

# 100% Tobacco-Free Policy for North Carolina Child Care Centers Kidville-Kovar Child Development Center

## Purpose/Belief Statement

We at Kidville-Kovar understand that the use of tobacco products on childcare premises, in vehicles used to transport children, or during any off-premise activity as an environmental hazard and detrimental to the health and safety of children, staff and visitors.

## Background

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

N.C. Child Care Rule 10A NCAC 09.0604 (h)(i)(j) Safety Requirements for Child Care Centers states that:

\* Children shall be in a smoke-free and tobacco-free environment. Smoking and the use of any product containing, made or derived from tobacco, including but not limited to e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah is not permitted on the premises of the childcare facility, on 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 restriction.

## Application

This policy applies to all children, families, visitors, volunteers, and staff.

**Procedures/Practice:** Smoking and the use of tobacco products are prohibited at all times:

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

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

## Communication

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

## Staff

- All current staff members and newly hired staff will review the Tobacco-Free Policy before being counted in the child:staff ratio to provide care for children.
- Staff will sign an acknowledgement form that includes the individual's name, date the facility's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement which will be kept as part of the Orientation documentation and shall be kept in the staff member's file.

## **Parents/Guardians**

- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children on or before the first day the child receives care at the facility.
- Parents/Guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature and the date the parent signed the acknowledgement. This is documented on the Family Signature Page.
- The childcare facility shall keep the signed Tobacco-Free Policy statement included on the Parent/Family Signature page in the child's file.

## **Enforcement**

Parents and visitors using tobacco products or who present residuals from having used tobacco products will be asked to refrain while on the childcare premises or to leave the premises.

Consequences for employees who violate the tobacco use policy will be in accordance with personnel policies which will include unpaid time away from work until the situation can be remedied or termination.

## **Definitions**

- "Premises" – the entire childcare building and grounds including but not limited to natural areas, outbuildings, dwellings, vehicles, parking lots, driveways, and other structures located on the property.
- "E-cigarette" – Any electronic oral device that employs a mechanical heating element, battery, or electronic circuit regardless of shape or size and that can be used to heat a liquid nicotine solution or any other substance, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, pipe, marijuana, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner in any form.
- "Off-premise activity" – any event sponsored by our facility that is not on the child care premises including but not limited to field trips and educational or entertainment activities.
- "Smoking" – the use or possession of a lighted or heated cigarette, e-cigarette, cigar, little cigar, pipe, marijuana, hookah or any other lighted or heated tobacco product containing, made or derived from tobacco and intended for inhalation in any manner or in any form.
- Tobacco product" – Any product containing, made or derived from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, or ingested by any other means, including but not limited to cigarettes, e-cigarettes, cigars, little cigars, hookah, snuff, snus, marijuana, and chewing tobacco. A tobacco product excludes any product that has been approved by the United States Food and Drug Administration for sale as a tobacco cessation product, as a tobacco dependence product or for other medical purposes and is being marketed and sold solely for such and approved purpose.

## **Tobacco Cessation Resources**

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

**Effective and Review Dates:** 6/1/18 and Annually

## **Acknowledgements**

The parent/guardians of each child acknowledge that they have read and have access to a copy of the facility's 100% Tobacco-Free Policy for North Carolina Child Care by signing the Parent/Family Agreement Form. Staff acknowledges the same by signing their Orientation Form.