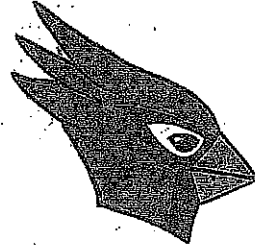


Clyde Elementary School

Summer Camp 2018



Clint Conner, Principal

Emily Gephart, Assistant Principal

Brandy Littrell, Summer Camp Director

(4-Star Licensed Child Care Provider)

4182 Old Clyde Rd.

Clyde, NC 28721

828-627-2206 ext. 3464

Clyde Elementary School offers a Summer Camp Program Monday through Friday which operates each day from 7:00 a.m. until 6:00 p.m. Clyde Elementary also offers an After School Program which operates during school months. These programs accept children Kindergarten through Fifth Grade.

OUR MISSION

To meet every child's needs by offering a secure and warm atmosphere that compliments both home and school; to offer a variety of structured and non-structured activities; to provide experiences that foster social, emotional and intellectual growth of each child.

Discrimination Policy

Clyde Elementary Summer Camp is a licensed child care facility which follows standards set up by the NC Department of Human Services Division of Child Development. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA Director, Office of Civil Rights, 1400 Independence Avenue, SW Washington, DC 20250-9410 or call (800)795-3272 or (202)720-6382. USDA is an equal opportunity provider and employer.

Program Highlights

- Summer Camp will begin Wednesday, June 20, 2018 and run through Friday, August 10, 2018. **Summer Camp will be closed Monday, July 2nd – Wednesday, July 4th for the July 4th Holiday.**
- Planned activities such as: themed activities, outdoor recreation, field trips, story and read aloud, art and craft activities, music and movement, and much more.
- Field Trips: There will be a **non-refundable \$75.00 Activities Fee** due by the child's first day of Camp. This money will cover the cost of all Field Trips and Special Activities.
- Breakfast, Lunch, and Snack will be provided every day at no extra charge.
- Days/Hours of Operation: Monday through Friday 7:00 a.m. until 6:00 p.m.
- Cost: **\$30.00 per day or \$110.00 per week** for one child. **Each additional child is \$90.00 a week.** Attending Summer Camp three or more days in a single week will be considered a full week and will be charged as such. **NO EXCEPTIONS.**
- Payments: **All payments are due in advance.** Payments are due on Monday of each week or the first day your child/children attend camp each week. Payments will be for the amount of days your child/children will be attending that week. If payments are not made in full each Monday, your child/children cannot return until payment is made.

Clyde Elementary School

Summer Camp Program Policies

Days and Hours of Operation

- Monday – Friday
- 7:00 a.m. – 6:00 p.m.
- Late fee of \$1.00 per minute for each minute any child remains after 6:00 p.m. This will be determined by the Summer Camp staff using the school clock located in the After School room.
- Summer Camp will be closed Monday, July 2nd – Wednesday, July 4th. A Summer Camp Schedule will be provided.

Price and Payment

- Price: Daily Rate - \$30.00 Weekly Rate - \$110.00
This price is for one child. Each additional child will be an additional \$30.00 per day or \$90.00 per week.
- \$75.00 Non-refundable Activities Fee – (due by the child's first day of camp)
- Attending Summer Camp three or more days is considered a full week.
- Payments: All payments are due in advance. Payments are due on Monday of each week or the first day your child/children attend camp each week. Payments will be for the amount of days your child/children will be attending that week. If payments are not made in full each Monday, your child/children cannot return until payment is made.
- If you need to discuss other payment arrangements, you must speak with the Director.

Summer Camp Daily and Weekly Rates

Number of Children	Daily Rate	Weekly Rate
1	\$30.00	\$110.00
2	\$60.00	\$200.00
3	\$90.00	\$290.00
4	\$120.00	\$380.00
5	\$150.00	\$470.00

Arrival and Departure

- Each child must be walked into the building by a responsible adult, **18 years old or older**, and signed in upon arrival.
- A responsible adult, **18 years old or older**, listed on the child's pick up list, must come into the building and sign each child out upon departure.
- Please be prepared to show a **Photo ID** upon request.

- When coming to pick up your child/children a parent information board is located on the wall next to the door to help keep you informed of your child's Summer Camp schedule for that day.

Breakfast, Lunch and Snack

Breakfast, Lunch, and Snack will be provided everyday by the school cafeteria. A meal calendar will be provided each month. Haywood County Schools, School Nutrition Program will be providing meals. Haywood County Schools is an equal opportunity provider and employer.

Behavior

*All School rules will apply during Summer Camp. These rules apply on and off of the school campus.

*Safety is our top priority.

*We are committed to providing a nurturing and positive environment for all our students. We make it our mission to discuss problems and solutions with the students when they arise. The parent/guardian of the child will be notified if the problem continues and the child may be suspended from Summer Camp at the Director or Principal's discretion if the problem persists further.

Field Trips and Activity Bus

*There will be a non-refundable \$75.00 Activities Fee due by the child's first day of Camp. This money will cover the cost of all Field Trips and Special Activities. This applies to Southwestern and Private Paying children alike.

*We will be attending several field trips each week of camp.

*A calendar will be provided with all field trips/activities for each week.

*Each child that attends camp must participate in all activities and attend all field trips.

*All School rules will apply on all Field Trips.

Emergency Contacts

Each child's records and emergency information must be up to date the entire time they are enrolled in the program. Parents/Guardians must notify the Director immediately when their child/children's information changes (phone numbers, address, pick up list and etc.). This is for the safety of the children, so that a parent/guardian can be notified at any time in the event of an emergency situation.

Early Dismissals for Emergencies

The program will operate on a regular schedule unless the county has a weather emergency (i.e. flooding, water shortage). It is your responsibility as the parent or guardian to listen to the radio or television to see if this has occurred.

Clyde Elementary School Summer Camp Application



Summer 2018



To be completed and placed on file prior to enrollment. VALID FOR THE DURATION OF SUMMER CAMP 6/20/18 – 8/10/18

Application Date _____

Date of Enrollment _____

Child's Name _____

Birth Date _____

Address _____

Zip Code _____

Information About The Family

Mother / Guardian Name _____

Address _____

Zip Code _____

Employed by _____

Home

Cell

Work

Information About The Family

Father / Guardian Name _____

Address _____

Zip Code _____

Employed by _____

Home

Cell

Work

Child 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. _____

Permissions

* A schedule of field trips will be provided to parents/guardians detailing dates and locations of all field trips. By signing below, I give permission for my child to attend all field trips and ride the activity bus when he or she attends Summer Camp. ****Please initial** _____

* My child may swim in the following depths of the pool when Summer Camp is on a swimming field trip. (Please **DO NOT** circle deep if your child is not an experienced swimmer. Please only circle **ONE** choice.) I understand my child will be allowed to swim in the following depth of the pool which I have circled and all areas before. (Example: If you circle middle, your child will be allowed to swim in the middle and shallow depths of the pool only. If you circle deep, your child will be allowed to swim in all areas of the pool.)

SHALLOW

MIDDLE

DEEP

Parent / Guardian Signature _____ Date _____

Additional Permissions

I would like to receive messages about Summer Camp through text messages?

Yes _____ No _____ Number _____

My child may watch **G** and **PG** rated movies. Yes _____ No _____

May we **photograph/video** your child? Yes _____ No _____

Parent / Guardian Signature _____ Date _____

Emergency Care Information

Child's Doctor _____ Phone _____

Hospital Preference (Please list only **ONE**; Any / Closest is not an acceptable answer.)

Hospital _____

Parent / Guardian Signature _____ Date _____

If Parent / Guardian **cannot** be contacted, please list who can be contacted:

Name _____ Phone _____

Name _____ Phone _____

Name _____ Phone _____

If Parent / Guardian **cannot** pick up their child/children, please list any person **18 years old or older** that may pick up and sign out your child/children. This person will be required to show a **Photo ID** when they arrive to pick up your child.

Name _____ Name _____

Name _____ Name _____

I understand that payment for **Summer Camp** is due on Monday the first day of camp for the amount of days my child/children will be attending that week. ****Please initial** _____

I understand that if my child does not follow the rules and/or puts themselves or others in danger or creates an unsafe environment, he/she will be removed from Summer Camp and sent home immediately. **** Please initial** _____

I understand my child/children may be dismissed from Summer Camp at any time for any reason at the discretion of the Director and/or the Principal. This applies to Southwestern and Private Paying children. ****Please initial** _____

I understand that there will be a **non-refundable \$75.00 Activities Fee** due by the child's first day of Camp. This money will cover the cost of all Field Trips and Special Activities. This applies to Southwestern and Private Paying children. ****Please initial** _____

I, as the operator, agree to provide transportation to an appropriate medical resource in the event of an emergency. In an emergency situation, the 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. Provisions will be made for adequate and appropriate rest and outdoor play.

Signature of Operator _____

Signature of Principal _____

Date 3.16.18

Name of Facility: Clyde Elementary Summer Camp

Discipline and Behavior Management Policy

Date Adopted 6/20/18 - 8/19/18

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

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 use short supervised periods of time-out sparingly.
12. DO stay consistent in our behavior management program.
13. DO use effective guidance and behavior management techniques that focus on a child's development.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

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 Discipline and Behavior Management Policy and that the facility's director/operator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

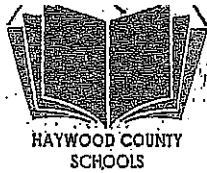
Signature of Parent or Guardian _____ Date _____

Distribution: one copy to parent(s) signed copy in child's facility record

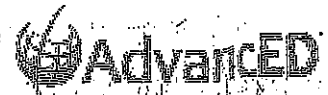
"Time-Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College



828 456 2400
Anne G. Garrett, Ed., D.
Superintendent



Please read this document carefully before signing.

Computer networks and Internet access are available to students in Haywood County Schools. Our goal is to promote educational excellence by facilitating resource sharing, innovation, and communication. The Internet is a global network connecting millions of computers all over the world. On a global network it is impossible to control all materials, and users may encounter objectionable material. HCS has taken precautions to restrict access to inappropriate materials and believes that access to valuable information and interaction available through the network outweighs this possibility. Internet access is coordinated through an association of government agencies and regional and state networks. Smooth operation of the network relies upon the proper conduct of the users adhering to guidelines and responsibilities.

While we recognize that technology is an important instrument in effective instruction, we also recognize that parents and guardians should have the opportunity to decide if their children have access to these resources. Please read the following and sign below

I have read and understand the rules and consequences for using the Haywood County Schools network.

I understand that my child's technology use will be primarily for educational purposes.

I understand that my child will also abide by all HCS policies for Internet and computer use.

I understand that violation of these rules may result in restriction or cancellation of my child's account or other disciplinary action.

I understand that my child's access to these tools is not private and that HCS technology staff may monitor my child's account.

Student's Name (please print): _____

Parent's Name (please print): _____

Signature: _____

Date: _____

OFF-PREMISE ACTIVITY AUTHORIZATION

Off-premise activities refer to any activity which takes place away from a licensed and approved space. License and approved space includes primary space, outdoor space, single use rooms, or other administrative areas that have been approved for use.

I, _____ parent/guardian of
_____ give my permission to

Clyde Elementary Summer Camp Name of child for my child to participate in an off-premise
_____ Name of facility
activity.

Location of off-premise activity: School building rooms

Purpose of the activity: lesson plan activity

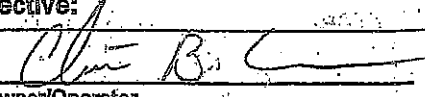
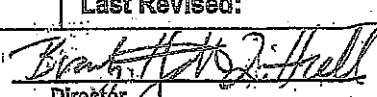
Additional information: Art room, Computer Lab, other classrooms

Parent/Guardian Signature

Date Signed

This authorization is valid from ____/____/____ to ____/____/____
(up to 12 months)

Policy and/or Procedure

Category: Health	Title: Swimming Pool Safety	Policy Number:
	Effective:	Last Revised:
Authorized Signature(s):	 Owner/Operator	 Director

BELIEF STATEMENT:

(Name of the child care center) believes that swimming is one of the most effective forms of exercise. It helps children to develop their gross muscle strength and coordination. However, swimming pools also pose a great risk for serious injuries. To provide a safe and positive learning environment, all children must be constantly supervised and safety precautions must be strictly implemented.

PLAN/PROCEDURE:

1. Safety standards:

- All swimming areas used by children shall meet the "Rules Governing Public Swimming Pools" in accordance with 15A NCAC 18A. 2500.² It shall be regularly inspected by the health department to ensure compliance.¹
- Legible safety rules for the use of swimming pool shall be posted in a conspicuous location, and caregivers responsible for supervision of children should read and review them often.¹ These rules shall state:²
 - location of a first-aid kit
 - only water toys are permitted
 - children shall not run or push one another
 - swimming is allowed only when an adult is present; and
 - glass objects are not allowed.
- Any outdoor swimming pool which is located on the child care facility premise shall be enclosed by a fence and shall be separated from the remaining outdoor play area by that fence.²
- For every 25 children participating in aquatic activities, there must be at least one person who has a current life guard training certificate. These certified lifeguards cannot be counted in the required staff-child ratio.²
- Children under the age of three may not participate in aquatic activities unless it is necessary to implement the child's Individualized Family Service Plan.²
- To prevent drowning or become physically incapacitated due to injuries received in swimming pool accidents, safety measures should be in place including:
 - There should be a physical barrier in the swimming pool to prevent younger children from crossing over to the deep end of the swimming pool by accident
 - Children are not allowed to use diving board or dive head first into the shallow end of pool
 - The storage of the pool chemicals should be in a locked secure area

2. Supervision:

- Children shall be adequately supervised by center staff at all times while participating in aquatic activities.²
 - The following staff-child ratio must be maintained during aquatic activities:

<u>Age of children</u>	<u>Ratio staff/children</u>
3-4 years	1/8
4-5 years	1/10
5 years or older	1/13
 - Regardless of the number of children participating, a minimum of two staff members must supervise aquatic activities.

- Half the center staff needed to meet staff-child ratios must be in the water and other half must be out of the water. If an uneven number of staff is needed to meet the required staff-child ratio, the majority shall be in the water.
 - * In some facilities, the swimming pool operator prohibits day care staff from being in the water, specifically during lessons. The staff must be within a few feet of the lesson at pool side and be able to see and hear the children.
- Staff must be positioned in pre-assigned areas that will allow them at all times to hear, see, and respond quickly to the children.
- b. Use of the bathroom/diaper change area:
 - Staff-child ratio must be maintained at all times (minimum of two staff). When taking a child for toileting/diaper change, an extra staff member will be called upon to perform this routine care.
- 3. Exclusion from swimming:
 - a. Children or staff who have a contagious disease or open wound are prohibited from using the pool.
 - b. Children who exhibit dangerous behavior in or around the pool, such as pushing other children, rough play, holding each other under water or running at poolside:
 - These children will be asked to leave the pool and sit at a quiet area where it is easily supervised by the staff. Staff will explain to them the danger of their behavior and will let them return into the pool when they are ready (no longer than one minute/age in years).
 - If these dangerous behaviors persist, a parent meeting will be called. A plan will be formed with input from parent to help the children understand the safety rules around the swimming pool.
 - If none of methods mentioned above work, for the safety of all children, these children will be excluded from swimming activities.
- 4. Transportation:

If the swimming facility is not on the child care premises, please follow the procedures in "Transportation" policy to transport the children.
- 5. Notification:
 - Staff must sign and date statements that they have reviewed the policies.²
 - This policy will be reviewed with the parents upon a child's enrollment. Parent will sign and receive a copy of the policy.

For Parents:

Child's Name _____ Date of Enrollment _____

Swimming pool safety policy has been reviewed by and a copy received by:

Parent/Guardian

Date

For Child care providers:

Staff's name _____

I have reviewed and understand the Swimming Pool Safety Policy

Staff Signature

Date

Valid for the Duration of Summer Camp 6/20/18 - 8/10/18

Name of Student: _____ School: _____

Health Care Provider/Physician Name: _____

To be completed by Health Care Provider/Physician:

Medication: (each medication is to be listed on a separate form) _____

Dosage and Route: _____

Time(s) medication is to be given: a.m. _____ p.m. _____ PRN _____

To be given from: (date) _____ to/through: _____

Contraindications to administration: _____

EMERGENCY MEDICATIONS FOR SELF-ADMINISTRATION-

☐ Student has demonstrated ability and understands the use of and may carry and self-administer the following medications:

Asthma/allergic reaction: _____ MDI (Metered Dose Inhaler) _____ MDI with spacer

Allergic /Anaphylactic reaction: Epinephrine auto injector _____

Diabetic Medication: Insulin _____ Glucose _____ Glucagon _____

Parent/guardian must provide inhalers, epinephrine, diabetic supplies/medication to the school; new ones must be supplied when it expires. A spare is recommended to be kept in the office in case of an emergency. A written statement, treatment plan and written emergency protocol developed by the student's health care provider must accompany this authorization form in accordance with requirements stated in G.S. 115C-375.2.

Date: _____ Provider's Signature _____

PARENT'S PERMISSION

I hereby give permission for my child _____ to receive medication during school hours. This medication has been prescribed by a licensed health care provider. I hereby release the Haywood County School Board and their agents /employees from all liability that may result from my child taking the prescribed medication. This consent is good for the school year unless revoked. I will furnish all prescription medication for use at school in a container properly labeled by a pharmacist with identifying information (name of child, medication dispensed, dosage prescribed, and the time it is to be given/taken) and replace the medication when it expires. I will furnish all over the counter medication in the original container. My child may carry emergency medications identified in the box above.

Parent/Guardian Signature: _____

Telephone Number: _____ Date: _____

Reviewed by School Nurse: _____ Date: _____

STUDENT NAME: _____
SCHOOL: _____
MEDICATION: _____
DOSE: _____
(STRENGTH AND AMOUNT TO GIVE)

TEACHER: _____
SCHOOL YEAR: _____
ROUTE: By mouth Inhaled Injected Topical Rectum (CIRCLE ONE)
TIME TO GIVE: _____
(WITHIN + OR - 30 MINUTES)

*****PLEASE USE THE FOLLOWING CODES TO DOCUMENT THE REASON MEDICATION WAS NOT GIVEN OR OMITTED*****
 ED = EARLY DISMISSAL DC = DISCONTINUED AT PARENTS REQUEST R = REFUSED AR = ABSENT FT = FIELD TRIP NMS = NO MEDICATION AT SCHOOL NS = NO SCHOOL

*****REASON FOR GIVING MUST MATCH REASON LISTED ON PERMISSION FORM*****

[illegible]

ADMINISTERED BY:	INITIALS / SIGNATURE	INITIALS / SIGNATURE	INITIALS / SIGNATURE

PERMISSION SLIP FOR FIELD TRIP

Clyde Elementary School
(Facility's Name)

6/20/18 - 8/10/18
(Today's Date)

Clyde Summer Camp 2018
(Name of Class)

has a special field trip planned and would like your permission to take your child.

Date of trip <u>various see calendar</u>	Departure Time <u>various</u>
Location of Trip <u>various</u>	Return Time <u>various</u>
Phone (828) <u>316-7198</u>	Method of Travel <u>Activity Bus</u>
Drivers(s) <u>Mrs. Littrell, Mrs. Conner, and Mr. Cable</u>	
To give permission, please sign the lower half of the permission slip and return it to the class by <u>6/20/18 or first day of Summer Camp</u> (Date)	
(keep the top half for your information)	

(cut along dotted line and return this half)

PERMISSION SLIP FOR FIELD TRIP

Child's name _____
(Last) (First)

I give permission for my child to attend with Clyde Summer Camp 2018
(Name of Class)
staff on a field trip to various see calendar on 6/20/18 - 8/10/18
(Location of Trip) (Date)

I can be reached at () _____ during the hours of the field trip.
(Phone Number)

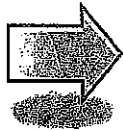
Signature of parent/guardian

Date

Must Be In Child's File



I Have Read, Understand, and Agree To All
Terms Listed Within This Summer Camp Packet.



I Have Received A Copy Of The NC
Summary Of Child Care Law.



I Have Received A Copy Of The Center's
Operational Policy.

Parent / Guardian Signature _____ Date _____

VALID FOR THE DURATION OF SUMMER CAMP 6/20/18 – 8/10/18

The following requirements apply to both centers and homes.

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 ratio must be maintained.

Program Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. 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.

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.

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. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone 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 in Child Care website at: www.ncchildcare.nc.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.nc.gov

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be:

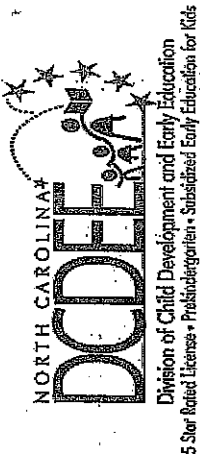
- viewed during business hours (8 a.m. - 5 p.m.)
- requested via the Division's web site at: www.ncchildcare.nc.gov
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829

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 may have their licenses suspended or revoked. 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 919-527-6500 or 1-800-859-0829.

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, 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 919-527-6335 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.**



Summary of the North Carolina Child Care Law and Rules

Division of Child Development
and Early Education

North Carolina Department of
Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27699

Revised March 2016

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.

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 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.

Star Rated Licenses

Centers and 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.

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 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:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid.

complete an ITS-SIDS training (if caring for infants 0-12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per day, if weather conditions permit.

Child Care Centers

Licensing 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.

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.

Licensed centers must meet requirements in the following areas.

Staff

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. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

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	1:8	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

Small centers 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.

Space and Equipment

Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. 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 center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. 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. They must have space and time provided for rest.