emergencies

In the event of severe weather conditions which prevent the center from opening, we ask that you contact the center to ensure that it is open during inclement weather/natural disaster and for updates on hours of operation. Should severe weather conditions make it necessary for a center to close early, you will be notified by the Center Director or designee so you can make appropriate arrangements for picking up your child. It is your responsibility as the parent/guardian to ensure your child(ren)'s emergency contact information is current. We ask that you contact the center to ensure that it is open during inclement weather/natural disaster.

CPS takes in consideration Durham Public School System closing decisions when making a judgement as to what is best for the school staff and families; however, we do **not** necessarily follow the public-school closing schedule and their decision. We do our own assessment of the conditions including following the recommendations of local authorities, local road conditions and forecasted temperatures. Community Preschool then analyzes the overall situation on an individual basis. Our goal is **not** to inconvenience parents, but to make sound decisions that are in the best interest of all parties involved.

If altered hours of operation are necessary, Community Preschool will communicate this information in the following manner:

- A message regarding hours of operation will be on our school voicemail.
- A text alert/email blast will be sent to all enrolled families through the remind app
- Information will be posted on our Facebook Page and website.

- Information will be posted on a local television channel and their corresponding websites. (WRAL TV and wral.com)

If a change to the regular hours of operation is made or if the center is closed for inclement weather, tuition rates will not be adjusted.

Emergency Evacuation

Evacuation drills are held regularly at Community Preschool at Lakewood Centers. Should an emergency occur which requires evacuation of the center, you will be notified as soon as possible and asked to pick-up your child if the emergency is expected to last a significant length of time. If you are at the center at the time of a drill or an emergency, you are requested to follow our procedures and evacuate the building immediately along with the children or follow the emergency instructions of the Center Director or Management Person in Charge. Please check with the Center Director for specific information related to evacuation and emergency procedures.

Late Pick Up Fee

Community Preschool at Lakewood closes promptly at 6:00pm. There will be a late fee charged when a child is picked up late. If you are going to be late, please call and notify the administration. This will allow administrator to staff accordingly. Please note; prior notification **does not** make the late fee null and void. The late fee is as follows:

Time Frame	Amount to be Charged	Special Notes
6:01 - 6:10pm	\$40.00	All Late Fees are billed per child
6:11 - 6:15pm	\$50.00	
6:16 – 6:29pm	\$55.00	
6:30 – 7:00pm	\$100.00	

If no parent, guardian or authorized contact can be reached within the 30 minutes after closing and no word is received from the parents, legal authorities, and police will be contacted.

Tuition and Fees

Tuition includes all educational programs specified in the Lesson Plans per the child’s age and our weekly Spanish program (for children two and older). If a child misses a scheduled curriculum enhancement or an adjustment made to our schedule with any program, no adjustment to tuition will be given. Tuition is based on an annual schedule and is nonrefundable. Tuition is consistent and is collected, regardless of center closings (scheduled or unscheduled), holidays, absence from the center, teacher workdays, family vacations away from the center, etc.

Tuition is paid weekly/monthly, in advance, with no deductions for absence or center closings.

Tuition is due Monday of the current week. If your fees are not paid in full by Tuesday at noon, for the current week’s tuition a late fee will be added.

If more than two personal checks are returned due to non-sufficient funds within a calendar year, future payments must be paid by money order or cash. I understand that if my account is delinquent, I will be asked to withdraw my child until my account is made current. The center cannot guarantee a child’s spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees may be sent

to a third-party collection agency. **After the third late payment, all discounts will be removed from your tuition**

Family discount includes a 10% discount which is applied to the oldest sibling. This discount is available only to those accounts when full tuition is paid in advance. Discounts are not applicable to Annual Registration Fees, Curriculum/Program Fees, Agency Co-pays, special program promotions or for any other fees or services and cannot be combined with any other discount or promotion. One discount per family.

If there are circumstances that would prevent you from paying tuition on a timely basis, please discuss this confidentially with the Center Director. Failure to pay tuition per the **Enrollment Agreement** will result in dis-enrollment.

Parents will be notified of any changes in tuition within four weeks of the change. Community Preschool at Lakewood reserves the right to change tuition and/or program fees due to unforeseen increases in expenses.

- Parents are required to pay their Initial Registration fee upon enrolling at Community Preschool
- A late fee of \$50.00 will be assessed on Tuesday, at noon, if tuition is not paid.
- When payment is delinquent space can no longer be reserved for your child. Your child will not be permitted to attend school as of Wednesday of any week that tuition is not paid in full.
- Payments may be made in the form of check or Tuition Express bank or credit card draft. Tuition Express the most preferred form of payment at Community Preschool.
- If a parent chose to pay with a credit card or any type of "card" they will be assessed an additional fee of 3% of their total tuition billed to cover the processing fee.
- If a child is absent of the center is closed for any reason, the parent is responsible for full payment of the child's tuition.
- A fee of \$45.00 will be charged for all returned checks and bank drafts. This fee will be in addition to any late charges prior to the beginning of the next week. Parents will be required to pay the balance with a cashier's check or money order.
- Annual tuition increases will be effective on January 1st of each year unless otherwise noted by the school owners.
- Parents may receive a receipt for their tuition payments upon request.
- If a parent chooses to prepay their tuition and then adjustments are made to the child's enrollment, tuition is still non-refundable.
- Additional fees such as special occasion fees are due to be paid on the date the services are rendered.

Registration and Administrative Fees

Initial Registration Fees of \$200.00 are payable upon each child's registration and are non-refundable. These fees serve to ensure your child's placement at Community Preschool at Lakewood in addition to covering the costs of processing the application for admission and other associated costs.

Annually, parents are required to complete a new Child Application Form, Emergency Contact Form and submit the \$100.00 Annual Registration Fee. The annual Registration Fee is billed per child, is non-refundable and is billed August 1st of each calendar year. If your family de-enrolls from Community Preschool for any reason, any previously paid registration fees are non-refundable.

Family discounts are not applicable to Initial Registration Fees and Annual Registration Fees.

Special Information for Parents of Infant and Toddlers

Infants

Please be sure that your child has the following items at the center daily:

- Five crib sheets-labeled with child's name
- Naptime Blankets for Toddlers
- Ointments- with proper authorization forms completed (no powder or sprays are allowed)
- Three changes of clothing (including socks or booties)
- Enough prepared and labeled formula or breast milk for one day (labeled with child's first and last name, contents and current date)
- Jar food(no glass) and cereal (labeled with child's first and last name)
- A package of disposable diapers-labeled (replenish as needed)
- A package of baby wipes-labeled (replenish as needed)

It is the family's responsibility to replace the above items when needed. Some states require that the center provide sheets and blankets. Please check with your Center Director for your specific state requirements. All sheets and blankets will be laundered by each family daily. Infant's belongings (soiled clothing, used and unused bottles, etc.), must be taken home nightly and laundered or sanitized.

All items must be labeled including pacifiers, baby bottles, bottle caps, rings, sippy cups, blankets, sheets and clothing. Pacifiers must be attached to the child's clothing. The center is not responsible for items that are not labeled.

Infants are fed, changed, and placed in a crib to sleep on demand. Infants are held while being bottle fed and are placed in their cribs only to sleep. They are removed from the crib for feeding, playing and nurturing during their waking hours. Parents are encouraged to visit the center to feed, play and interact with their infant. You are welcome to breast feed your infant at any time.

Parents/guardians are asked to complete an **Infant/Toddler Needs and Service Plan** prior to enrollment and update the plan as your infant's schedule and needs change.

Safe Sleep Position

In accordance with the recommendations of the American Academy of Pediatrics, we place infants on their backs to sleep. Infants nap in assigned cribs according to their own individual schedule. If you request that your child sleep in a different position other than on their back, a physician's note that explains why your baby should not use a back-sleeping position is required. Specific states may have additional requirements, please check with the Center Director for further information

Diapers and Formula

Families whose children wear diapers, must supply a full, unopened package of disposable diapers (labeled) and one unopened box of baby wipes (labeled) to accommodate the child's needs. Community Preschool at Lakewood requires the use of disposable diapers. Cloth diapers may be used only if prescribed by the child's health care provider and if laundered by a commercial diaper service. These items must be replenished as needed.

Any ointments to be used must be labeled with the child's first and last name. **A Permission to Administer Topical Ointment/Lotion/Powder** form must be completed by the parent/guardian prior to dispensing. Permission may be given for up to twelve (12) months. Please indicate the times the ointments are to be given. No powders or sprays can be used indoors. Spray sunscreen will be applied

outdoors. Please consult with the Center Director regarding all forms and regulations pertaining to infant care as specific state regulations vary.

All foods including formula must be supplied and labeled by the parent except for Federal Food Centers.

Families are required to provide a nutritional diet for their infant. Food must be labeled with the child's name and will be stored in the appropriate location in the child's room. All bottles must be prepared by the parent/guardian, labeled with the child first and last name, contents and date (except when your center participates in the Federal Food Program). Unused portions of bottles will be discarded within one hour from the beginning of the feeding. Bottles will be warmed under running tap water or by placing them into a container of water that is no warmer than 120 degrees F. Direct use of microwave ovens, bottle warmers or crock pots is prohibited. Please fill bottles only with the amount of formula or breast milk your child will drink at each feeding. We ask that you do not leave any bottles, open food or formula at the center at the end of the day. All left over open food items that are not taken home will be discarded at the end of the day. Please consult with your Center Director as other state licensing and health code regulations may apply.

Toddlers

In addition to the standard Community Preschool at Lakewood policies, the following items are needed for toddlers who are not toilet trained.

Families are responsible for bringing the following items with child's name clearly labeled:

- Two crib sheets-labeled with child's name
- A package of diapers-labeled (replenish as needed)
- A package of baby wipes-labeled (replenish as needed)
- Three changes of clothing (including socks)
- Sweaters and/or jackets- suitable for indoor and outdoor temperature changes
- Covered sippy cups with lids (labeled with first name, last name, contents and current date)

Two-Year-Old

Toilet Training Procedures

It is best to start toilet training when your child recognizes their diaper needs to be changed. At this point, children may be ready to learn and be able to control their bowels and bladder. Beginning to toilet train too early will cause frustration for the child. Toilet training is recommended for children between the ages of two and three years.

A child's cues and mannerisms initiate toilet training. These may include:

- Verbal requests
- Gestures of pulling down pants
- Leading care giver to the bathroom
- Squirming in place
- Pointing gestures

Care giver's responsibilities include being sensitive to these cues and mannerisms by:

- Asking the child to use the potty
- Assisting the child on scheduled visits to the bathroom
- Frequent verbal reminders throughout the day
- Posting pictures of sequencing potty routines

- Communicating with families to establish consistency between center staff and home

This growth period is a natural progression of independence. It is not viewed as a time to shame or humiliate a child who may have an accident. All efforts by the child will be positively acknowledged with praise and encouragement.

Community Preschool at Lakewood Centers has child-size toilets for the children to use during this phase of development. While using the bathroom, all children will be supervised and assisted as needed. The children will flush the toilet and be assisted with washing their hands with soap and water.

If a child does have an accident, the care giver, using gloves, will assist in changing the child's clothes. Parents are responsible for bringing at least three changes of underwear, pants, shirts and socks all labeled with the child's name. For health and safety reasons, soiled clothing will not be washed or rinsed by the center. All soiled clothing will be placed in a sealed plastic bag and returned to parents for pick-up at the end of the day.

Toilet training is an exciting process for both the family and the child. We want to encourage communication between the staff and families so we can work together as the child strives for independence. We will make every effort to follow your direction to ensure consistency between home and the center.

School Age

To ensure a safe and developmentally appropriate environment for each child in our program, School Age children may only attend our program during official school breaks, emergency closures, before and after a scheduled school day, before and/or after Kindergarten and Pre-K part-time programs and year-round school scheduled breaks. School Age care will not be provided due to the following situations: suspension from school, expulsion from school, illness and /or any other time when school is regularly in session, but child is not in school.

Outdoor Play

Outdoor play in the fresh air contributes to a child's good health and overall development. Community Preschool at Lakewood plans daily outdoor activities. It is our policy that a child must be well enough to participate in both indoor and outdoor activities. If there are medical reasons why your child cannot play outdoors but is well enough to be at the center, we will make every attempt to comply with your request when presented with a physician's written instructions. Children will remain inside when weather is inclement (raining, snowing, icy conditions) or in extreme cold or heat. Many states have specific regulations defining outdoor play. Please check with your Center Director for your state's specific requirements. Please make sure your child(ren) have weather-appropriate clothing such as hats, mittens, coats and boots.

Transition Procedures and Policies

Moving to the next classroom is an exciting and sometimes anxious part of your child's time at Community Preschool. Transitions at our school will be guided by their age, developmental level, availability, and state licensing requirements. The Director will make every effort to move children to the next classroom within the guidelines set by Community Preschool and the state of North Carolina. We make every effort to keep teachers consistent to promote continuity and relationships.

When a child is scheduled to transition to a new classroom, the Director will notify the child's parent with a Transition Letter. The Transition Letter will include information such as the dates of the transition, the date of the official "move up", the classroom name, the teacher's information, and a request will be made to the parent to schedule a meet with the teacher, and any pertinent information about the new classroom.

When children are transitioning to another classroom, there is a transition schedule specified in order to allow the child to visit their new classroom in age appropriate fashion. The transition schedule is as follows:

- Monday: 9:00 – 11:00 (after Breakfast)
- Tuesday: 9:00 – 11:00 (after Breakfast)
- Wednesday: 9:00 – 12:30 (or after lunch)
- Thursday: 9:00 – 3:00
- Friday: Entire Day

Children will officially move to their new classroom beginning on the Monday following the week of transitions and tuition rates will be adjusted to reflect the new classroom at that time. (if applicable)

Licensing Agency

It is the right of the licensing agency to perform their duties as follows:

- Interview children and/or staff and to audit child and staff records without prior notice or consent.
- Observe the physical condition of the child(ren) including conditions which could indicate abuse, neglect or inappropriate placement and, if determined necessary, provide protective custody and/or have a licensed medical professional physically examine the child(ren).

Please be assured that the center has carefully developed systems to ensure the comfort and protection of your child. As a parent/guardian, you can always expect Community Preschool at Lakewood to adhere to all county and state regulations governing safety, fire, nutrition, and child/staff ratios. Our goal is to provide a safe and nurturing environment for all children with programs to suit each developmental level. We welcome your comments and suggestions that may help us achieve these goals.

Custody/Parents

It is Community Preschool at Lakewood's policy to not interfere with the custody relationship of a child's parents. As such, we assume that both parents/guardians have equal rights to pick-up/drop-off, visit or request documents on a child. If that is not the case, it is the parent's/guardian's responsibility to provide court documents and/or legally binding parental agreements to clarify the rights and responsibilities of the parents and/or guardians. Community Preschool at Lakewood will follow the last dated court documents without prejudice to either parent/guardian. Community Preschool at Lakewood asks that parents/guardians keep the center, staff, and other children out of any legal entanglements or other custodial issues and resolve these issues in another forum. Failure to adhere to this request may result in disenrollment.

Termination of Enrollment

Parent/Family Withdrawal of a Child:

Should it be necessary to withdraw your child from Community Preschool at Lakewood, for any reason, a thirty (30) day written notice must be given to the Director. In the event that a withdrawal is necessary, parents are asked to complete the Community Preschool Dis-Enrollment Notice, which can be picked up at the front desk. There are no refunds on registration or tuition when parents choose to withdraw their child from Community Preschool at Lakewood.

Termination of Enrollment by Community Preschool at Lakewood

Community Preschool at Lakewood staff will work with each child to meet their needs and every effort will be made to provide a positive learning experience. However, in certain circumstances it may be necessary to discontinue a child's enrollment. This decision is based on the best interest of the child concerned, other children in the class and the well-being of everyone at the center. Every effort will be made to correct a situation before a final decision is made (i.e., moving a child to another class, redirecting behaviors, providing choices, separating children who are not getting along or other interventions).

Termination of enrollment may be a result of the following:

- Abuse of other children, staff or property by child or parent/guardian
- Continued violation of Community Preschool at Lakewood policies by child or parent/guardian
- Disruptive or dangerous behavior by child or parent/guardian
- The center's inability to meet the child's need or the parent's/guardian's expectations
- Non-payment of tuition
- If a family of a child enrolled is uncooperative in completing and returning forms, fails to pay tuition on time, fails to follow any state or county regulations, or fails to follow Community Preschool policies and procedures, it may be necessary to dismiss the family from enrollment in our center. Written notice of the termination of enrollment will be given to the family. It will include the reason (s) for termination or enrollment and will specify the child's/family's last day at the center.

This is a partial list and Community Preschool at Lakewood reserves the right to end the enrollment of a child at any time for any reason deemed appropriate. Whenever possible, prior notification will be provided to the parent.

Subsidized Child Care

Community Preschool at Lakewood accepts subsidies from several agencies. Subsidized parents must adhere to all policies and procedures regarding Community Preschool and the agency that is providing the subsidy.

- Subsidized families are responsible for the balance of their child's fees less the agency's payment or portion to be paid to Community Preschool.
- Parents are responsible for notifying Community Preschool regarding all absences.
- Parents are responsible for any tuition balance not paid by the agency.

Family Involvement and Communication

Community Preschool at Lakewood has an open-door policy for our enrolled families. You may observe your child in the classroom through our large observation windows or on our closed-circuit monitoring system. We know it is important for you to understand your child's activities through shared experiences with your child and open communication with the childcare provider. On various occasions, we take

photos in the center to share with you or for use in program planning, marketing and public relations. You may see them in various types of advertising, on public television, in newspapers, magazines and electronic or digital communication. In signing this policy agreement, you give Community Preschool at Lakewood to copyright and/or publish or use these images for any lawful purpose. They may be used in conjunction with your child's own name or a fictitious name.

Formal family/teacher conferences are scheduled twice a year. Informal conferences are held anytime by appointment.

Your communication and involvement are important and will enhance the feeling of partnership in the education and care of your child. Please understand that we are open almost 12 hours a day, your child may have a few different teachers. If you have a concern about your child, please wait to speak to their teacher. The protocol for communication between parents and teachers is to be entered the IPAD by the end of the day. Some teachers like to speak with the parent directly depending on the situation that accrued in the classroom. The teacher has been asked to notify the administration if a parent needs to be informed immediately in case the closing teacher has gone for the day.

Parents/guardians will be notified of significant occurrences, communicable diseases and other problems that affect their children. The notifications will be done by postings, direct communication, a letter or a telephone call, depending on the circumstances. You will receive daily notes from your child's caregivers, outlining you child's activities and routines for the day. The daily notes include observations regarding length of naps, amount of food eaten, diaper changes and toilet training progress. It also includes an overview of classroom activities and any special messages from your child's caregiver.

Our goal is to treat each child and family member with understanding and respect while being responsive to your individual needs and expectations. The intent of the Family Policy Handbook is to provide information that is both helpful and usable, strengthening Community Preschool at Lakewood's partnership with you. We appreciate your cooperation with the Community Preschool at Lakewood policies.

If you have any questions, comments, concerns or compliments, please let your Director know.

Referral Program

Community Preschool offers a Referral Program for all enrolled families. If a referred family tours and then enrolls at Community Preschool, the referring family will get a referral credit after the referred family is enrolled for 30 days. The referral credit will be \$100.00 per family that is referred for full time, Monday through Friday enrollment. Each family that is referred to Community Preschool should inform the school upon touring or enrolling about the referring family. Once complete, the referring family will be contacted that they will be receiving the \$100.00 credit at the end of the referring families 30 days.

Thank you, in advance, for telling your co-workers, friends, and neighbors just how amazing Community Preschool is and how much your family loves the teachers and programs that are provided in the family friendly leaning environment.

Classroom Schedules

Each Community Preschool classroom has its own schedule. Schedules are posted inside of every classroom on the Parent/Family Board.

Rest Time

There is a required rest period during the day for all children. Each child is assigned his/her own cot or mat to sleep on and is welcome to bring a favorite blanket. Some children will sleep, and others will be allowed to rest or enjoy a quiet activity. Nap time will vary from center to center and in different age groups.

Children's Personal Belongings

Items such as toys, candy, gum, money, balloons, play guns and other pretend weapons are prohibited and should be left at home. If these items are brought in, the center cannot be responsible for breakage or replacement. It is the parent's responsibility to see that their child brings nothing into the center that is a danger to others. Community Preschool at Lakewood reserves the right to remove any item perceived as potentially harmful.

- Every child enrolled at Community Preschool is assigned a "cubby" for his/her personal belongings. All personal belongings should be labeled with the child's first and last name prior to bringing it in to school.
- Children should wear comfortable, casual clothing.
- Children who walk must wear closed-toe shoes. Gym- type shoes are recommended
- At least two complete changes of clothing appropriate for the weather with each item labeled.
- Please check frequently since children do have those "accidental moments". Community Preschool does not supply extra clothes (pants, shirts, socks, shoes, and underwear) for your child, nor do we wash dirty clothes. We will call parents to bring items to the school.
- Winter clothing must be provided in climates where appropriate as children will go outside (coats, hats, gloves or mittens, scarves and boots).

The center cannot be held responsible for lost clothing or possessions.

Plastic Bags

North Carolina mandates that a child's belongings may not be brought to school in a plastic bag. Please use a backpack, canvas tote or a recyclable grocery bag.

Meals

For children able to eat table food, the center will provide two snacks in an 8-hour day. Any known food allergies and/or copies of any restricted diet approved by the child's physician must be on file at the center. Menus will be posted on the family bulletin board, noting substitutions, if applicable. Meals are served family style, with children assisting in the setting, serving and clean up, (where local health departments allow). If the center provides breakfast and/or lunch, the meals will meet all state and federal nutritional guidelines. When breakfast and/or lunch are provided by the center, we ask that families not send in special foods unless required by a special diet (please provide a note from child's doctor). If breakfast is not served at the center, we ask that children have their breakfast before arriving at the center.

The following nutritional plan indicates items the Center will provide.

Breakfast X A.M. Snack Lunch X P.M. Snack X Dinner Evening Snack Formula

** Menu is subject to change without notice.

Allergies and Special Diets

Upon enrollment, a **Child Health Assessment form** must be completed and signed by the child's health care provider and parent/guardian. Any known allergies must be noted along with recommended treatment. This form must be updated regularly. Each child with a food or other allergy must have a special care plan prepared by the child's parent/guardian and health care provider to include:

- Written instruction regarding the food or items which the child is allergic and steps that need to be taken to avoid that food or item
- A detailed plan to be implemented in the event of an allergic reaction, including names, dosages, and methods of administration of medications the child should receive in the event of a reaction. The appropriate medication forms must be completed and on file at the center. The plan must include specific symptoms that would indicate the need to administer one or more medications.
- Parents/guardians and health care providers of children with allergies must review the centers rotating menus. Parents/guardians and health care providers must notate and sign off on copies of the menus noting any necessary substitutions.

As we make every effort to provide a **nut free environment**, absolutely **no nut products or foods processed in a facility that processes nuts** may be brought into Community Preschool. No food should be brought in for your child or the class without prior notice given to the teachers or the administration.

Birthdays

Birthdays are a special time at Community Preschool at Lakewood. Families are welcome to join in the celebration. If you would like to bring a treat to the center, we encourage you to bring a nutritious food or a non-food treat (with Center Director approval). All food must be purchased from a licensed food provider and may not contain nuts or be processed in a facility that processes nuts. Please plan for birthday celebrations at least one week in advance with your child's teacher and the Center Director.

Classroom Management

Community Preschool considers the safety of the children, staff and families to be of the utmost of importance. Community Preschool is designed with safety in mind and has the following safety components:

- Closed Circuit Cameras located throughout the building and on the playgrounds for parents to view their child while at school. These cameras are viewable in the Center Directors office.
- All the teachers and staff are trained in Pediatric CPR, First Aid, Its-SIDS and Healthy and Safety.
- A front door security system that is shared only with family members of enrolled children.
- All visitors must be given approved access to center and speak with the Director for proper identification procedures to be followed. If a relative or friend picks up a child, a signed release will be required by the parent or guardian and this will be checked against a photo ID of the visitor. The person picking up the child will then be required to show a photo ID prior to be given access to the child that they are at Community Preschool. Without proper prior notification and proper photo ID, the child will remain at Community Preschool until proper identification is provided to the Director.
- All outside doors from the classrooms open to a secure, fenced area and the doors remain locked while the children are inside.
- All outside environments are designed to meet the developmental needs of each age group. The gates are secured from the parking areas and the teachers and staff are required to continually monitor the outdoor environment.

- A pin or fingerprint entry system maintains the security at the entrance of the center.
- Soliciting is not allowed at Community Preschool at Lakewood.
- Staff members wear a uniform shirt making each staff member easily identifiable. In addition, each staff member is required to maintain a proper criminal background check as a condition of employment.

Safe Arrival and Departure

These policies and procedures are strictly enforced to maintain security and the safety of each child and staff member.

These procedures include:

Arrival

Mornings are a busy time for us. Children must arrive at Community Preschool and be in their classrooms no later than 10:00. Morning snack time is listed on the class schedule and it is very difficult for a child to be a fully participating group member if her or she arrives late.

The following are procedures that we ask that all Community Preschool families follow during drop off:

- Vehicles should be parked in a parking spot and the **engine turned off** for safety purposes.
- No child should be left in the car when dropping off another child.
- No cell phones are to be used in the building.
- An adult must escort each child into a classroom.
- For the safety of all children, only infant age children are allowed in the Infant classrooms. This includes siblings.
- Each child must have his/her hands washed upon entering the classroom.
- The teacher must acknowledge the child's arrival before the adult leaves the child.
- Anything brought in from home must be clearly labeled and placed in the child's cubby.
- All medications must be given to the Director with a "Permission to Administer" form that is properly completed.
- All children should be signed in daily at the front desk using the Center's computer touch screen attendance program.

Departure

To pick up a child enrolled at Community Preschool, an adult must come into the building, sign the child out and escort the child out of the building. To ensure the children's safety, children should always be escorted when leaving the building and be properly supervised. The parking lot may be congested and is a dangerous place for children, especially if unsupervised.

If someone other than a parent is picking up a child enrolled at Community Preschool, the parent is responsible for notifying the office in writing of the change in pick up routine for that day.

The permission for release list is in each child's enrollment file, on Application Form. This list specifies the people who are permitted to pick up the child if the parent cannot.

Anytime picking up a child that is not the known parent will be asked for a picture identification, which must match the name listed on the permission for release list.

The following are procedures we ask all Community Preschool families to follow when picking their child up from school:

- Vehicles should be parked in a parking spot and the **engine turned off** for safety purposes.
- No child should be left in the car when picking up another child.
- No cell phones are to be used in the building.
- To pick up a child, an adult must come into the building and escort the child out of the building. Please do not stop off to visit teachers in classrooms other than your child's as pick up time is typically busy, and those other teachers are responsible for supervising the children in their care.
- Children may never leave the building alone and should always be supervised. The parking lot may be congested and is a dangerous place for children, especially if unsupervised.

Supervision

All children are always supervised by adults. Low child-teacher ratios have been established to aid the supervision of the children.

Upon enrolling, all parents are required to sign a form giving or denying permission for their child to play outside of the fenced playground area. Children may take a nature walk or buggy ride outside of a fenced area, but the amount of time spent outside of a fenced area is limited. Children are accompanied by their teachers and a member of the administration team are always under close adult supervision. Children may also be evacuated outside of a fenced area during a fire drill or emergency drill for the school.

Discipline and Behavior Management

Community Preschool at Lakewood believes in a Positive Discipline and Positive Reinforcement philosophy. Our discipline policy is to use positive redirection. If a child is engaged in a behavior that is not conducive to safe and happy learning environment, the teacher will redirect the child toward an appropriate behavior. All redirection methods are kind and firm at the same time. Kindness shows dignity and respect for the children and the adult while redirecting the child to a more appropriate activity.

Praise and positive reinforcement are effective methods for behavior management of children. When children receive positive, non-violent and understanding interactions from adults and others, they develop good self-concept. They also develop problem solving abilities and self-discipline. Based on this belief of how children learn and develop values, Community Preschool will practice the following discipline and behavior management:

We will:

- Praise, encourage and reward children.
- Reason with and set appropriate limits for children.
- Model appropriate behavior for children.
- Modify the classroom environment to attempt to prevent and or reduce problem behaviors before they occur.
- Actively listen to children.
- Provide alternative for inappropriate behaviors.
- Provide children with natural and logical consequences for their behaviors.
- Require parent participation for effective and successful behavior management.

We strive to be the best Early Childhood experience for all children. The well-trained and loving teaching staff is focused on promoting pro-social behavior in all children and will work with all parents and children to successfully achieve this goal.

Behavior Policy

Community Preschool understands that occasional displays of misbehavior are typical in young children and are a part of normal early childhood development. Repeated incidents of aggression will be evaluated individually, and specific guidelines will be used to determine the necessary route to take in order to ensure that Community Preschool provides the highest level of safety within our environment.

Specifically, biting is quite common among young children. If happens for different reasons with different children. Biting is an uncomfortable issue for parents, teachers and children alike. Parents and teachers should work together to prevent this behavior from occurring with the following procedures:

If a child shows what is considered to be excessive aggressive tendencies towards another child or teacher, the following procedures will be implanted:

- Accident/Incident Report
- Phone Call to Parent
- Conference scheduled with Administration and Teachers with an Action Plan put in place.
- If the Action Plan does not decrease the behavior further decisions will be made regarding the child's enrollment, keeping in mind that Community Preschool will look at what is considered age appropriate behaviors for children and take that all into consideration.

Harassment, Bullying and Hazing

Community Preschool at Lakewood is dedicated to fostering an environment that promotes kindness, acceptance and embraces differences among individuals. Therefore, we will tolerate any type of harassment, bullying or hazing.

Harassment includes, but is not limited to slurs, jokes, and other verbal, graphic or offensive conduct relating to race, religion, color, sex, national origin, citizenship, or disability.

Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, name-calling, teasing, threatening, ridiculing, etc.) relational aggression (harming or threatening to harm relationships or acceptance, friendship or group inclusion), and emotional aggression (teasing, threatening, intimidating others). Community Preschool will also not tolerate any form of cyber-bullying.

Health Precautions

Your child's physical and mental health plays an important part in the ability to gain full benefit from the program. Therefore, all children will be required to have a physical examination and up to date immunizations records by private physician or clinic at the time of enrollment or up to 30 days after enrollment begins. A form will be provided and must be completed by the parent and the child's primary physician for enrollment to continue.

Community Preschool is not equipped with the staff or the facilities to care for sick children. We depend on the parents to assume the care for a sick child. The following guidelines for excluding children help us to keep many communicable illnesses out of our facility and, thereby, maintain regular attendance from majority of the children and staff.

Parents should not bring their child to Community Preschool when their child is experiencing or has had any of the following symptoms within the last twenty-four hours:

- Fever of 101 degrees or higher
- Diarrhea: more than one loose stool or an increase number of stools
- Severe coughing
- Difficult or rapid breathing
- Yellow skin or eyes
- Tears, redness of eyelids with discharge
- Mouth sores with or without drooling
- Unusual spots or rashes
- Sore throat or trouble swallowing
- Infected skin patches
- Severe itching of body or scalp
- Unusually cranky, less active behavior
- Headache and stiff neck
- Vomiting
- Tea-colored urine
- Loss of appetite
- Gray or white stool
- Heavy nasal discharge that is not clear
- A parasite
- Any other contagious or communicable disease

If your child has any communicable disease, please inform the center immediately so we can take the necessary precautions. Children will be re-admitted to the center when they have been symptom free for 24 hours. In certain cases when an illness is contagious and communicable, a physician's written release stating the child is no longer contagious will be required. The Center Director will inform you when a written release is required.

In the case of illness, accident or injury, we will attempt to reach you first. If we are unable to reach you, the emergency contact persons will be contacted. As stated in our **Enrollment Agreement**, in case of a perceived emergency, we will call an ambulance. If a child does not respond, is having trouble breathing or is having a seizure, we must call 911.

Until the arrival of a parent/guardian or medical professionals, a staff member in an administrative capacity will take charge of your child. In your enrollment package, there is a form authorizing Community Preschool at Lakewood to act on your behalf if there is an emergency. By completing this form and our enrollment forms, you are authorizing Community Preschool at Lakewood to call an ambulance in case of a perceived emergency.

Medication Policies and Procedures

All medications including over-the-counter medications must be in their original container and include a current label.

Medications must have an expiration date. All medications will be stored at the center in a locked box out of the reach of children. Diaper creams, bug repellents, sunscreen and teething gel will be kept in appropriate secured locations for use but stored out of the reach of children. **Medication may only be administered by Center Director only. If Center Director is out, The Assistant Director will than administer the medication until Director returns. Please give all medications to the Center Director, who will ensure proper storage and proper medication administration.** Please do not send any medication in your child's bag, coat pocket or leave any medication in your child's cubby or storage space.

No medication, prescribed or over-the-counter, will be dispensed without the appropriate consent and waiver form, completed and signed by the child's parent/guardian. Medications will be dispensed once daily (mid-day) at a center specified time unless otherwise indicated in writing by the child's physician.

For prescription medications, the parent/guardian must complete the *Medication Administration Permission & Record* form or the *Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions* or a state-specific form required by the licensing agency. The signed form valid for the length of time the medication is prescribed to be taken. Prescription medications must be stored in the original container with the child's name, physician's name, date, pharmacy name and phone number, prescription name, number, and clear instructions on frequency and amount to be given to the child. No injections will be administered with the exception of Epi-Pens.

For over-the-counter medications, the *Medication Administration Permission & Record* form or state specific form required by the licensing agency must be completed by a parent/guardian. The signed form expires one (1) year from the date of the signature. Over-the-counter medications must be in the original container with the child's name clearly written and expiration date. The authorization must indicate the times the medication is to be given and the exact dosage. The parent/guardian must supply additional information on possible side effects of the medication.

Over-the-counter and topical medications are defined as follows:

- Topical ointments (sunscreen, bug repellent, diaper ointment and teething gel)
- Non-prescription antihistamines/decongestants
- Acetaminophen/ibuprofen/aspirin substitutes (Tylenol, Motrin)
- Cough suppressants

Dosages higher than recommended or more frequent than package directions require a physician's note with specific instructions. **No medication will be dispensed in a manner that is contrary to the label directions without a physician's written instructions.**

Community Preschool at Lakewood has the unilateral right to refuse or discontinue administration of any product if (a) an adverse reaction results, (b) the product expires, (c) the child is ill or injured, (d) the product can be administered before or after child care, (e) the consent and waiver form is incomplete, or (f) for any other reason if, in Community Preschool at Lakewood's sole opinion, it is in the best interest of the child.

Bumps and Bruises

If your child incurs a minor injury, such as a skinned knee or slight cut (situations that are not an emergency), you will be asked to sign and will receive a copy of an **Incident Report**. The report will describe how the incident happened and the action taken by a qualified staff person. In the event of an emergency or accident requiring more than basic first aid, you will be contacted according to the instructions in the **Enrollment Agreement**. We ask that you authorize the center to take the emergency measures deemed necessary for the medical care and protection of your child.

Should an accident occur that requires outside medical attention, a written report and student accident insurance claim form will be provided. The student accident insurance is a supplemental insurance policy that is an excess policy only. Your health insurance is and remains the primary responsible party for payment for the cost of treatment to your child. The policy also requires a \$50 deductible for each incident and parents/guardians have one year from the date of injury to make a claim. The maximum

benefit for a dental claim is \$500. You are solely responsible for initiating a claim, requesting all appropriate forms and for tracking the status of your claim.

General Safety Statement

All the policies, rules and regulations presented in this handbook were designed to make the time your child spends at Community Preschool safe and rewarding. We have taken several steps to promote the safety and protection of your children while they are in our care.

Emergency Preparedness and Emergency Procedures

If an emergency situation develops such as severe weather, fire, physical problems with the building or a power failure, a dangerous situation for the staff and children, the children's safety is our first concern. Evacuation route diagrams are posted throughout the facility if an evacuation is deemed necessary. If an emergency develops and it is determined that the building is unsafe, the children may be transported to a safe location.

Community Preschool is equipped with a fire alarm system, a sprinkler system, fire extinguishers, flashlights and a weather alert radio.

Proper safety drills are performed regularly so that the staff and the children are familiar with the proper emergency procedures. In the event of a natural disaster such as a hurricane, snowstorm etc., Community Preschool will post schedule adjustments on television stations and Social Media sites for Community Preschool and parents will be notified as soon as possible, via mass texts and emails, to pick up their child. If the parent cannot be reached the local emergency contact will be contacted and asked to pick up the child.

Media/Photo Permission Policy

Upon enrollment, you will receive a copy of our Photo Release Policy to read and sign. Many pictures will be taken in your child's class and throughout the school during the time that your child is at Community Preschool. Other parents and teachers may take snapshots of parties and special events within the program. We sometimes have news stories done on the exciting events taking place at our school as well.

If for any reason you do not want your child photographed, please let the administration know as soon as possible. Also, be sure you make the classroom teachers aware of your wishes.

Alcohol, Drugs, and Tobacco

It is a Community Preschool at Lakewood policy that the use of drugs, alcohol, and tobacco products including vapors/e-cigarettes is prohibited in the building and anywhere on the grounds. This applies not only to staff but also to parents and visitors.

General Cleaning Procedures

The sanitizing solution used in all cleaning at Community Preschool is part bleach and part water as designed by the North Carolina Department of Environmental Services.

Each teacher is required to sanitize all food and eating surfaces before and after any food is served to children.

Teachers who change diapers are required to clean the area after each diaper change according to instructions posted in their classrooms.

Toys are sanitized daily, as needed. Toys and other equipment used by the children are routinely cleaned with soapy water and bleach solution at least once a week.

Rest cots and cribs are cleaned and sanitized daily or sooner if necessary.

Each classroom's windows, shelving, countertops, etc. are cleaned thoroughly on a scheduled basis. All other daily cleaning duties including removing trash, vacuuming, mopping and cleaning bathrooms are performed by a contracted cleaning service each evening after closing. This same cleaning service cleans all tile floors and carpets regularly.

Our Responsibility in Reporting Suspected Child Abuse and Neglect

As caring and concerned child care providers, we take our responsibilities seriously. Abuse and neglect, whether physical or emotional, can happen in all types of families, from all walks of life and in varying degrees. When abuse occurs, both children and parent/guardian are the victims and need support, understanding and help. Community Preschool at Lakewood staff have been trained to recognize the signs and symptoms of abuse and neglect. Furthermore, **the law requires us to report all suspected cases of abuse and neglect.** Parents may ask the Center Director for a confidential referral for outside intervention and suggested resources for prevention and assistance in dealing with this sensitive matter.

Should abuse and neglect be suspected, these steps are the usual course of action (unless state(s) mandates differ):

- Staff member will discuss the suspected case with the Center Director.
- The Center Director will observe the child, talk with the child to determine if abuse or neglect is a possible cause.
- The Center Director may discuss the concerns with the child's parent/guardian.
- The staff and Center Director, in conjunction with Community Preschool at Lakewood Management, will determine if there is a need to notify a Child Protective Agency. The staff member involved is entitled to make an independent report.
- A social worker or representative of the agency may visit the child at Community Preschool at Lakewood or the child's home.
- To protect the children in our care, we take the following measures:
 - All state required staff screening and background checks
 - Observe and evaluate the performance of staff
 - Monitor classrooms, activities and staff members through closed circuit monitors and observation windows.

Hiring a Community Preschool Staff Member

If a parent of an enrolled child hires a Community Preschool staff member for any outside employment, including babysitting service, etc. Community Preschool assumes no liability for that outside employment agreement.

If a parent of a child enrolled asks a staff member to provide transportation of their child(ren), the Community Preschool parent/family must notify Administration immediately and provide proper documentation releasing Community Preschool from any liability or connection with the request.

Community Preschool assumes no liability if a Community Preschool at Lakewood employee is hired by an enrolled parent, as Community Preschool is not connected or associated with the independent decision made between parent and staff member.

Communication with Administration and Staff

Ensuring positive, effective, and open communication is an essential component of a professional organization. Community Preschool has implemented the following procedures for addressing concerns, questions, and grievances that parents may have:

- All issues that relate to the child should first be addressed with the child's classroom teacher by the parent.
- If the teacher cannot resolve the situation or concern, or does not resolve the situation or concern, the parent should then address the Director.
- If a lengthy conversation is necessary between the parent/family and teacher, we ask that there be a scheduled time to do so. This will allow the teachers to maintain supervision of the classroom.
- In the effort to always provide positive communication, mediation between the child's parent and the child's teacher will be offered in order to maintain the open and healthy dialogue between all parties.
- If the Director cannot or does not resolve the situation or concern, the Owner should be addressed.

*****Please note that staff are prohibited from sharing personal email, personal cell phone numbers, or social media contact information with parents. All communication with our center regarding your child is to be made only through the business phone number, business email address, or in person at the center. *****

Community Preschool welcomes any comments, questions or suggestions. If there are family situations that affect your child, please discuss them with your child's teacher and administration. Remember that any information regarding a personal issue is kept confidential and Community Preschool is happy to help whenever possible.

Thank you for the opportunity to care for and teach your children. Please let us know if there is anything, we can do better meet the needs of your family!

*Thank you for choosing
Community Preschool at Lakewood.*

Center License # 32002127

Community Preschool at Lakewood

Authorization for Student Pick-Up/ Emergency Contacts:

Please list the additional people you would like contacted (in order of priority) if you cannot be reached in case of emergency. For the safety of your child, we will request all authorized release persons with whom staff are not familiar to provide Government-issued photo identification at the time of pick-up.

Mandatory:

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

Optional:

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

Name: _____ Relationship to Child: _____
Home Address: _____
Home Phone: _____ Cell Phone: _____
Work Phone: _____ Work Hours: _____ Gov Issued Photo ID #: _____

→ Parent/Guardian Signature: _____ Date: _____

Community Preschool at Lakewood

Parent Release

I, _____, the parent of
_____, do hereby
release and hold harmless Community Preschool at Lakewood and its
employees from any liability or accident that may occur should I retain the
services of any Community Preschool at Lakewood employees for the care
of my child/children outside of the childcare center. I do also agree not to
solicit Community Preschool at Lakewood employees away from the child
care center for alternative employment opportunities.

Signature (Parent/ Legal Guardian)

Date

Witness' Signature

Date

Community Preschool at Lakewood

Authorization for Transportation

Authorization for Transportation and Field Trips

Community School at Lakewood may plan special field trips for the children away from the school. These trips are carefully arranged and shall be supervised by an adequate number of adults. This includes children taking walks and infants strolling in their buggy. You will always receive advanced notice of ALL field trips. We have your permission to take your child _____, on these field trips. For emergency purposes, we have permission to evacuate the premises. Our emergency evacuation site is Food Lion, 2000 Chapel Hill Rd, Lakewood Shopping Center, Durham, NC 27707 (919) 402-0190

Parent/Guardian Signature: _____ Date: _____

PARENTS/GUARDIANS OF CHILDREN AGES 4 YEARS OLD AND OLDER ONLY I give the school the permission to transport my child for the purposes of field trips that require bus transportation and/or transportation to/from his/her local school.

By signing below, I affirm that my child is at least 4 years old and 40 pounds or more.

Parent/Guardian Signature: _____ Date: _____

Date Application Completed _____

Date of Enrollment _____

CHILD'S APPLICATION FOR ENROLLMENT

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

CHILD INFORMATION:

Date of Birth: _____

Full Name: _____
Last First Middle Nickname

Child's Physical

Address: _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

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

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 _____

List any types of medication taken for health care needs _____

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

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 attention 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.

Signature of Administrator _____ Date _____

Community Preschool at Lakewood

Dear Parent,

We would like to take this opportunity to thank you for choosing Community Preschool at Lakewood as your family's early education and child care provider. These early years are so important and we are honored to share a role in your child's development.

Please take time to complete our enrollment packet and return all of the forms to our office before your child's first day. Each form is very important and essential in helping us provide the highest quality care to your family. If you have any questions regarding the enrollment packet, please don't hesitate to let us know.

Communication

At Community Preschool at Lakewood, we understand the importance of maintaining open communication with all of our families. We have a variety of systems in place to help ensure that parents are receiving information about our school and their children on a daily basis. There is a Family Board in each classroom. In this area, you will find a monthly newsletter, a monthly calendar, a weekly menu, and weekly lesson plans. We also post pictures of classroom activities and provide daily notes (dependant on your child's age group). These reports will highlight different experiences that occur during your child's day.

Exciting learning experiences are a daily occurrence in your child's classroom. We have a variety of ways for showcasing these activities. Look for Documentation of Learning displays in the room or hallways. These displays include pictures, explanation of activities, and the results (artwork, stories, etc.) of these interactive learning experiences. Take some time to review these with your child and talk about what you both see in the display.

Check your child's cubby for examples of work that they completed throughout the day. Remember, children are often very proud of these accomplishments, so positive conversations about their work will help to boost their self-esteem as well as extend the learning.

If you ever have any questions or concerns, please know that we are always here for you. We truly value the input we receive from you, as we see ourselves as an extension of your family. We always have a member of management on staff; we also encourage you to speak with your child's teacher. Please understand that because we are open for 12 hours a day, your child may have a few different teachers throughout the day. Rest assured that all of our staff members are highly-trained and committed to providing each child with a warm, nurturing environment every day.

Important Daily Policies

The following policies have been established to help us meet our licensing requirements and for the safety and well-being of all the children in our care.

- ↓ Remember to sign your child in and out on the touch screen.
- ↓ Please walk your child into their classroom and check in with the teacher every day.
- ↓ Always observe the health guidelines posted on the front door.
- ↓ If your child isn't feeling well, please make alternative arrangements for child care. For the health of everyone at our school, please keep in mind that giving Tylenol, Motrin, etc to your child before coming in only masks their symptoms and does not prevent the passing of germs to others.
- ↓ Due to severe allergies of many children, we are a nut free school.

- ✦ Our school provides Breakfast, Lunch and a Snack; with approval from your child's pediatrician food substitutions can be made by the parent(s).
- ✦ Please remember to update your child's file and emergency information as information changes, including telephone numbers, people authorized for pickup, physicals, and immunizations.
- ✦ Weekly tuition is due on Monday of each week, semi-monthly tuition payments are due on the 1st and 15th and monthly payments are due on the 1st of the month.
- ✦ If you are not able to pick up your child by the scheduled closing time, please notify the school. A late pick-up fee of \$15 per 15 minutes or portion of fifteen minute period, per child, will be charged until the child is picked up.

Things to bring on your child's first day.

Infants	Toddlers	Twaddlers	Preschool and Pre-K
<ul style="list-style-type: none"> ☉ Five fitted crib sheets (1 for each day). ☉ Sleep Sack/ Swaddle (for optional use as blankets are not permitted in cribs). ☉ Bibs ☉ Large labeled pack of diapers and a large labeled container of wipes. (We will let you know when the supply is low). ☉ Diaper cream, when needed an authorization form must be completed. ☉ Four bottles with both the lids and bottles labeled with your child's first and last name. We provide Similac Advance. You may also bring breast milk or formula (we will discard any unused formula or milk). ☉ When your infant is ready, we provide rice cereal and the solid food items on our menu. You may bring in labeled unopened baby food jars or cereal. ☉ Initialed pacifier on a tether. ☉ Several changes of clothes. ☉ Infant/ Toddler forms. ☉ A picture of your family. 	<ul style="list-style-type: none"> ☉ Fitted crib sheet ☉ Small blanket ☉ Two sippy cups ☉ Large labeled pack of diapers and a large labeled container of wipes. (We will let you know when the supply is low). ☉ Diaper cream, when needed an authorization form must be completed. ☉ Several changes of clothes. ☉ A basic schedule and any notes that may help the teacher get to know your child better. ☉ A picture of your family. 	<ul style="list-style-type: none"> ☉ Fitted crib sheet ☉ Small blanket ☉ Large labeled pack of diapers/pull-ups and a large labeled container of wipes. (We will let you know when the supply is low). ☉ Several changes of clothes, a few extra if your child is potty training. ☉ A basic schedule and any notes that may help the teacher get to know your child better. ☉ A picture of your family. 	<ul style="list-style-type: none"> ☉ Fitted crib sheet ☉ Small blanket ☉ A change of clothes. <hr/> <p style="text-align: center;">School-Age</p> <ul style="list-style-type: none"> ☉ A change of clothes.

We thank you again for choosing Community Preschool at Lakewood for your family and for allowing us to share in your child's life. We are truly looking forward to watching your child thrive at our school.

Sincerely,

Management

Infant Feeding Plan

As your child's caregiver, an important part of my job is feeding your baby. The information you provide below will help me to do my very best to help your baby grow and thrive.

Child's name: _____

Birthday: _____
m m / d d / y y y y

Parent/Guardian's name(s): _____

Did you receive a copy of our "Infant Feeding Guide?" Yes No

If you are breastfeeding, did you receive a copy of:
"Breastfeeding: Making It Work?" Yes No

"Breastfeeding and Child Care: What Moms Can Do?" Yes No

TO BE COMPLETED BY PARENT

At home, my baby drinks (check all that apply):

- Mother's milk from (circle)
Mother bottle cup other
- Formula from (circle)
bottle cup other
- Cow's milk from (circle)
bottle cup other
- Other: _____ from (circle)
bottle cup other

How does your child show you that s/he is hungry?

How often does your child usually feed?

How much milk/formula does your child usually drink in one feeding?

Has your child started eating solid foods?

If so, what foods is s/he eating?

How often does s/he eat solid food, and how much?

TO BE COMPLETED BY TEACHER

Clarifications/Additional Details:

At home, is baby fed in response to the baby's cues that s/he is hungry, rather than on a schedule?

Yes No

If NO,

- I made sure that parents have a copy of the "Infant Feeding Guide" or "Breastfeeding: Making it Work"
- I showed parents the section on reading baby's cues

Is baby receiving solid food? Yes No

Is baby under 6 months of age? Yes No

If YES to both,

- I have asked: Did the child's health care provider recommend starting solids before six months?

Yes No

If NO,

- I have shared the recommendation that solids are started at about six months.

Handouts shared with parents:

Child's name: _____

Birthday: _____
m m / d d / y y y y

Tell me about your baby's feedings at my Home.

I want my child to be fed the following foods while in your care:

	Frequency of feedings	Approximate amount per feeding	Will you bring from home? (must be labeled and dated)	Details about feeding
Mother's Milk				
Formula				
Cow's milk				
Cereal				
Baby Food				
Table Food				
Other (describe)				

I plan to come to your Home to nurse / feed my baby at the following time(s): _____

My usual pick-up time will be: _____

If my baby is crying or seems hungry shortly before I am going to arrive, you should do the following (choose as many as apply):

- hold my baby
- use the teething toy I provided
- use the pacifier I provided
- rock my baby
- give a bottle of milk
- other Specify: _____

I would like you to take this action _____ minutes before my arrival time.

At the end of the day, please do the following (choose one):

- Return all thawed and frozen milk / formula to me.
- Discard all thawed and frozen milk / formula.

We have discussed the above plan, and made any needed changes or clarifications.

Today's date: _____

Teacher Signature: _____ Parent Signature _____

Any changes must be noted below and initialed by both the teacher and the parent.

Date	Change to Feeding Plan (must be recorded as feeding habits change)	Parent Initials	Teacher Initials



©2015 Carolina Global Breastfeeding Institute
<http://breastfeeding.unc.edu/>

In Collaboration With:
NC Department of Health and Human Services
NC Child Care Health and Safety Resource Center
NC Infant Toddler Enhancement Project
Shape NC: Healthy Starts for Young Children
Wake County Human Services and
Wake County Smart Start

Community Preschool at Lakewood

STUDENT FILE CHECKLIST

Child's Name _____

Enrollment Date _____

LEFT SIDE OF FILE

- Incident Reports (if applicable)
- CACFP Application (binder in office)
Initial Application Date: _____
- Child Profile
- Infant/Toddler Packet
 - Feeding Schedules
[children less than 15 months]
 - Documentation of Safe Sleep Policy Receipt
 - Provision of Breast milk or infant formula and baby food
- Child Custody Documents (if applicable)
- Other Forms:

RIGHT SIDE OF FILE

- Application (Updated Annually)
 - Emergency Medical Care /Medical Treatment Information
 - Emergency Card (Copy of application placed in Emergency Card Box)
- Authorization for Transportation
- Enrollment Agreement
- Physical
Most Recent Date: _____
- Proof of Immunization
Most Recent Date: _____
- Authorization for Student Pick-Up
- Consent and Release
- Family Policy Agreement
 - Documentation of Discipline Policy (Child Guidance and Classroom Management)
 - Documentation of the Summary of the North Carolina Child Care Law for Child Care Centers

Administrator's Signature _____

Date _____

Community Preschool at Lakewood

ENROLLMENT AGREEMENT

(Last updated: January 2020)

Child's Full Legal Name: _____ Date of Birth: _____

Parent / Legal Guardian Name(s): _____

Email: _____ Cell Phone Number: _____ Cell Phone Provider: _____

Please initial each section listed below, then sign and date the last page.

SATISFACTION GUARANTEE:

I understand that a satisfaction guarantee applies to my child's first calendar week of attendance as a new enrollee. If I should have any concerns that cannot be resolved to my satisfaction during my child's first week of attendance, Community Preschool at Lakewood will honor my written refund request and notice of withdrawal. I understand, however, that the Registration Fee will not be refunded.

Days and Hours of Operations:

Community Preschool runs on a year-round basis. We are open Monday through Friday, 7:00am to 6:00 pm. Children should be dropped off at or after 7:00am and picked up prior to 6: 00pm.CPS Lakewood is licensed for specific hours of operating therefore, early drop off or late pick up is not allowed.

TUITION and MODIFICATIONS CONDITIONS:

I have enrolled my child in the following program(s):

From _____ am / pm to _____ am / pm

Days: (check all that apply) M T W TH F

The current tuition rate for the program I have chosen is \$ _____ per week/month. I understand that rates are subject to change with reasonable notice as conditions require. Annual tuition rate increases will be effective on January 1st of each year unless otherwise noted.

AGENCY REIMBURSEMENT:

I understand that I am solely responsible for any tuition payment and late fees in excess of any agency or third-party reimbursement in accordance with the applicable contract. I also understand that I am solely responsible for promptly communicating any changes in my status that would affect my agency reimbursement, and that I am solely responsible for payment to Community Preschool at Lakewood of any tuition in excess of any agency or third-party reimbursement or for any non-payment by agency or third party resulting from my failure to promptly communicate status changes. Parents are responsible for any tuition balance not paid by the agency due to absenteeism from the center.

PAYMENT OF TUITION:

I understand that tuition is due and payable in advance, on the first scheduled day of attendance each week. If payment in full is not received when due, I agree to pay a late payment fee of **\$50** per week when tuition is not received by Tuesday at noon. Semi-monthly tuition payment is considered late on the second business day after the 1st and 15th of each month. Monthly tuition payment is considered late after the second business day of the month. All late fees are subject to change without notice. I understand that when payment is delinquent for one week, space can no longer be reserved for your child, I will be asked to withdraw my child until my account is made current. The center cannot guarantee a child's spot will be held when a child is withdrawn due to non-payment of tuition. Any unpaid tuition fees will be sent to a third-party collection agency. **After the third late payment, all discounts that have been provided will be removed from your tuition.**

PAYMENT:

Payment may be made in the form of check, or Tuition Express bank or credit card draft. Tuition Express is the most preferred form of payment. If a family chooses to pay with credit card or any type of "card" they will be assessed an additional 3% of their total tuition billed to cover the processing fee. I understand that if I choose to pay my tuition by credit card, I must complete a Credit Card Authorization form. This form authorizes Community Preschool at Lakewood to charge my credit card for the purpose of tuition payment. I understand that I do not need to be present when this transaction is processed.

RETURNED CHECKS:

I understand that a processing fee of **\$45** will be charged to my account for all checks which are returned for any reason, and this fee is in addition to any charges that my bank or financial institution may charge me. I understand that any non-sufficient funds checks will be automatically resubmitted electronically up to 3 times. I further understand that once a check has been processed electronically, the check is no longer negotiable and will not be returned. If more than 2 checks are returned within a calendar year, I will be required to pay by money order or credit card.

ANNUAL REGISTRATION FEE:

I understand that an annual, non-refundable, Registration Fee of **\$100 per enrolled child** shall be paid every August. I understand that I may guarantee my child's enrollment for fall by paying this fee no later than August 31st each year. In instances of agency reimbursement, the Registration Fee is to be paid according to the applicable contract.

SUMMER REGISTRATION AND ACTIVITY FEE:

School age camp will be open during the summer months according to the local public-school calendar. Camp children will pay a separate Registration and Camp Tuition Fee during these months. Preschoolers will have a separate Summer Activity Fee. Other age groups may also incur a Summer Activity Fee. Please consult the Center Director for details. In instances of agency reimbursement, the Summer Registration and Activity Fee may be my responsibility.

DISCOUNTS:

A ten percent (10%) tuition discount is offered to me for each additional child from my immediate family enrolled in the center. The discount is applied to the lowest tuition rate. These discounts are available only to those accounts when full tuition is paid in advance. Corporate discounts are not available in Infant programs. Discounts are not applicable to Annual Registration Fee, Curriculum/Program Fees, Agency Co-Pays, and special program promotions or for any other fees or services and cannot be combined with any other discount or promotion.

CHARGES AND PROCEDURE FOR LATE PICK-UP:

Normal business operating hours are from 7:00am to 6:00pm, Monday through Friday all year, except for Scheduled School Closings. CPS Lakewood closes promptly at 6:00pm. There will be a late fee charged when a child is picked up late. If you are going to be late, please call and notify the administration. This will allow administrator to staff accordingly. Please note; Prior notification does not make the late fee null and void. **The late fee is as follows: 6:00pm – 6:10pm \$40.00, 6:11pm – 6:15pm \$50.00, 6:16pm – 6:29pm \$55.00 and 6:30pm - 7:00pm \$100.00.** I further understand that if I fail to pick up my child (ren) for more than 30 minutes past the center closing time, police or local authorities may be contacted.

ENROLLMENT:

I understand that the completion and execution of any forms and the payment of any tuition, timely or in advance, is not a guarantee of enrollment, continued enrollment or re-enrollment. My child may be refused enrollment or may be disenrolled at any time, with or without notice, when it is believed, at Community Preschool at Lakewood's sole discretion, that discontinuing or refusing enrollment is in the best interest of my child, the center or the other children in Community Preschool at Lakewood's care. I further understand that enrollment at Community Preschool at Lakewood is not a guarantee of academic or other success, progression or promotion.

INCLEMENT WEATHER OR OTHER DISASTERS

I understand that it is Community Preschool at Lakewood's intention to be open and provide childcare service every weekday of the year, excluding holidays, but that inclement weather, natural/national disaster or major building issue may disrupt service from time to time. I will contact the center to ensure that it is open during inclement weather/natural disaster. I agree that in the event the center is closed for an extended period of time, I will continue to be responsible for my tuition payments.

HOLIDAYS, TEACHER TRAINING DAYS:

I understand that the center is closed on the following holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, the day after Thanksgiving and one full week around Christmas Eve and Christmas Day, and two teacher work days.. I agree that I will not receive a refund, credit or any other allowance for holidays. If a holiday falls on a weekend, it will be observed on either the preceding Friday or the following Monday. Please refer to the CPS Lakewood Annual Calendar for specific dates that the center is closed.

ABSENCES/VACATIONS:

I agree to inform the center immediately if my child(ren) will be absent on any day. I understand that no allowances, credits, refunds or make up days shall be made for occasional absences. My regularly contracted tuition is due for all weeks when my child attends any part of the week.

WITHDRAWAL FROM PROGRAM:

I understand that I must provide a **30-day** written notice of withdrawal from the program. If this notification is not provided, I agree to pay all tuition and fees for **30-days**, whether my child attends or not. I understand that when my child is withdrawn, s/he will only be eligible for re-admission based upon space availability and all other enrollment criteria. If my child is selected for re-enrollment, I will be required to pay a new non-refundable Registration Fee. If there is an outstanding balance (including tuition or fees) when my child was withdrawn, I will be required to bring my account current prior to completing a re-enrollment application. I understand all fees (Registration or Activity) are non-refundable.

CHILD ACCIDENT INSURANCE:

Supplemental child accident medical insurance is provided as a complimentary service to reimburse the cost of medical treatment resulting from any injury to my child while in Community Preschool at Lakewood's care. I understand that this is an excess policy only and that my health insurance is and remains the primary responsible party for payment for the cost of treatment for my child(ren). I also understand that the policy requires a \$50 deductible for each incident, and that I have one year from the date of injury to make a claim under this policy. I further understand that I am solely responsible for initiating a claim, for requesting all appropriate forms from the center and for tracking the status of my claim.

DAILY SIGN-IN AND SIGN-OUT

I agree to sign my child(ren) in and out every day on the Community Preschool at Lakewood computer accounting system. I understand that my child is not permitted to sign him/herself out. I understand that I am required to enter the center to drop off and pick up my child (ren) and that I must escort my child(ren) to and from the designated classroom each day. In states where a manual signature is required due to state childcare licensing regulations, I agree to complete the required computer and manual sign-in and sign-out procedures.

RELEASE OF CHILD (REN):

I understand that my child will only be released to me, a parent or legal guardian (except where prohibited by state childcare law or court order) and to those persons whose names I have listed on the **Authorization for Student Pick-up** form. I understand that Community Preschool at Lakewood may require, at any time and without notice, satisfactory proof of identification and a valid driver's license from any person, including myself, who proposes to pick up and transport my child (ren). I understand that, for the safety and security of my child (ren), if an emergency were to arise where an unauthorized person must pick up or drop off my child(ren), I will be required to provide a password or other verification, as directed by the center. I will be required to follow the center's instructions for **Student Release to an Unauthorized Person** policy which requires a photo ID from the person picking up my child and the completion of a release form which I must sign upon my next arrival at the center. I understand that Community Preschool at Lakewood has the right to refuse to release a child to any person, including myself, who fails or refuses to follow Community Preschool at Lakewood's Sign-In, Sign-Out and Child Release policies, or to any person who appears, in the sole discretion of Community Preschool at Lakewood, unable to safely transport my child(ren). I understand that no person under the age of 18, including family members but excluding emancipated minor parents, may pick up a child from the center.

MODEL RELEASE:

Community Preschool at Lakewood, its agents, affiliates and licensees, may may not use photographs, reproductions, images or sound recordings of my child for advertising, publicity or any other lawful purpose.

PHOTOGRAPHS, VIDEOS AND AUDIO TAPES:

I understand and agree that, in consideration for being allowed to photograph, videotape or audio record my child on Community Preschool at Lakewood property; I shall only use such recording for lawful and private home use, and will not publish, publicly display or sell such recordings.

CHILD INFORMATION:

I understand that it is my sole responsibility to inform Community Preschool at Lakewood of any changes in my personal information or my child's personal information including, but not limited to, address, home phone number, work phone number, cellular phone number, pager number, days and hours of work, days and hours of school, transportation arrangements, child's medical conditions and any changes that may affect my child's enrollment. I understand that Community Preschool at Lakewood will not be responsible for errors or claims resulting from my failure to provide current personal information.

EMERGENCY CONTACTS:

I understand that I am required to provide and maintain at all times a minimum of three (3) additional emergency contacts other than myself, including full names, home and work phone numbers, cellular phone numbers, addresses, driver's license numbers or state identification numbers, and relationship to my child(ren). I understand that in the event of any emergency for which I cannot be reached, and the emergency contacts cannot be reached, that the center may contact the police or other local authorities for assistance.

CENTER SAFETY

I understand that Community Preschool at Lakewood has an open-door policy for parents and legal guardians and that I have unlimited access to the center, while my child is in attendance. I understand that access to the center may be restricted to custodial parents pursuant to state childcare regulations or may be further restricted by court order. I further understand that, for any reason it deems appropriate for the preservation of the safety, security, health or general well being of the center, Community Preschool at Lakewood may temporarily or permanently exclude any person from the center, including a parent, whom Community Preschool at Lakewood finds at its sole discretion, poses or is likely to pose a risk to the center or who fails or refuses to conduct him or herself in a manner befitting a child care environment. Prohibitions include but are not limited to profanity, yelling, threatening, aggressive or violent behavior, intoxication or failure to follow Community Preschool at Lakewood policies and procedures.

INTERVIEWING CHILDREN AND INSPECTING RECORDS:

I understand that the state child care regulatory enforcement and administration agency and the local department of social services or child protective services has the authority to interview children or staff, to inspect and audit child or facility records, to interview children privately, to observe the physical condition of the children in the center, to make provisions for the independent medical examination by a licensed physician of any child, and to contact and instruct any other appropriate authority to do the same, without prior notice or consent by myself or by Community Preschool at Lakewood.

ILLNESS AND RE-ADMISSION:

I understand that I will be notified should my child become ill during the day, and that I will pick up my child promptly upon such notification. If my child is exposed to or contracts a contagious disease, I agree to notify the center and I understand that my child will be re-admitted according to the Community Preschool at Lakewood Re-admission Criteria in the **Policy Agreement**.

MEDICATION:

I understand that Community Preschool at Lakewood is not required to administer any medication, and that I must administer all prescription and over-the-counter medication. If medication must be administered during the day, I agree to fill out the **Medication Administration Permission & Record** form, the **Permission to Administer Topical Ointment/Lotion/Powder** form or the **Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions** form and give the medications and completed forms to the appropriate management person in charge. I understand that I must strictly follow all Community Preschool at Lakewood policies related to the administration of medication in the center, and that Community Preschool at Lakewood may refuse to administer any medication at any time, without notice when, at Community Preschool at Lakewood's sole discretion, such action is in the best interest of my child.

PERSONAL ITEMS:

I understand that Community Preschool at Lakewood is not responsible for lost or damaged personal items. I will ensure that my child (ren)'s clothing, backpacks and other personal items are clearly labeled with child(ren)'s first and last name.

ALL COMMUNITY PRESCHOOL AT LAKEWOOD POLICIES & STATE REGULATION:

I understand that the above policies are not an all-inclusive list of policies, and that my child(ren), my family members, authorized agents and I are bound by state child care regulations, the **Policy Agreement**, and all other Community Preschool at Lakewood policies, which may be modified at any time, without notice. I also understand that the childcare regulations of the state in which my child attends may prevail over these Community Preschool at Lakewood policies when the state regulation is stricter. I further understand that my continued enrollment at Community Preschool at Lakewood constitutes my acknowledgement of, and agreement to abide by, all Community Preschool at Lakewood Policies and state regulations.

PARENT POLICY AGREEMENT:

I have received a copy of the Community Preschool at Lakewood **Policy Agreement**. I have read and understand its contents and policies and agree to be bound by same.

STAFF COMMUNICATION

Community Preschool at Lakewood staff are not permitted to provide personal email addresses, personal phone numbers, or social media contacts to parents. All communication with our center regarding your child is to be made only through the business phone number, business email address, or in person at the center.

NO MODIFICATIONS:

No terms of this Agreement may be altered, revised, modified or deleted by any person except in cases of Community Preschool at Lakewood policy change or rate change to which both Community Preschool at Lakewood and I must initial. Any alterations, revisions, modifications or deletions of any term of this Agreement are null and void.

These policies have been reviewed with me by center management. I understand and will comply with the policies included in Community Preschool at Lakewood's *Enrollment Agreement* and *Policy Agreement*. Policies in this contract will supersede all other previous documents.

Parent or Legal Guardian:

(Signature) (Date)

(Printed Name)

Center Director:

(Signature) (Date)

**North Carolina Department of Health and Human Services
Women's and Children's Health
CHILD AND ADULT CARE FOOD PROGRAM
CHILD ELIGIBILITY APPLICATION**

① PRINT PARTICIPANT'S NAME & DATE OF BIRTH:

INSTITUTION NAME: LAKELWOOD CPS LLC

First Name	Last Name	Date of Birth

AGREEMENT#: 9455

FACILITY NAME: COMMUNITY PRESCHOOL @ LAKELWOOD

② SNAP, TANF or FDPIR: If a child is a member of a SNAP or FDPIR household or TANF recipient, the child is automatically eligible to receive free Program meal benefits, subject to the completion of the application. If the household currently receives SNAP, TANF or FDPIR benefits give the case number.

Case number is: SNAP # _____ TANF#: _____ FDPIR # _____
If you have provided the case number; **DO NOT** complete #3 and #4. Complete #5 and #6.

③ A foster child is automatically eligible to receive free Program meal benefits, and a Head Start participant is automatically eligible to receive free Program meal benefits, subject to submission by Head Start officials of a Head Start statement of income eligibility or income eligibility documentation.

Is this a Foster Child? Yes No

Households with foster and non-foster children may choose to include the foster child as a household member, as well as any personal income earned by the foster child, on the same household application that includes their non-foster children.

Is this a homeless child or a child evacuated from Japan or Bahrain? Yes No

Certification from the agency that assisted with the evacuation or is providing shelter is required.

④ HOUSEHOLD MEMBERS MONTHLY INCOME: List all others living in your household, **DO NOT** include participant listed above. List all gross income (**before deductions**) received last month. If you did not give a SNAP, TANF or FDPIR case number or if this is not a foster child, you must complete the income information.

Names of all Other Household Members	Monthly Wages Salaries	Monthly Social Security Earnings	Monthly Public Assistance/ Child Support Earnings	Monthly Retirement Pensions Earnings	Monthly Other Earnings
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

⑤ ETHNIC IDENTITY: (Check one). Hispanic or Latino Not Hispanic or Latino

RACE (Check one or more): White Black or African American American Indian or Alaskan Native Asian Native Hawaiian or Other Pacific Islander

⑥ SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: I certify that all of the above information is true and correct; that the application is being made in connection with the receipt of federal funds, that Program officials may verify the information on the application; and that deliberate misrepresentation of any of the information on the application may subject me to prosecution under applicable State and Federal criminal statutes.

Signature of Adult Household Member (Required) _____ Date _____ Last Four Digits of Social Security Number _____ Check if no SSN

Printed Name _____ Home Telephone # _____ Work Telephone # _____

Address _____ City _____ Zip Code _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not we cannot approve your child for free or reduced price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number is not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for your child or other FDPIR identifier or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced price meals and for administration and enforcement of the Program.

For Institution to be classified and completed by institution/sponsor

TOTAL HOUSEHOLD SIZE _____ TOTAL HOUSEHOLD MONTHLY INCOME \$ _____
Approved: Free Reduced Denied
Reason for denial: Income too high Incomplete application Other: _____
Withdrawn on (Date): _____

For state use only:
Verified by: _____ Date: _____
Verified classification:
 Free Reduced Denied
Reason for classification change: _____

Signature of Eligibility Official (Individual at the Institution Level) – REQUIRED _____ Date _____

**Child and Adult Care Food Program (CACFP)
Child Participant Enrollment Form**

Institution Name: _____ Agreement Number: _____

Center Name: _____

Dear Parent/Guardian,

This center/program receives funding from the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). CACFP needs proof of enrollment for all children. Please complete the table below for each child in your family that is enrolled at this center/program. Be sure to sign and date in the space below. Thank you.

The information below should be completed by the parent or guardian.

Child's First Name	Child's Last Name	Date of Birth	Normal/Typical Hours of Care	Normal/Typical Days of Care (Circle all that apply)	Meals Normally Eaten (Circle all that apply)
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM

Normal/Typical Hours of Care: Please write in each child's usual arrival and departure time. Indicate a.m. or p.m.

Normal Days of Care: Please circle the days of the week each child is usually in attendance at the facility.

(M-Monday; T-Tuesday; W-Wednesday; Th- Thursday; F-Friday; Sat-Saturday; Sun-Sunday)

Meals Normally Eaten – Please circle the meals each child usually eats at the facility.

(B-Breakfast; AM-AM Snack; L-Lunch; PM-PM Snack; S-Supper; LPM-Late PM/Evening Snack)

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone Number: () _____ Work Telephone Number: () _____

<p>For Facility/Provider Use Only: Signature of Facility Representative/Provider: _____ Date: _____ Date each child withdrew: _____</p>
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<p>For State Use Only: Complete: _____ Incomplete: _____ Reason: _____ Verified by: _____ Date: _____</p>
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This institution is an equal opportunity provider.