

NORTH CAROLINA ADDENDUM

CADENCE EDUCATION FAMILY HANDBOOK

FIELD TRIPS, TRANSPORTATION, AND SAFE ARRIVAL AND DEPARTURE

Field Trip Guidelines: Cadence Education provides field trips for children ages four and up that meet the required NC Child Restraint laws. While on field trips away from the school, the following practices will be followed:

- Two or more adults will always be present on field trips.
- Children may not attend a field trip without a signed permission from their parent or legal guardian.
- A first aid kit will be taken on each field trip.
- An attendance sheet, current emergency information, picture of each child, and any medical or additional forms required will be taken on all trips.
- Children will separate into groups while at the field trip site, with adult supervision. No child will be allowed to go to the restroom unattended.
- All of our transportation vehicles have a cell phone device.
- Attendance will be taken prior to leaving on the trip, frequently while on the trip and prior to returning. All staff will be required to maintain a record of transitions.

Emergencies While on a Field Trip: Should an emergency occur while on a field trip, the staff will assess the situation and take immediate action to ensure the health and safety of all students. The school will be notified immediately via cell phone.

Transportation Safety: Cadence Education provides transportation to and from selected schools. In addition, we may have field trips outside the school. Drivers must have on file with the school a current copy of their driving record.

The following guidelines will be followed while transporting children in a school vehicle:

- The speed limit is always obeyed.
- Freeway speed will not exceed 55 mph.
- Seat belts must always be worn by each passenger (and driver)
- Smoking is not permitted in or near a school vehicle, or during any school function.
- School vehicles will always be kept free of litter.
- No unscheduled stops are permitted.
- Children will never be double buckled in one seat belt.
- The ignition will not be started until all children are fastened into seat belts.
- While the bus/van is in motion, all children will remain in their seat belts.
- Only an adult will open and close doors/windows.
- All seat belts will remain fastened until the vehicle is turned off.
- Children will be unloaded from the vehicle on the curbside only.
- Children will never be left unattended in the bus/van.
- Any accident must be immediately reported to the Director.

Safe Arrival and Departure: Cadence Education provides a covered portico to allow for easy drop-off and pick-up during inclement weather. Families are not allowed to leave their car unattended for any length of time. Families are required to drive very slowly and carefully when entering and exiting our parking area. Children who are exiting the building may not be paying attention. Families must not leave their car running while escorting a child into the building or while picking up a child. All children must be secured in the car in accordance with state laws. If a parent is seen driving a child without the benefit of a required car seat, we will report them to the police. We ask that families ensure that they do not park blocking the crosswalk for families that choose to park and walk across to enter the building.

In order to ensure the safety of the children during drop-off and pick-up, all children must be walked in and out of the building and into their classroom. Families or a responsible person must escort them in and out of the building via the front entrance. Children are to be escorted into their classroom by an adult.

Children must be under adult supervision in the parking lot and entry area, always.

When children are being picked up, Cadence Education staff will request that all unknown individuals provide the family code word and picture ID before a child will be released to their care.

ILLNESS EXCLUSION

Centers may provide care for a mildly ill infant or child older than two months who has a Fahrenheit temperature less than 101 degrees and for infants younger than two months who have a Fahrenheit temperature of less than 100.4 by any method including axillary or orally, so long as the child does not have any of the following:

- (1) more than two stools above the child's normal pattern and diarrhea is not contained by a diaper or when toilet-trained children are having accidents;
- (2) two or more episodes of vomiting within a 12-hour period;
- (3) lice, until completion of first treatment;
- (4) scabies;
- (5) chicken pox or a rash suggestive of chicken pox;
- (6) tuberculosis, until a health professional provides a written statement that the child is not infectious;
- (7) strep throat, until 12 hours after antibiotic treatment has started and no fever is present;
- (8) pertussis, until five days after treatment has started;
- (9) hepatitis A virus infection, until one week after onset of illness or jaundice;
- (10) impetigo, until 24 hours after treatment has started;
- (11) a physician's or other health professional's written order that the child be separated from other children; or
- (12) exclusion for symptoms not included in this list shall be required if the symptoms prevent the child from participating comfortably in activities as determined by staff members of the program or the symptoms result in a need for care that is greater than the staff members can provide without compromising the health and safety of other children.

MEDICATIONS

Schools in the State of North Carolina may not administer any medication unless the medication is part of an emergency care plan. All paperwork must be filled out by the child's physician, and medication must be in its original packaging and labeled with the child's first and last name. Please see your School Director for the necessary paperwork.

North Carolina schools may not administer Pedialyte to infants.

MILK ALTERNATIVES

Milk alternatives are required to be brought in at the beginning of the week in their original, sealed container and must be labeled (first name, last name and date). Parents can pick up the unused milk alternative at the end of the week, and a new, unopened container must be brought in each week.

POSITIVE GUIDANCE

Positive Guidance: The most effective positive guidance ties home life and childcare school life together, making family and classroom consistency complete. The following guidelines and policies are reflective of Cadence Education's personnel handbook. Cadence Education's methods of discipline are positive and consistent with the developmental needs of children and are applied with the full knowledge, understanding and approval of families. Positive guidance is a process of teaching children to behave appropriately. It respects the rights of the individual child, the group and the adult. Positive guidance is different from punishment. Punishment tells children what they

should not do; positive guidance tells children what they should do. Punishment teaches fear; positive guidance teaches self-esteem.

Professional Development and Training: It is important that our teachers know the developmental characteristics of the children with whom they work and know why children at certain ages behave in different ways. Cadence Education accomplishes this by providing on-going professional development to its staff. Cadence Education understands that is its responsibility to provide staff with the skill set to prevent behavior problems and help staff handle their responses to those behaviors when they occur. This policy, along with all other Cadence Education policies, is reviewed upon employment and prior to staff assuming childcare responsibilities. Additionally, all staff receive annual training every year regarding positive guidance.

Effective Management of Children with Challenging Behaviors/Appropriate Response and Alternatives for Children who Exhibit Acting Out Behaviors: It is important to predict and prevent challenging behaviors of children when possible. Therefore, the following is a guideline for how Cadence Education puts Positive Guidance into practice:

WE:

1. **DO** praise, reward and encourage the children.
2. **DO** reason with and set limits for the children.
3. **DO** model appropriate behavior for the children.
4. **DO** modify the classroom environment to attempt to prevent problems before they occur.
5. **DO** listen to the children.
6. **DO** provide alternatives for inappropriate behavior to the children.
7. **DO** provide the children with natural and logical consequences of their behaviors.
8. **DO** treat the children as people and respect their needs, desires and feelings.
9. **DO** ignore minor misbehaviors.
10. **DO** explain things to children on their levels.
11. **DO** stay consistent in our behavior management program.
12. **DO** use effective guidance and behavior management techniques that focus on a child's development.
13. **DO** use soft and kind tones when redirecting children.
14. **DO** consult with families regarding their child's behavior.

WE:

1. **DO NOT** handle children roughly in any way including shaking, pushing, shoving, pinching, slapping, kiting, kicking or spanking.
2. **DO NOT** place children in a locked room, closet or box or leave children alone in a room separate from staff.
3. **DO NOT** delegate discipline to another child.
4. **DO NOT** withhold food as punishment or give food as a means of reward.
5. **DO NOT** discipline for toileting accidents.
6. **DO NOT** discipline for not sleeping during rest period.
7. **DO NOT** discipline children by assigning chores that require contact with or use of hazardous materials such as cleaning bathrooms, floors, or emptying diaper pails.
8. **DO NOT** withhold or require physical activity, such as running laps or doing pushups as punishment.
9. **DO NOT** yell at, shame, humiliate, frighten, threaten or bully children.
10. **DO NOT** restrain children as a form of discipline unless the child's safety or the safety of others is at risk.

Techniques for Deescalating Stressful Situations: Cadence Education provides support for both parents/guardians and teachers who are trying to calm a child, encourages parents/guardians and teachers to take a calming break if needed and encourages use of the classroom telephone to contact administration. Some ways to deescalate a situation include decreasing stimulation for the child, validating feelings, encouragement and comfort. In some cases, when the behavior exhibit is repeated, the School Director may schedule a parent/teacher conference to

define the behavior and help determine a course of action. If all techniques are exhausted, Cadence Education reserves the right to request that a family seek alternative childcare.

Ensuring Compliance and Observations: Cadence Education conducts both informal and formal observations on all employees that provide care for children on a regular basis. A member of the administration team may use video and classroom observations to meet this requirement. When the observer elects to use classroom video to complete the observation, the following observation must take place inside the classroom. The focus of the observation is to evaluate each staff member's performance to ensure compliance with all childcare requirements and Cadence Education policies and procedures. While observing, the observer should pay close attention to the interactions between the staff member and the students to confirm the care and treatment of the children, positive guidance and adequate supervision. To ensure that a formal observation is an accurate reflection of the employee, the length of the observation will be between twenty to thirty minutes and will occur quarterly and will increase if concerns are noted.

It is also the responsibility of all employees to comply with this policy. **Failure by any employee to comply with this policy will be grounds for disciplinary action up to and including termination.**

TOBACCO FREE POLICY

Purpose

Cadence Education understands that the use of tobacco products on childcare premises and in vehicles used to transport children during any off-premises activities is an environmental hazard and detrimental to the health and safety of children, staff, and visitors.

Background

Exposure of children to environmental tobacco smoke is associated with increased rates of lower respiratory illness and increased rates of middle ear effusion, asthma, and sudden infant death syndrome. Exposure during childhood may also be associated with the development of cancer during adulthood.

Safety Requirement for Child Care Centers states that:

- Children shall be in a smoke-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the childcare facility, in vehicles used to transport children or during off premises activities. All smoking materials shall be kept in locked storage.
- Signage regarding the smoking and tobacco restriction shall be posted at each entrance to the facility and in vehicles used to transport children.
- The operator shall notify the parent of each child enrolled in the facility, in writing, of the smoking and tobacco restrictions.

Procedures/Practice

Smoking and the use of tobacco products are always prohibited:

- On the premises of the childcare facility
- In vehicles used to transport children
- During any off-premises activities sponsored by our facility