

**LONG SHOALS WESLEYAN  
CHILD DEVELOPMENT CENTER**

**PARENT HANDBOOK**

**Effective - January 2, 2007**

**Last Revision – July 2, 2018**

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**“BUILDING STRONG FOUNDATIONS”**

## Welcome!

We are glad you have chosen Long Shoals Wesleyan Child Care Center. You are encouraged to visit our center with your child prior to the first day of child care. This gives the staff and child an opportunity to meet and get to know one another. It makes separating on the child's first day a little easier for both you and your child.

We are licensed under the State of NC Department of Human Services with a Three-Star Rating. The center has been in operation since 1976. Our program is designed to meet the developmental needs of young children. Within our daily schedule we include time for fine motor skill development, encourage socializing with other children, provide an atmosphere of love and understanding so the child can have a sense of security, problem solving and listening skills.

This handbook should answer most questions you may have regarding our center. Please feel free to talk to your child's teacher, secretary or the director at any time.

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Again, welcome.

# LONG SHOALS WESLEYAN CHILD CARE CENTER

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## SECTION I

### *Mission Statement of Long Shoals Wesleyan Child Care Center*

The mission of the Long Shoals Wesleyan Child Care Center is to nurture the “whole child” in areas of physical, intellectual, emotional, social and spiritual development. This will be achieved through providing a variety of activities that are developmentally appropriate and recognizes the individual needs and differences of children. Through Christian principles and teacher-assisted and directed activities, children are encouraged to be independent thinkers and life-long learners.

#### Long Shoals Wesleyan Child Care Center

##### Provides Care For:

Infants - 6 weeks to 12 months

Toddlers - 13 months to 24 months

Twos - 24 months to 36 months

Threes - 36 months to 48 months

Fours - 48 months to 60 months

Before School and After School Care\_- Ages 5 to 12 years

Solid Rock (Summer Camp) - Ages 5 to 12 years

## **Parent Handbook**

Effective January 2, 2007

Last Revision July 2, 2018

### **Purpose and Goals**

The Long Shoals Wesleyan Child Care Center has a four-fold purpose. Our purpose is to provide more than mere custodial care to children; our services are administered with total development of the child in mind.

**Spiritual** - We will meet the children's needs through a regular devotional program. The staff will give Bible story, choruses and prayer at some point of each day. We will demonstrate Christian living through all interactions with the children by showing love and right attitudes.

**Social**- We will teach the children to live together and play peacefully.

**Physical**- We aim to provide safety and guard against ill health. We encourage the children to participate in large and small muscle activities. Weather permitting: the children will play outside for at least one hour each day. Hot, well-balanced meals are served each day. Provision for a rest period is provided daily.

**Emotional** - We will provide an atmosphere of love and understanding and a close relationship between child and staff to instill a sense of security in each child. A schedule will be followed as closely as possible each day so that the child will have a good idea of what happens next to reinforce this sense of security.

### **Enrollment Procedures**

- A. Parents/Guardians may secure child care applications from the center during regular office hours. Regular office hours are 9:00 A.M. to 5:00 P.M.
- B. The application must be returned to the center a week before the first day of attendance.
- C. Parents/Guardians are required to submit a medical examination report and a current immunization report on their child no later than the first day of enrollment.
- D. Parents/Guardians are encouraged to visit the center before their child is enrolled and should bring their child with them. This will give the child an opportunity to meet the teachers and other children before the first full day of attendance. All students are encouraged to attend the center at least one half day, for orientation purposes, before the first day of class. A three to four hour stay by the student on the first day is encouraged.
- E. Parents/Guardians are required to have a pre-enrollment conference with the Executive Director prior to the child's first day of enrollment. During the conference, parents/guardians are encouraged to share information about their child, voice their expectations of the program and

ask questions.

- F. It is the responsibility of the parent/guardian to report to the Child Care office any change of address, telephone numbers (home or work), employment, emergency contact person and medical information (updated shot records).

### **Times of Operation**

Operating hours are Monday through Friday from 6:00 A.M. through 6:00 P.M.

### **Closings**

The Center will be closed on the following dates:

New Year's Day	1 day
Good Friday/Easter Monday	2 days
Memorial Day	1 day
Independence Day	2 day
Labor Day	1 day
Thanksgiving (Thurs. & Fri.)	2 days
Christmas	2 or 3 days

Parents/Guardians will be responsible for payment for the above days in order to provide paid holidays for the staff. Please look for posted dates on all main entrances and bulletin boards. Please add them to your personal calendar as soon as possible.

### **Personal Belongings**

All parents/guardians are asked to bring an extra set of seasonal clothing for your child to be left in the cubby. The extra clothes should include top clothes, socks and underclothes. (Note: When a child is being potty trained, several pairs of training pants or pull ups should be brought to the center on a daily basis. Please be considerate of the type of bottoms your child wears during training. Clothes should be easy to remove by the child and the teacher.)

Please put your child's name or initials in all items left at the Center.

### **Items Needed by Parents/Guardians to Ensure Quality Care**

Parents/Guardians are responsible for providing the following items:

#### **Infants: 6 weeks to 12 months**

- Diapers - weekly or large pack
- Clean Bottles with caps and nipples - daily with name and date
- Baby food with name
- 2 complete changes of clothes (seasonal) at all times

### **Toddlers: 13 months to 24 months**

- Diapers - weekly or large pack
- Two changes of clothes (seasonal) - at all times
- One clean set of linen - at all times

### **Twos: 24 months to 36 months**

- Diapers/Training Underwear (If the child isn't potty trained)
- Change of clothes - at all times
- One clean set of linen - at all times

Note: When potty training begins, please dress children in clothes that will help increase independence of this new skill. Clothes to avoid: overalls, onesies undershirts, jumpers and body shirts.

### **Threes:**

- Change of clothes - at all times
- One set of clean linen - at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning and having fun.

### **Fours:**

- Change of clothes - at all times
- One set of clean linen - at all times

Note: Please dress children in clothes to have fun in. Children should not have to worry about getting clothes soiled while they are learning and having fun.

All children are required to have on file a current annual physical and updated shot record.

### **Safe Arrival and Departure Policy**

All parents/guardians must sign children in upon arrival and out upon departure. Long Shoals Wesleyan Child Care Center staff will not receive children before 6:00 A.M. Children must be picked up before 6:00 P.M.

If an individual other than the parent/guardian is picking up the child, the parent/guardian must notify administration and the child's teacher. The individual must show identification, such as Driver's License prior to departing with the child if the staff are not familiar with the individual.

To prevent unnecessary accidents, parents/guardians are asked to take your child/children directly to their class upon entering the building or to the designated class for students arriving before 7:30 A.M. Students leaving the building must be accompanied by parents/guardians or adults from the

class to the vehicle. Do Not Allow your child the freedom to run or roam the building, classrooms or hallway. **LSWCCC will not be held liable for accidents, incidents, or injuries that may occur to children who are not under the care of LSWCCC staff.** When children are released from the class to parents/guardians, they are no longer under the care of LSWCCC staff.

### **Safety Tips During Arrival and Departure**

1. Please turn your car off and take the keys out of the ignition before entering the Center in the morning and afternoon.
2. Please turn off or turn down loud music.
3. Please drive very slowly when approaching the building.
4. Please do not leave small children unattended. We know it's convenient not to have to bring in your small ones or infants while you take their older siblings to class or pick them up at the end of the day, but the following can happen:

- \*The child or another child can jump into the driver's seat and change gears.
- \*A lot of times little ones can lock themselves or the parent/guardian may lock them in unintentionally.
- \*The child or baby can choke.
- \*Someone can abduct your child.
- \*Children can climb out of the car and get hit by a moving car or wander off.
- \*Children can go into your purse and open medicine bottles.
- \*Heat exhaustion or hypothermia may occur since your car should not be left running.
- \*Heads, necks, and arms can get caught in power windows.
- \*Children can sometimes lock parents/guardians out of the car or parents may accidentally lock themselves out of the car.

### **Sick Policy: Regulations Concerning Sick Children**

According to the N C. Health & Human Services, Division of Child Development, we are unable to accept at the Child Care Center a child with a diagnosed communicable disease (measles, mumps, chicken pox, etc.) or obvious acute illness. Therefore, please do not send your child to the center when he/she is sick or has signs of possible contagious disease. If your child has a communicable disease, please keep him/her home until the symptoms have subsided and the child feels well enough to participate in Center activities.

In order for the staff to administer medication it must be prescribed by a doctor unless it is an over-the-counter medication, which can be given only as recommended by the label. Please help us by:

- A. Administer at home if possible.
- B. Signing and dating a medical consent form, which can be picked up from the child's teacher.
- C. Making sure all medication is in the original container and the date, child's name, Doctor's name, and the dosage plainly stated is present on prescribed medications.



If a child has a temperature of 101 degrees or greater, diarrhea, contagious illness, or an injury occurs during the day, the parent/guardian or next of kin will be contacted immediately. If there is a serious injury and/or medical problem, the parent/guardian and/or the local rescue squad may be contacted for assistance. If the nature of the illness is not life threatening, the director will transport the child to the hospital or local physician. If this action is taken, parents/guardians will immediately be contacted.

### **Nutrition Policy: Meals and Snacks**

The Center will provide nourishments three times each day. Breakfast, lunch, and an afternoon snack will be distributed. All meals and snacks are prepared based on the Recommended Dietary Allowances contained in the Food Pyramid. Menus are posted. This center participates in the Child and Adult Care Food Program of N. C. Dept. Of Health & Human Services, which meet all federal recommended daily nutritional standards. All parents/guardians are requested to fill out annually a Child Food Program Eligibility Application in order for the Center to maintain state compliance.

Parents/Guardians must provide formula, and baby food for their infants, unless otherwise noted. Parents/Guardians who provide their own formula, must prepare it at home and bring it in ready to serve providing infant's name and date. Parents/Guardians are required to fill out an infant feeding schedule before the first day of care.

Parents/Guardians must provide food for children who are on special diets that are prescribed by the child's physician. Parents/Guardians must have a Physician or Dietitian to substantiate the need for a special diet in writing. Notes from Physicians are needed to substantiate food allergies.

Extra snacks, other foods and/or beverages are not permitted in the Center, except at Holiday or Birthday parties. The snacks for the parties must be store bought in original packaging. The Center provides a balanced snack, which meets nutritional guidelines. Soft drinks are discouraged.

- Breakfast will be served between 7:30 -8:30 A.M.
- Lunch is served between 10:45-12:20.
- Snacks – 1:30-2:30 P.M.
- Food will not be allowed in the class after meal times.

### **Discipline & Behavior Management Policy**

The guidelines for discipline at LSWCCC are to foster and teach children to be independent self-monitors of their behavior that walk in Christian Love. This will be achieved through behavior guidelines provided by teachers and staff.

Children attending Long Shoals Wesleyan Child Care Center will not be subjected to any form of corporal punishment, by the director or any other staff of the facility. The definition of “staff” includes: any regular or substitute caregivers, volunteers, cooks, secretaries, janitors, vehicle drivers or any other individual who might come into contact with the children while providing services for LSWCCC.

LSWCCC instructors and other staff will provide Verbal Guidance by:

- Speaking kindly to children.
- Providing positive verbal praise when interacting with children.
- Giving clear instructions
- Avoiding making comparisons between children= Modeling Christian values
- Promoting positive self-esteem

LSWCCC instructors and staff will provide Behavioral Guidance by:

- Supervising children for all activities (indoor and outdoor)
- Planning developmentally appropriate classroom activities.
- Ensuring that children know the consequences for inappropriate behavior.
- Providing consistency in discipline practices.
- Ensuring that teachers and staff will be positive role models.
- Giving children choices.
- Knowing and understanding the mental and emotional needs of the children.
- Using “Time Out” immediately following physical aggression, hitting with objects, kicking, or biting. (See explanation of “time out”)

LSWCCC complies with General Statutes of the State of North Carolina; which are:

- No child will be handled roughly in any way including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking.
- No child shall ever be disciplined for not sleeping during rest period.
- No child shall ever be placed in a locked room, closet, or box.
- No child shall be disciplined for toilet related accidents or any other accidents.
- No child shall be delegated to providing discipline of another child.
- Foods shall not be withheld as a means of discipline.

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 also 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 the 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 misbehavior.
10. DO explain things to children on their levels.
11. Do use short supervised periods of “time-out”. (“Time-Out” is described following this section.)
12. DO stay consistent in our behavior management program.

**“Time-Out”**

“Time-Out” is the removal of a child for a short period of time (1 minute for each year of age) from a situation in which the child is misbehaving and has not responded to other behavior management techniques. The “time-out” space, usually a chair, is located away from classroom activity but within the teacher’s sight or in the administrative office. 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, 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)

**Reporting Child Abuse and Neglect**

We understand the importance of family unity, however if a time arrives where upon any are symptoms of suspected child abuse or neglect by a staff member of parent/guardian are brought to our attention, we are required by law to report it to the Lincoln County Department of Social Services. This center will abide by this law.

**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.

### **Child Care Center Cleaning**

The Child Care classrooms are cleaned daily. The Kitchen and Bathrooms are cleaned and mopped daily. The Center's floors are professionally cleaned at least yearly or as needed.

### **Inclement Weather**

During periods of inclement weather, the center will close or will not open if travel is extremely hazardous. Late openings and closings will be announced on WBTV and phone tree.

### **Nondiscriminatory Policy**

LSWCCC does not discriminate on the basis of race, color, religion, political party, national origin, sex, age or disability.

## SECTION II

### Long Shoals Wesleyan Child Care Center Tuition Agreement Revised July 2, 2018

At the time of enrollment, parents/guardians are required to sign a tuition agreement, pay a registration fee of \$40.00 and one week's tuition in advance. **The Registration Fee and first week of Tuition are Non-Refundable.** The registration fee/tuition will also serve as a security deposit to secure a child's space in a classroom for a minimum of one (1) week. At the end of the week, the child will need to have started the program, or another week of tuition is due. The space is forfeited when the financial obligation is not met.

#### Tuition Rates

<u>Class</u>	<u>Weekly Rate - No discounts available</u>
Infants . . . . .	\$155.00
Toddlers . . . . .	\$155.00
Twos . . . . .	\$145.00
Threes . . . . .	\$145.00
Fours . . . . .	\$145.00

#### **Additional Fees**

Annual Registration. . . . .	\$40.00
*Due at enrollment and automatically billed every January.	
Summer Activity Fee (billed in June)	\$30.00
Pre-K Book Fee (billed in August)	\$40.00

Each child's tuition is an ongoing fee, which may be separated into weekly, bimonthly, or monthly payments. Weekly, bimonthly, or monthly tuition must be paid in advance. Tuition payments are to be made by Friday of each week for the following week of child care services. If payment has not been made by Tuesday afternoon, parents/guardians will be notified of a past due account and be informed that child care services will discontinue the following Monday unless the account becomes current by Friday of the week of notification. The child may return to the Child Care Center once the past due account is paid in full (past due plus the next week's tuition). Child Care accounts will not be allowed to be past due and children continue to attend the Center. Note: Weekly tuition is required if your child attends or does not attend the Center, as long as the child is enrolled in the Child Care Center. An account is "current" if there is no past due tuition and tuition is made in advance of child care services. A late payment fee will apply when an account becomes past due.

### **Year Round Child Care Services**

Child Care Services will be provided year round (52 weeks). Parents/Guardians whose child is enrolled year round will pay full tuition for 50 weeks and have the option to choose any two weeks during the year and pay ½ the regular tuition for each of those two weeks. Parents must complete the “Reduced Tuition Form” at least one week prior to the week you have selected to pay ½ tuition.

### **Form of Payment**

Parents/Guardians are encouraged to make payments in the form of cash or check. If paying by cash, please have the correct amount and use an envelope with name and amount written on the front. Drop your payments off in the black box at the hall door (across from kitchen entrance).

The center may drop a child from enrollment if any account remains past due two weeks or more.

### **Penalty Charges**

Late Payment Fee: \$10 each occurrence

Re-enrollment Fee: \$40.00 if a child has been dropped from the Center and wishes to re-enroll during the same year.

Returned Check Fee: \$20 service fee for all returned checks plus a \$10 late payment fee.  
After the third returned check, the Center will no longer accept checks from that client and all tuition must then be paid in cash.

Late pickup fees: If a child is picked up after 6:00 P.M., the following fees will apply.  
The charge is paid directly to the staff at the time of pickup. Phone calls to notify of late arrival will not exempt a late fee charge.

<u>Time</u>	<u>Fee</u>
6:00 - 6:10 P.M.	\$5.00
6:10 - 6:20 P.M.	\$10.00
6:20 - until	\$5.00 for each 10 minutes or part of

### **Delinquent Accounts**

All unpaid accounts will be turned over to a collection agency. Parents/Guardians will be notified prior to this procedure.

### **Withdrawal and Termination of Services**

If a parents/guardians wishes to withdraw their child from the Center, a two-week notice is required. Any parents/guardians failing to do so, will be charged the normal tuition for two weeks.

#### **Termination of services is for the following reasons:**

- \*Past due accounts
- \*Medical - not on file or up to date
- \*Behavioral - disruptive or abnormal

### **Donations**

Donations to the Center are tax-deductible. Please consider whether books, toys or outgrown clothes may be appropriate for use in our Center. Receipts will be given for both cash and items.

### SECTION III

#### Agreement Page

I have read and understand the Parent Handbook and agree to abide by the policies and procedures as stated. I have also participated in the parent/guardian conference with the Director.

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Signature of Parent/Guardian

Date

This acknowledgement must be signed, dated, and placed in your child's record stating that you have received a copy the N.C. Child Care Laws and Rules located in the Appendix of this handbook.

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Signature of Parent/Guardian

Date

I have given the above parent/guardian an opportunity to ask questions and discuss the policies of Long Shoals Wesleyan Child Care Center (LSWCCC) and the N. C. Child Care Laws and Rules and any other items of concern during the parent/guardian conference.

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Signature of Director

Date

A Photo copy of this page must be placed in the child's file.

Child's Name: \_\_\_\_\_

Date of Entry: \_\_\_\_\_



**SECTION IV**

*Appendix*

North Carolina Child Care Laws and Rules

&

Enrollment Forms

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](http://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](http://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](http://www.ncchildcare.nc.gov); or
- requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829 -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.**

## 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.



# Summary of the North Carolina Child Care Law and Rules

### 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,

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 mths	1:5	10
12-24mths	1:6	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.

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 daily, 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

# Summary of the North Carolina Child Care Law for Child Care Centers

**What is Child Care?** The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. 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 that meet 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 rated 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.

## Child Care Centers

Licensing as a center is required when six or more 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 not to be licensed. 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.

## 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.**

## Parental Rights

- Parents have the right to enter a 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.

## How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to 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 here, or if you have questions, please call the Division of Child Development and Early Education at 919-527-6500 or 1-800-859-0829

### Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every licensed center. These files can be viewed during business hours (8am-5pm) or requested via the Division's web site at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov) or ; viewed from the Division's Child Care Facility Search Site <http://ncchildcaresearch.dhhs.state.nc.us/search.asp?lang=English>, requested by contacting the Division at 1-800-859-0829.

**Licensed centers must, at a minimum, meet requirements in the following areas.**

## Staff Education and Criminal Records Background Checks

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 annually including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. One staff must complete the Emergency Preparedness and Response in Child Care training and plan. On January 1, 2013 House Bill (HB) 737 became effective. This legislation made criminal record checks a **pre-service requirement**. All staff must also undergo a criminal records background check initially, and every three years thereafter.

## Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom. A sample staff/ratio chart can be found on the DCDEE website under "Provider Documents."

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

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 age-appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

## Program Records

Centers 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.

## Curriculum

The Division of Child Development and Early Education does not promote or require any specific curriculum over another. The Division website maintains a list of approved curriculums for four-year-old children. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

## 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 programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest. Centers must complete the Emergency Preparedness and Response in Child Care training and plan.

## Transportation

Child care centers 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.

## 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 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. Religious-sponsored programs which notify the Division of Child Development and Early that corporal punishment is part of their religious training are exempt from that part of the law.

The law 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.

For more information about quality child care, parents can visit the Resources in Child Care website at [www.ncchildcare.nc.gov](http://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; or visit our homepage at [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov)

**This summary shall be posted for the public to view in accordance with GS 110-102**



Division of Child Development and Early Education  
NC Department of Health and Human Services

820 South Boylan  
Avenue Raleigh, NC 27669

Revised March 2016

**Long Shoals Wesleyan Child Care Center  
Payment Responsibility Form**

By signing the bottom of this form, I am stating that I will be the person responsible to pay any and all fees and charges incurred during the time that \_\_\_\_\_(Child's Name) is enrolled at Long Shoals Wesleyan Child Care Center. Also, I understand and agree to be responsible for any late payment charges, bad check charges, or any legal (collection) charges that may be incurred.

\_\_\_\_\_  
Parent/Guardian Name (Print)

\_\_\_\_\_  
Parent/Guardian Name (Signature)

\_\_\_\_\_  
Date

**Long Shoals Wesleyan Child Care Center**  
**Permission for Outside Fenced-In Playground Activities**

Dear Parents/Guardians,

From time to time we will be doing activities (ex. water day, nature walks, playing games under the trees on the lawn, etc.) on the church grounds outside the fenced-in playground area. We would like your permission for your child to participate in these activities. The children will be closely supervised at all times.

I give permission for \_\_\_\_\_ to play and participate in activities outside the fenced playground area on the grounds of the Long Shoals Wesleyan Church.

Date \_\_\_\_\_ Parent's/Guardian's Signature \_\_\_\_\_

- - - - -

**Permission to Photograph**

At times, we take pictures of the children. Please select if your child can be photographed:

\_\_\_ Yes, my child **can** be photographed any time during the year and the picture **can** be used in the newspaper or our website.

\_\_\_ Yes, my child **can** be photographed any time during the year but the picture **cannot** be used in the newspaper or our website.

\_\_\_ No, my child **cannot** be photographed any time during the year.

---

Signature of Parent/Guardian

Date

**Long Shoals Wesleyan Child Care Center**  
**One Half-Week Tuition Request Form**  
**Year: January, 20\_\_ - December, 20\_\_**

Today's Date: \_\_\_\_\_

Child's Name: \_\_\_\_\_

Teacher's Name: \_\_\_\_\_

I wish to select the following week to pay ½ tuition:

Date: \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

The Child Care Center is open year round (52 weeks). You may select any two weeks to pay only ½ the regular tuition for each of those two weeks. Complete a separate form for each week you select.

Please return this form to the Child Care Secretary at least one week before the week you have selected.

**Long Shoals Wesleyan Child Care Center**  
**Discipline and Behavior Management Policy**

Date Adopted: 2009

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 also 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 the 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 misbehavior.
10. DO explain things to children on their levels.
11. Do use short supervised periods of "time-out". ("Time-Out" is described following this section.)
12. DO stay consistent in our behavior management program.

**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/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/coordinator (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/Guardian \_\_\_\_\_ Date \_\_\_\_\_

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