

Nia Infant, Toddler, & Child Development Center
Early Head Start / Child Care Partnership

“Young Minds Strengthened Through Faith and Knowledge”

2007 Helm Ave. North Charleston, SC 29405

Office (843) 746-9377 Fax (843) 746-9337

www.niachildcare.com

Dear _____,

Congratulations, your child _____ has been accepted in the Early Head Start/Child Care Partnership Program, here at Nia Infant Toddler and Child Development Center. There are a few things that we would like to let you know about this program and how it relates to Nia.

- If you receive ABC Vouchers, your copay is still due on a weekly basis. A late payment of \$5 will be added to your balance is not paid in full by 6 pm on Tuesday.
- You will have a few documents to sign for your child’s record. Please fill out any forms and return them back to the center the next day.
- Your child will need Sun Screen and Bug Spray. These must be brought in by you as soon as possible. If you prefer for your child not to have Sun Screen and/ or Bug Spray applied, please note this on the permission form.
- Our medication and sick child policy will be enforced. Please help us keep the center germ free as much as possible.
- No outside food or drinks are allowed for your child in the center. Please do not bring food in with your child because we must take it from them and throw it out. If your child has an allergy to a food item, please bring in a doctor’s note so that we can accommodate your child.
- We prefer that toys and other items from home only come to the center on designated days. You will know when we have” show and tell”, at that time your child may be asked to bring in a specific item pertaining to what he/she is learning.
- Please remember to sign in/out your child every day. I know that some days you may be rushed but it is greatly appreciated that every child is accounted for as they come in and leave.
- If you are entering the building past the sign in/out area, please wash your hands.
- If you are entering the infant room, please wear the shoe covers that are located by the door.
- The center will supply your child with diapers, pullups, and wipes during the day. When you are ready to begin potty training your child, we are that you talk to your child’s teacher first. This will ensure everyone is working together.

I know that adjusting to change can be hard, but these changes are in the best interest for your child and the center. We would appreciate every effort made by you to ensure that our regulations are successfully met.

As always, we are available to assist you however we can to ensure this is a smooth transition process.

Thank you,

Shaniqua Christian
Codirector

Nia Infant, Toddler, & Child Development Center
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South Carolina Department of Social Services
Child Care Regulatory Services

**GENERAL RECORD AND STATEMENT OF CHILD'S HEALTH FOR ADMISSION
TO CHILD CARE FACILITY**

This form is to be completed for each child at the time of enrollment in the child care facility, updated as needed when changes occur, and maintained on file at the facility.

GENERAL INFORMATION: (to be completed by Parent or Guardian)

Name of Facility: Nia Infant Toddler and Child Development Center County: Charleston

Address: 2007 Helm Ave North Charleston, SC 29420
Street Address – no Post Office Boxes City, State, Zip

Child's Name: _____
Last First Middle Initial Nick Name

Date of Birth: _____ Enrollment Date: _____

Child's Current Home Address: _____
Street Address City, State, Zip

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

Parent/Guardian's Full Name: _____

Home Phone: _____ Work Phone: _____ Other Phone: _____

You must have two individuals who have the authority to obtain emergency medical treatment for the child.

1. Person responsible if parent/guardian unavailable for emergency medical services:

_____ Full Name Relationship

Address: _____
Street Address City, State, Zip

Telephone Number(s): _____ Family Code Word(s): _____

2. Person responsible if parent/guardian unavailable for emergency medical services:

_____ Full Name Relationship

Address: _____
Street Address City, State, Zip

Telephone Number(s): _____ Family Code Word(s): _____

Is Child currently enrolled in school? (5K up to 6 years old) Yes No

My Child will regularly attend this facility **FROM** _____ am/pm **TO** _____ am/pm

If Child is a drop-in, indicate hours of care: **FROM** _____ am/pm **TO** _____ am/pm

Check all days Child will regularly attend this facility: Mon Tue Wed Thurs Fri Sat Sun

Check all meals Child will receive daily: Meals are not offered Breakfast Morning Snack Lunch
 Afternoon Snack Dinner Evening Snack

HEALTH INFORMATION: (to be completed by Parent or Guardian)

Family Physician or Health Resource: _____
Name

_____ Street Address City, State, Zip Telephone

Emergency Care Provider: _____
Emergency Facility Name

_____ Street Address City, State, Zip Telephone

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Dental Care Provider: _____
Name

Street Address City, State, Zip Telephone

Health Insurance Provider: _____

Certificate of Immunization: Yes No N/A Please explain: _____

My child has the following health conditions such as allergies, asthma, diabetes, epilepsy, etc., and/or takes the following medications on a regular basis:

Additional Comments: _____

I certify that to the best of my knowledge _____
Child's Name

is in good mental and physical health and able to participate in the child care program at

Nia Infant Toddler and Child Development Center

Name of Child Care Facility

Signature: _____ Date: _____
Parent or Guardian

Signature: _____ Date: _____
Director/Operator/Staff Designee

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ENROLLMENT APPLICATION

Date of Application ____/____/____

1st Day of Attendance ____/____/____

Date of Exit ____/____/____

Child Name _____
Last First Middle

Nickname _____

SS# _____

Child resides with _____

Mother's/ Guardian 1 Information

Father's/ Guardian 2 Information

Name: _____

Name: _____

SS#: _____

SS#: _____

Home #: (_____) _____

Home #: (_____) _____

Email Address: _____

Email Address: _____

Address: _____

Address: _____

Employer: _____

Employer: _____

Work #: (_____) _____

Work #: (_____) _____

Supervisor: _____

Supervisor: _____

Code Words: _____

Code Words: _____

Person(s) authorized to take child from center.

Name: _____ Phone #: _____ Relationship: _____

Address: _____

Name: _____ Phone #: _____ Relationship: _____

Address: _____

Other Information: Name and ages of brother/ sisters that reside in home with child

Name Age

Name Age

Name Age

Name Age

Has your child attended child care or school before? Yes No

If yes, where? _____

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Does your child have a pet? Yes, No If yes, kind? _____ Name _____

Describe your child's habits, favorite activities, and home schedule (naps, favorite foods, dislike foods, etc.)

I / WE have read and fully understand the rules and regulations of Nia Infant, Toddler, and Child Development Center as stated in the parent handbook. **I / WE** will adhere to them as stated. **I / WE** understand that if we fail to do so, **my / our** child may be dismissed from NIAITCDC and **I / WE** will be required to pay balance in full upon dismissal. **I / WE** will notify the center immediately of any changes in the address or telephone numbers. **I / WE** will notify the center for reason of absences and will call the center on the day of the absence. The information provided is accurate to the best of my knowledge.

I / WE have received a parent handbook. Yes – Date ___/___/____ No

Please read all the policies including but not limited to Release of Children, Administration of Medication, Discipline and Behavior Management, Confidentiality, Tracking of Children, and our Open-Door policy.

Parent/ Guardian Signature: _____

PLEASE CIRCLE YOUR CHOICE FOR THE FOLLOWING:

I DO / DO NOT give permission for my child to be photographed in the context of his/ her educational and extracurricular activities for use in educational, marketing, public service in published print and electronic material and resourced. This permission is applicable to current and future projects. Please see media permission sheet.

As a part of this program, your child(ren)'s records may be included in research which evaluates the value of this program. In all cases, confidentiality of your child's information will be maintained.

The information provided is accurate to the best of my knowledge.

Parent/ Guardian Signature

Date

Parent/ Guardian Signature

Date

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EMERGENCY CONTACT SHEET

CHILD'S NAME

DOB

ALLERGIES

PARENT NAME

PARENT NUMBER

EMAIL ADDRESS

PARENT NAME

PARENT NUMBER

EMAIL ADDRESS

CONTACT #1

PHONE NUMBER

CONTACT #2

PHONE NUMBER

NOTES FROM PARENTS:

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Payment Agreement

If the ABC voucher System services my family, _____ I understand that I may be responsible for an ABC Copayment on a weekly basis. Copayments are billed weekly and due every Monday by the close of business day.

_____ I understand that If my child(ren)'s ABC co-payment is not immediately known, I understand that the Copayment will be backtracked to the 1st day of attendance.

_____ I understand that there is no reduction in the ABC Copayment for absences, illnesses, or official emergency or scheduled school closings.

_____ I understand that the childcare services are based on nine (9) hours or less per day between the hours of 6:30am and 5:30pm, Monday through Friday. My child(ren) will arrive at _____am/pm and depart at _____am/pm. I will notify the office if there is a change in my child's attendance times.

_____ I understand that if I am unable to pick my child up by the close of business day (5:30pm), I will be charged a late pick up fee of **\$1 per minute starting at 5:35pm** and it will be due in the same manner ABC Copayment is billed. Please see our late pick up policy for clarification.



Attendance Status: ___ Full Time

Payment Status: _____ EHS/CCP _____ ABC Voucher

I am required to pay: _____ ABC Co-payment

My weekly total amount due is \$ _____.

I understand that my rate may change if a late fee is applied.

Parents Signature _____ Date _____

Staff Signature _____ Date _____

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Release of Children

Parents **must** list on the child’s enrollment form the names of **all** persons who are permitted to pick up their child. We require parents to notify us in writing if someone else will be picking up the child. Each child may be released only to the child’s parent(s) or person(s) authorized by the parent(s) to take the child from the center and to assume responsibility for the child in an emergency if the parent(s) cannot be reached.

In a rare emergency, arrangements can be made verbally. If the person picking up the child is not known to the teacher, information about the person must be provided, including the following: name, phone number, and physical description. The person picking up must also know the family “code word” that is on the enrollment form. This person will be required to show picture ID.

If a non-custodial parent has been denied access or granted limited access to a child by a court order, the center shall secure documentation to that effect, maintain a copy on file, and comply with the terms of the court order.

Our policy insists any person picking up your child **must** be over the age of 18, authorized to take the child from the facility, **and** have a proper car seat if transporting by vehicle. We are mandated to report, and it is illegal in South Carolina for children to ride with no car seat.

Unauthorized Pick-Up

If an unauthorized person arrives to pick up a child, the child will remain under the supervision of the teacher at the center. The teacher will speak to the individual and explain the policy that no child will be released without written authorization from the parent or guardian.

If difficulties arise, all reasonable efforts will be made to ensure the safety of the child and the other children. If necessary, the police will be called for assistance.

Impaired Person Pickup

If the parent(s) or person(s) authorized by the parent(s) appears to be physically and/or emotionally impaired to the extent that, in the judgment of the director and/or staff member, the child would be placed at risk of harm if released to such an individual, the center shall ensure that:

1. The child may not be released to such an impaired individual;
2. Staff members attempt to contact the child’s other parent or an alternative person(s) authorized by the parent(s)

If you have any questions, please see the office.

Thank you,

Staff/ Parent Signature

Date

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EMERGENCY MEDICAL RELEASE

Physician / Health Resource: If your physician cannot be reached, your child will be taken to the nearest Emergency Room.

Physician: _____

Address: _____

Phone Number: _____

This is to certify that I / We give Nia Infant Toddler & Child Development Center permission to administer first aid / CPR to my child: _____.

This is to certify that I / We give Nia Infant Toddler & Child Development Center permission to take my child, _____ for Emergency Medical Attention and to give permission to the physician or the emergency medical personnel of Nia's choice to provide medical services. If my Physician cannot be reached or if I do not have a regular pediatrician for my child, I understand that Nia will make all attempts to contact me or anyone of my Responsible Parties if time permits before treatment.

My child has the following chronic illness(es):

My child is allergic to the following medications:

My child is allergic to the following foods:

Parent / Guardian's Signature:

Date

Director Signature:

Date

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Open Door Policy

Our center has an open-door policy unless court order stipulates otherwise. This means parents can visit their children in our facilities any time they wish. Drop in visits are welcome and encouraged. We do ask parents who plan to visit their children frequently to follow the classroom routine, to avoid disturbing classroom schedules and activities. We also ask that visits are respectful of the other children in care, we suggest short visits. This will ensure that the students are not distracted from their learning activities and classroom rules. Please keep in mind this may confuse your child when you leave without them, if they are suffering from separation anxiety. Please be sure to sign in as a visitor if that is what you are doing. All visitors will have to sign in at the office. If it is naptime, we ask that you please schedule your visit before and during those times. Please keep in mind that visits during naptime can be disruptive for all the children. Please talk to the provider beforehand.

There are special events where parents are encouraged to come and have snack or read with their child. Volunteering is also another great way to get acquainted with your child's friends and staff.

Tracking Children

Our Center has a digital master attendance sign in/out system for each class. When you drop off your child in the morning, please sign them in on tablet provided by the door of each building. If the system is down, please use the master sign in/ out sheet below the tablet. Your child's teacher will sign them in on the individual classroom sign in sheet. Throughout the day your child's teacher's will keep track of the class by signing the children into and out of the room and building for outdoor play on the classroom tracking sheet. Children are tracked through sight and sound throughout the day. Once their teacher visually sees them, as they enter and leave designated areas throughout the day, they are checked off with time and date. At the end of the day, please sign out your child on the tablet provided and the teacher in your child's classroom will sign them out as they go home.

Please make sure you allow yourself extra time to sign your child in and out in the morning and evenings. This policy allows the staff to keep track of the children always. In the event of an emergency, it is essential for our staff to have an accurate count of how many children are in their care and where they are at a moment's notice.

The center does not provide care for mildly ill children. We do not do any provisional hire.

Signature

Date

Parent / Staff

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Confidentiality Policy

Employees of the Nia Infant Toddler and Child Development Center are bound by the following rules of confidentiality:

- Employees will refrain from discussing issues involving relationships with children and parents.
- Employees will not discuss issues involving children or parents outside of the CDC Programs and only on as "as needed" basis (i.e. between Teacher and Care Provider; Assistant Director, or Director).
- Confidentiality must be maintained in all training sessions, whether inside or outside of the CDC Program as outlined above.
- Employees will not use the name of the children or parents when discussing any issues involving the CDC Program except with those individuals listed above.
- Employees will refrain from discussing salary.
- Employees will refrain from discussing center services and all of Nia's information with those that is not employed by Nia.

Records of all children and staff are confidential and only administration team and referral agencies may have access to the information provided. Files are kept in the office in a locked file. The only person that had access to the keys are the administration team. A file may not leave the Director's office without approval. Privacy must be maintained when discussions are held between parents and staff about problems and concerns regarding specific children. A staff member may be dismissed for discussing a child's record outside of the school. Family code words always must be used. The code words are on the emergency sheets in the red binder. It is the teacher's responsibility to keep the code words current and notify the director of any changes or information given to them by the parent.

Staff/ Parent Signature

Date

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Parent Information for Medications Administration Procedures

As of July 1, 2018, Nia Infant Toddler and Child Development Center EHS/CCP has updated the policy for identifying procedures for the safe administration of medications and/or medical procedures performed during center hours.

MEDICATIONS

1. When possible, medications should be given by parents/guardians before or after center hours. Any medication to be given during the school day, including over the counter medication, **must** be accompanied by a completed Doctor’s Order from a health care practitioner who is recognized by SC’s Dept of Labor, Licensing, and Regulation as authorized to prescribe medications. The parent/guardian portion of the form must also be completed.
2. Nia Infant Toddler and Child Development Center EHS/CCP and its employees reserve the right to refuse to honor medication requests that are not consistent with professional standards and/or deemed unsafe for the school setting. If this occurs, alternatives for meeting the student’s needs will be discussed.
3. Requests from parent/guardians for administration of herbal/alternative medicinal products, “off-label” or investigational medications will be evaluated on a case-by-case basis. Please allow 24 – 48 hours for a final answer for this procedure.

PROCEDURES

1. Medical procedures require receipt of the completed Doctor’s Order and necessary equipment for the procedure. The Doctor’s Order must be completed by a health care practitioner who is recognized by SC’s Dept of Labor, Licensing, and Regulation as authorized to prescribe medical procedures. The parent/guardian portion of the form must also be completed.
2. Administration or trained staff will administer the medication to your child the exact way it is stated on the medication form.

PARENT RESPONSIBILITY

1. Deliver the completed Doctor’s Order along with medication in the original labeled prescription container and/or proper equipment for medical procedure to the school. The form can be faxed to the center by the doctor’s office at 843-746-9337.
2. Inform the school of any changes in the student’s health condition, medical procedure or medication.
3. Update Nia Infant Toddler and Child Development Center EHS/CCP forms annually or when there is any change in the medication or medical procedure.
4. Pick up any unused medication or medical supplies within one week of discontinuation or last day for students, whichever comes first, after which medications will be disposed of.
5. Provide no more than a thirty (30) day supply of medication to the school.

SCHOOL RESPONSIBILITY

1. Receive and review completed Doctor’s Order along with medication (properly labeled/original container) and/or appropriate medical equipment.
2. Safely assist students with medication or performance of medical procedure according to Nia Infant Toddler and Child Development Center EHS/CCP Medication Administration Policy.
3. Communicate with the parent any problems or issues relating to administering medication or medical procedures.
4. Destroy medicine according to policy one week after discontinuance of medication or at the end of the school year, if not reclaimed by parents.

Thank you for your cooperation.

Parents Signature

Date

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Sick / Illness Policy

Our policy is that your child must remain free of illness for 24 hours before returning to the center, and area pediatricians agree with this policy. This means that if your child is picked up at 1:00 p.m., but still has a fever at 6:00 p.m. or later, he/she cannot return to the center the next day. The 24 hours begins when your child's fever has broken and remains in a normal range.

Below is a small list of illnesses to look for before you bring your child to daycare. Please understand that you will be called to pick up your child if/when any of these illnesses are present.

Fever

Fevers are common in young children and are often a signal that something is wrong. If your child has a fever of 101.0F or higher, please keep him or her home. If your child develops a fever of 101.0F or higher while at the center, you will be called to pick him/her up. If your child's fever is less than 101.0 F, you will be notified, and you may express your wishes to the staff at that time.

Diarrhea

Diarrhea due to illness is highly contagious. If your child has diarrhea, please keep him/her home. If your child has 2 or more diarrhea episodes, or any uncontained diarrhea while at childcare, you will be called to pick him/her up. Our care providers use gloves while changing diapers and use proper hand washing techniques between diaper changes. The changing table is also disinfected after every diaper change. Please understand that germs from diarrhea can be spread through carpets, toys, swings and direct contact. It is very difficult to keep from spreading these germs to other children.

Vomiting

If your child vomits while at childcare, you will be called immediately to pick him/her up.

Coughs and Colds

Colds are a common occurrence. However, there are some symptoms that warrant keeping a child home. These include but are not limited to: bad cold with hacking or persistent cough, green or yellow nasal drainage, productive cough with green or yellow phlegm being coughed up. These symptoms may be present with or without a fever.

If your child has just a cold, please notify their teacher. We encourage extra fluids and proper hand washing. If there are cold medicines you know will make your child more comfortable, we will administer them with your doctor's permission. Please do not expect a teacher to keep a child with a cold indoors. If your child cannot participate in the ordinary daily routine, he/she is probably too sick to be in childcare. Fresh air with proper attire is always healthy.

Rash

A rash may be a sign of many illnesses, such as measles or chicken pox. In infants, an external rash may be a sign that something is going on internally. Please do not send your child to the center with a rash until the doctor says it is O.K. to do so.

Doctor's O.K.

In some instances, you will be asked to keep your child home until we have written permission from your doctor saying your child is well enough to return to childcare. Please understand this is for your child's well-being along with the well-being of the healthy children at the center and their families.

Bringing in Ill Children

If your child is not infectious and your doctor has said they may return to the center, but your child is still not feeling 100%, please see that we have everything to make him/her comfortable. Items such as extra clothing, pillows, blankets, medication, etc. are very helpful to your child.

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Medications

If your child goes to the pediatrician and is prescribed medication, please keep your child home until they have completed 24 hours of antibiotic treatment. If your child is to receive antibiotics at childcare, please bring in the labeled bottle from the pharmacy and a syringe or other measuring device. We can administer antibiotics and other medications to your child with your written and signed consent.

Well Child Assessment

Every child should be assessed when entering the center. This is a state rule. We owe this to the families who have their child enrolled in a state-licensed facility. If your child appears to have an infectious or contagious condition, i.e. pink eye, head lice etc., you will be asked to take him/her home or to a pediatrician to get checked out. Please do not be offended if your child is too ill to stay at the center and you are asked to take them home.

If your child has had a rough night or previous day, please assess them before bringing them to the center. If you ever have any doubts about whether your child should be at childcare, please do not hesitate to call and ask us. The center opens at 6:30 a.m. and we would be more than willing to help you make that decision before you must drop off your child for the day.

Immunizations

When it is time to schedule your child’s shots, please do so on a Friday or a day when you can be with them for the following 24 hours. Children tend to run a fever, have loose stools and are more irritable after receiving their immunizations. This makes it difficult to care for your child in a day care setting. If you need any further details, please contact the director personally.

Emergency Contacts

We occasionally have problems with not being able to reach someone when a child is ill or injured. If you need to be notified because of your child’s illness or injury, it is imperative that we be able to reach someone. If you or your spouse/significant other are listed as emergency contacts, please make sure one of you can be reached always. If there is ever a situation where you know you cannot be reached, for whatever the reason, please make sure the staff has the name and phone number of another individual that can always be reached. We also request that if you are notified of your child’s illness or injury, you arrive at the center to pick them up within an hour. Please understand that an injured child requires one-on-one care. This can be an impossible situation for our center’s routine. It is also extremely unfair to the ill or injured child to expect them to remain at childcare when they are hurting because we cannot reach someone to come and get them.

We do understand and empathize with parents when their children are ill. It can be a very difficult, frustrating, and emotionally challenging situation when you are torn between a sick child and other obligations. Our staff also experiences these emotions and situations when they or their children are ill. These policies are designed to be fair to the ill child and their family, as well as our healthy children and their families. Please understand that we love your children and provide the best care possible for them, but we are not a sick day care. We are hoping to control the amount of illnesses at the center and to keep everyone healthy and happy. If you ever have any questions or concerns, please do not hesitate to call and talk to us at any time.

We wish to express our sincere thanks to all of you who keep their sick little ones at home and comply with our policies. We appreciate your courtesy!

Parents signature

Date

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Child Photo/ Media Agreement

As the parent of a child/children at **Nia Infant, Toddler, and Child Development Center EHS/CCP**, I agree to the following:

- I understand that my child(ren) whose name(s) are listed below may be photographed at **Nia Infant, Toddler, and Child Development Center EHS/CCP** during normal daycare hours or activities.
- I understand that these photographs may be used in school newsletters or mounted on the **Nia Infant, Toddler, and Child Development Center EHS/CCP** website, Facebook, or any other publication/ social media.
- I understand that these photographs may also be used in **South Carolina First Steps or Early Head Start / Child Care Partnership** entities website, Facebook, or any other publication/ social media.
- I give permission for my child(ren)'s photographs to be mounted on **Nia Infant, Toddler, and Child Development Center EHS/CCP's** website, Facebook, newsletters, or any other publication/ social media. (When names are added, only first names will be used.)
- I understand that I have the right to request, in writing, to have a photo removed from the website or Facebook within 14 workdays.

With my signature below, I grant permission for my child(ren) to be photographed, or their images recorded for print or electronic use Nia ITCDC EHS/CCP as well as other above-mentioned entities website, Facebook, newsletters, or any other publication/ social media. I understand that it is my responsibility to update this form if I no longer wish to authorize the above uses. I agree that this form will remain in effect during the term of my child's enrollment. I understand that there will be no payment for me or my child's participation in this release.

The Following are the names of my children attending **Nia Infant Toddler and Child Development Center EHS/CCP**: _____

() Yes, I confirm that I have read and understood the above and agree to have my child(ren)'s photos mounted on the **Nia Infant Toddler and Child Development Center EHS/CCP**, Facebook page, newsletters or any other publication.

() No, I do not wish to have my child(ren)'s photographs published.

Name (please print) _____

Signature: _____

Date: _____

Nia Infant, Toddler, & Child Development Center
Early Head Start / Child Care Partnership

“Young Minds Strengthened Through Faith and Knowledge”

2007 Helm Ave. North Charleston, SC 29405

Office (843) 746-9377 Fax (843) 746-9337

www.niachildcare.com

Nutrition Policy

Policy Statement

Good nutrition is vital to children's overall development and well-being. To provide the best possible nutrition environment for the children in our facility, Nia Infant, Toddler, & Child Development has developed the following child care nutrition policies to encourage the development of good eating habits that will last a lifetime.

To ensure the safety of all our children and staff, we are asking that NO outside food is brought in for your child.

Child Care Nutrition

Nia Infant, Toddler, & Child Development follow the child care nutrition guidelines recommended by the USDA CACFP (Child and Adult Care Food Program) for all the foods we serve. To provide a healthy and balanced diet that includes fruits, vegetables, and whole grains and limits foods and beverages that are high in sugar, and/or fat, our nutrition policy includes the following:

Fruits and Vegetables

- √ We serve fruit at least 2 times a day.
- √ We offer a vegetable other than white potatoes at least once a day.

Grains

- √ We serve whole grain foods at least once a day.

Beverages

- √ We limit juice intake to once per day in a serving size specified for the child's age group. When served, the juice is 100% fruit juice.
- √ We do not serve sugar sweetened beverages.
- √ We serve only skim or 1% milk to children age 2 years and older.

Fats and Sugars

- √ High fat meats, such as bologna, bacon, and sausage, are served no more than two times per week.
- √ Fried or pre-fried vegetables, including potatoes, are served no more than once per week.
- √ We limit sweet food items to no more than two times per week.

Role of Staff in Nutrition Education

- √ Staff provides opportunities for children to learn about nutrition 1 time per week or more.
- √ Staff acts as role models for healthy eating in front of the children.

Meal and snack times are planned so that no child will go more than four hours without being offered food. We provide a variety of nutritionally balanced, high quality foods each day so please do not send your child with outside food and drinks.

It is our policy to respect the children with food allergies, that no outside food be brought into the center.

Weekly Menus

Our weekly menus are carefully planned to follow child care nutrition guidelines at every meal. Each menu is designed to provide a wide variety of nutritious foods that are different in color, shape, size and texture. All our child care menus include foods that are culturally diverse and seasonally appropriate. We also like to introduce new and different foods and include children's favorite recipes in our menu

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planning. Menus are rotated on a **5-week** basis to provide the children with a balance of variety and familiarity. Menus are adapted to incorporate local and fresh in-season produce when available.

Nutrition and Punishment

Staff will never use food as a reward or as a punishment.

Celebrations

From birthday parties to holidays there are many opportunities for celebrations in our child care center.

A birthday party will be held monthly in each classroom. If you would like to recognize your child's actual birthday, we request that you not send in treats or goody bags but instead send a birthday book.

For holiday celebrations, a sign-up sheet with specific foods and beverages will be placed on the classroom door.

Professional Development

Annual nutrition training is required to ensure that all staff understands the important role nutrition plays in the overall well-being of children.

My signature below indicates that I have received a copy of the nutrition policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____

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ABC Grow Healthy

Child Care Discipline Policy

Policy Statement

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief, ***Nia Infant, Toddler, and Child Development Center*** uses a positive approach to discipline and practices the following discipline and behavior management techniques.

WE DO

- ◆ Communicate to children using positive statements.
- ◆ Communicate with children on their level.
- ◆ Talk with children in a calm quiet manner.
- ◆ Explain unacceptable behavior to children.
- ◆ Give attention to children for positive behavior.
- ◆ Praise and encourage the children.
- ◆ Reason with and set limits for the children.
- ◆ Apply rules consistently.
- ◆ Model appropriate behavior.
- ◆ Set up the classroom environment to prevent problems.
- ◆ Provide alternatives and redirect children to acceptable activity.
- ◆ Give children opportunities to make choices and solve problems.
- ◆ Help children talk out problems and think of solutions.
- ◆ Listen to children and respect the children’s needs, desires and feelings.
- ◆ Provide appropriate words to help solve conflicts.
- ◆ Use storybooks and discussion to work through common conflicts.

WE DO NOT

- ◆ Inflict corporal punishment in any manner upon a child. (Corporal punishment is defined as the use of physical force to the body as a discipline measure. Physical force to the body includes, but is not limited to, spanking, hitting, shaking, biting, pinching, pushing, pulling, or slapping.)
- ◆ Use any strategy that hurts, shames, or belittles a child.
- ◆ Use any strategy that threatens, intimidates, or forces a child.
- ◆ Use food as a form of reward or punishment.
- ◆ Use or withhold physical activity as a punishment.
- ◆ Shame or punish a child if a bathroom accident occurs.
- ◆ Embarrass any child in front of others.
- ◆ Compare children.
- ◆ Place children in a locked and/or dark room.
- ◆ Leave any child alone, unattended or without supervision.
- ◆ Allow discipline of a child by other children.
- ◆ Criticize, make fun of, or otherwise belittle a child’s parents, families, or ethnic groups.

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Conferences will be scheduled with parents if disciplinary problems occur. If a child's behavior consistently endangers the safety of the children around him/her, then the Director has the right, after meeting with the parents and documenting behavior problems and interventions, to terminate child care services for that child.

Note: If, at any point, there is an indication/suspicion that a child may have special needs, ***Nia Infant, Toddler, and Child Development Center*** will inform the child's family and contact Baby Net for assessment and assistance.

My signature below indicates that I have received a copy of the discipline policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

Please circle as appropriate: STAFF PARENT

If parent, name of child _____

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Physical Activity Policy Statement

Nia Infant Toddler and Child Development Center recognizes the importance of physical activity for young children. Implementation of appropriate physical activity practices supports the health and development of children in care, as well as assisting in establishing positive lifestyle habits for the future.

Physical Activity in Child Care

The purpose of this policy is to ensure that children in care are supported and encouraged to engage in active play, develop fundamental movement skills and to have limited screen time. Our center encourages all children to participate in a variety of daily physical activity opportunities that are appropriate for their age, that are fun and that offer variety. To promote physical activity and provide all children with numerous opportunities for physical activity throughout the day **Nia Infant Toddler and Child Development Center** will:

Daily Outdoor Play

- ▶ Encourage a least restrictive, safe environment for infants and toddlers always.
- ▶ Provide a designated safe outdoor area for infants (ages 0-12 months) for daily outdoor play.
- ▶ Provide toddlers (ages 1 through 2-year old's) with at least 60-90 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ▶ Provide preschoolers and school age children (ages 3 through 12-year old's) with at least 90-120 minutes of daily outdoor active play opportunities across 2 or 3 separate occasions.
- ▶ Increase indoor active play time so the total amount of active play time remains the same, if weather limits outdoor time.
- ▶ Provide a variety of play materials (both indoors and outdoors) that promote physical activity.

Role of Staff in Physical Activity

- ▶ Will encourage children to be physically active indoors and outdoors at appropriate times.
- ▶ Will provide 5-10 minutes of planned physical activities at least 2 times daily for children age 3 and older.

Screen Time Limitations

- ▶ Not permit screen time (e.g., television, movies, video games and computers) for infants and children two years and younger.

Physical Activity and Punishment

Staff members do not withhold opportunities for physical activity (e.g., not being permitted to play with the rest of the class or being kept from play time), except when a child's behavior is dangerous to himself or others. Staff members never use physical activity or exercise as punishment, e.g., doing push-ups or running laps. Play time or other opportunities for physical activity are never withheld to enforce the completion of learning activities or academic work. Our center uses appropriate alternate strategies as consequences for negative or undesirable behaviors.

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Appropriate Dress for Physical Activity

We at **Nia Infant Toddler and Child Development Center** have a Ready to Play Policy! Please bring your child ready to play and have fun each day. Your child will participate in both indoor play and outdoor play. Therefore, play clothes and shoes which can get dirty and allow for free and safe movement are most appropriate. We expect parents to provide children with appropriate clothing for safe and active outdoor play during all seasons.

For safety, children cannot wear open-toe shoes, sandals or flip-flops. In winter, provide a warm jacket, snowsuit, hat, mittens and boots. In spring and fall, provide a jacket or sweater, and boots and rain jacket on rainy days. In summer, provide light clothing, swimsuit, towel, hat and sunscreen. Please label all outer garments with your child's name.

It is our expectation that children will go outside EVERYDAY!

According to ABC standards, “Weather Permitting” means no falling precipitation, thunder, lightning, or inclement weather. “Inclement weather” is defined by the American Academy of Pediatrics and National Resource Center for Health and Safety in Child Care and Early Education as a wind chill factor at or below 15 degrees Fahrenheit or at or above a heat index of 90 degrees Fahrenheit.

If you feel your child is too sick to go outside, then he/she is too sick to be at the child care center. We request that you keep him/her at home until they are well enough to go outside.

Professional Development

Annual training on promotion of children’s movement and physical activity is required for all staff.

My signature below indicates that I have received a copy of the physical activity policy, it has been reviewed with me, and I have read and understand this policy.

Signature _____ Date _____

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If parent, name of child _____

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Acceptance of Policies

This is to certify that I, _____ accept and understand all the center policies, DSS Regulation 114-503F (4) including those that refer to or apply to DSS licensing regulations including the discipline policies 114-506B (1) thru (8) which shall be clearly defined, and state whether or not corporate punishment will be used according to DSS Regulations 114-5063 (2).

These policies include but not limited to: Release of Children, Administration of Medication, Discipline and Behavior Management, Confidentiality, Tracking of Children, and Open Door.

Parent's Signature

Date _____

Staff's Signature

Date _____

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Sunscreen and Bug Spray Permission

I give permission to the staff at Nia Infant Toddler & Child Development Center to apply the sunscreen and bug spray I have provided to my child, _____ prior to outside play for the prevention of sunburn/bug bites. I understand I am still responsible for sending my child with both already applied daily.

- All sunscreen or sun block should have a UVB and UVA protection of at least 15 or higher.
- It is recommended that insect repellent containing DEET should be used and applied only to children over the age of 2 months and no more than once a day.
- All sunscreen/sun block and insect repellent must be provided in the original container (please note, the use of aerosol cans is not allowed for safety purposes).
- All products require a valid expiration date, where applicable.
- Containers must be labeled clearly with the child's full name.

Name of Sunscreen: _____

Special Instructions:

Name of Bug Spray: _____

Special Instructions:

_____ **I do not wish for my child to have insect repellent and or sun screen applied.**

Parents Name: _____

Parents Signature: _____

Date: _____

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Diaper Rash Permission Slip

I _____ give permission for my child
_____ to have diaper rash cream applied **every change**
when red every other change by their caregiver. I understand that I will have
to provide the diaper rash cream for my child for the caregiver to apply it.

Notes:

If you have any questions, I can be reached at:

(_____) _____.

Contact Number

Thank you,

Parents name

Date