

**INFORMATION  
&  
ENROLLMENT APPLICATION**



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**CHILD DEVELOPMENT CENTER**

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**CHILD DEVELOPMENT CENTER, INC.  
3802 Princess Place Drive  
Wilmington, NC 28405  
910-343-4245**

**CHILD DEVELOPMENT CENTER  
3802 PRINCESS PLACE DRIVE  
WILMINGTON, NC 28405**

**WHY YOU SHOULD CONSIDER SENDING YOUR CHILD TO CDC**

**The teaching staff is highly qualified.** All of the classroom teachers have college degrees in the areas of child development, elementary education, special education, psychology or related fields. In addition, classroom teachers hold their teaching license for working with Birth to Kindergarten age group. These teachers average at least seven years of experience teaching at CDC.

**The classroom assistants are highly qualified.** All of the teacher's assistants hold NC Early Childhood Credential, or higher, from the NC Division of Child Development that signifies they have additional training in child care and child development. This group has an average of at least six years teaching at CDC.

**Child Development Center has a 5-Star Child Care Rating.** Under North Carolina's rating system for daycare centers, a center can only receive the maximum 5 stars if their program, staff, administration, facility and past rating history are judged to be superior by outside evaluators from the NC Division of Child Development.

**The Center has a large, state-of-the-art facility.** The building was designed to be child and family friendly, while at the same time providing an environment conducive to structured learning and pre-academic readiness. The facility provides plenty of space for work and play while maintaining a warm, at-home feeling. CDC does not feel like an "institution" nor does it operate like one.

**CDC has a long track record of success working with young children.** Child Development Center has existed in Wilmington for over 60 years. Its primary mission in the past has been to serve children with special needs who have then gone on to progress in the public schools. Today's CDC serves both typical children and those with special needs. CDC staff has learned much over the years about child development and learning, and also about dealing with all sorts of issues, problems and concerns that are common to ALL children.

**Class sizes are small and staff : student ratios are 1 : 6 or less.** There are ten classrooms at CDC in which children are grouped by chronological age. Each class will have at least one teacher and one assistant.

**Child Development Center is affordable.** Child care rates at CDC are competitive with the local market among first-class daycare centers. Fees are based on market surveys of local daycare providers, and the Center also accepts subsidized daycare vouchers from the Department of Social Services for families that qualify.

## **WHY YOU SHOULD CONSIDER SENDING YOUR CHILD TO CDC CONTINUED**

**CDC is family friendly.** Staff members communicate regularly with parents about their child's progress, and parents are encouraged to visit. There are education sessions for parents from time to time on the topics of interest such as sibling rivalry, behavior management, language acquisition, etc. There is also an After-School Program and a Summer Program for our working families.

**The Academic Program at CDC is individualized for each child.** The Center staff believes that ALL children can learn. It is our job to adapt lessons to the individual learning styles of each child. Because parents often have things they are working on at home, or that they would like to see their children accomplish, staff will meet with parents periodically to devise written social, behavioral, or educational goals that are mutually agreed upon to guide the work with each child while they are at the Center. For example, when children are ready, toilet training should happen the same way both at home and at school.

**Child Development Center has a diverse student population.** By including both typical children and special needs children in an inclusive setting, all students have the opportunity to learn from each other. Our special needs group are mostly ambulatory, but many have language delays. Imitation of very verbal children can be a strong learning tool. Likewise, typical children learn to help others, and they also learn that not everyone is alike. These are important lessons in today's society.

**Child Development Center provides specialized therapy.** Children formally identified with developmental delays not only receive special education to meet their needs, but there is also Speech Therapy, Occupational Therapy and Physical Therapy available from qualified professionals if these services are included in the child's Individualized Education Program (IEP) which is developed with the parents.

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**PROGRAMS, SCHEDULES, AND OPERATING HOURS**

**1. THE SCHOOL YEAR:** Child Development Center structures its programs on a school year basis that is similar to the public schools. One school year typically ends in June and the next school year begins in August. In general, Child Development Center follows the New Hanover County Schools Pre-K Calendar. CDC will develop its own schedule for holidays and teacher workdays that will be provided to parents on enrollment. See the CDC School Schedule for details.

**2. ENROLLMENT AGE:** Child Development Center offers services to all children between the ages of 3 and 5 years. Children may enroll at any time during the year provided they are at least 36 months of age at the time of enrollment and less than kindergarten age. (Any child who is 5 years old on or before August 31 is considered kindergarten age for the school year that began in August. Children who turn 5 while enrolled at CDC may continue at the center if the parents choose until time to begin public school kindergarten.) Enrollment is dependent on space availability at the time of application, and a waiting list will be maintained on a first-come, first-served basis as needed.

**3. THE ACADEMIC PROGRAM:** Child Development Center offers a structured "academic day" from 8:00 AM to 2:30 PM for all children enrolled. The "academic day" program will be offered for 180 designated school days. Since some of our children are eligible for public school transportation, the CDC schedule must coincide with that of public schools. The Center will open at 7:30 AM for all children, but arrival by 8:00 AM is encouraged since that is when the "academic day" begins. Parents who elect the Academic Program must pick up their children from CDC at 2:30 PM on regular school days, unless the child is enrolled in the After-School Program. Special needs children using public school transportation will also leave by 2:30 PM.

Individual education plans will be developed for all children, and professional staff will devise classroom schedules and activities that are focused on the learning needs of children throughout the day. A wide variety of methodologies and teaching strategies will be used, but the goal is for children to experience fun while learning. Of course, more detailed and specific information will be shared with parents once their child is enrolled.

**4. THE AFTER-SCHOOL PROGRAM:** For families where both parents are working, Child Development Center offers an After-School Child Care Program from 2:30 PM to 5:30 PM on regular school days. Because there will be no other transportation services available, all parents will be solely responsible for picking up their child no later than 5:30 PM each day. A separate fee schedule is in place for families in the Center who can verify their employment status and desire this after-school service.

**PROGRAMS, SCHEDULES, AND OPERATING HOURS  
CONTINUED**

**5. THE SUMMER PROGRAM:** A traditional school calendar calls for nine months of school and then a summer vacation. CDC also offers optional child care during the summer, which will be somewhat less structured than the usual Academic Program. There will be more recreation and leisure activities, and some additional enrichment activities as well. Our goal is to create a "summer vacation" at school to let children relax and unwind. ALL families who choose to participate will be charged a fee for this service. Parents will be solely responsible for getting their child to and from school at the appropriate time. During the Summer Program children may be asked to bring a bag lunch when the public school cafeterias are not operating. Consult the CDC School Schedule for exact dates and times of the Summer Program.

**6. VACATIONS:** In order to provide time for staff to be with their own families and also to provide for building maintenance, Child Development Center will be closed like the public schools between Christmas and New Year's, and also for brief periods in the summer. Child Development Center will also be closed on the same holidays and workdays observed by the New Hanover County Schools Pre-K Centers unless otherwise indicated on the CDC School Schedule.

**7. PART-TIME STUDENTS:** Because of high demand for spaces, CDC will not offer a partial day program. In special circumstances, children may elect to attend less than five days per week on a set schedule with fees adjusted accordingly. Parents may pick their child up at any time of the day; however, each child will be billed for a full day depending on the child's type of program, Academic and/or After-School.



# Sign up for important updates from Heather Ratliff

Get information for Child Development Center, Inc Wilmington NC right on your phone—not on handouts.

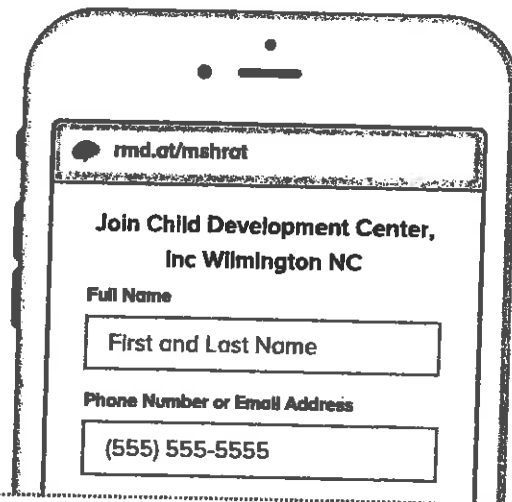
Pick a way to receive messages for Child Development Center, Inc Wilmington NC:

**A** If you have a smartphone, get push notifications.

On your iPhone or Android phone, open your web browser and go to the following link:

[rmd.at/mshrat](http://rmd.at/mshrat)

Follow the instructions to sign up for Remind. You'll be prompted to download the mobile app.



**B** If you don't have a smartphone, get text notifications.

Text the message @mshrat to the number 81010.

If you're having trouble with 81010, try texting @mshrat to (910) 338-2299.



Don't have a mobile phone? Go to [rmd.at/mshrat](http://rmd.at/mshrat) on a desktop computer to sign up for email notifications.

**Child Development Center  
2021-22 School Schedule  
Important Dates**

<b>August 23-26, 2021</b>	<b>(Monday - Thursday)</b>	<b>Home Visits</b>
<b>August 27, 2021</b>	<b>(Friday)</b>	<b>First Day of School for Fall Semester (Staggered Enrollment)</b>
<b>September 2, 2021</b>	<b>(Thursday)</b>	<b>Bus Transportation Begins for NHCS IEP Students</b>
<b>September 6, 2021</b>	<b>(Monday)</b>	<b>Labor Day Holiday - NO SCHOOL</b>
<b>November 11, 2021</b>	<b>(Thursday)</b>	<b>Veterans Day Holiday - NO SCHOOL</b>
<b>November 24, 2021</b>	<b>(Wednesday)</b>	<b>Vacation Day - NO SCHOOL</b>
<b>November 25-26, 2021</b>	<b>(Thursday and Friday)</b>	<b>Thanksgiving Holiday - NO SCHOOL</b>
<b>December 17, 2021</b>	<b>(Friday)</b>	<b>Last Day of School Before Holiday</b>
<b>December 20, 2021-January 5, 2022</b>		<b>Holiday Break - NO SCHOOL</b>
<b>January 6, 2022</b>	<b>(Thursday)</b>	<b>First Day of School for Spring Semester</b>
<b>January 17, 2022</b>	<b>(Monday)</b>	<b>Martin Luther King Jr. Holiday - NO SCHOOL</b>
<b>February 18-21, 2022</b>	<b>(Friday and Monday)</b>	<b>Home Visits - NO SCHOOL</b>
<b>March 8, 2022</b>	<b>(Tuesday)</b>	<b>Election Day/Teacher Workday - NO SCHOOL</b>
<b>March 14, 2022</b>	<b>(Monday)</b>	<b>Teacher Workday - NO SCHOOL</b>
<b>March 28-April 1, 2022</b>	<b>(Monday - Friday)</b>	<b>Spring Break - NO SCHOOL</b>
<b>April 15, 2022</b>	<b>(Friday)</b>	<b>Good Friday Holiday - NO SCHOOL</b>
<b>April 18, 2022</b>	<b>(Monday)</b>	<b>Teacher Workday - NO SCHOOL</b>
<b>May 26, 2022*</b>	<b>(Thursday)</b>	<b>Last Day of School &amp; Half Day for Bus Riders</b>

\*This is a half day for students on the NHCS Pre-K and Traditional School Calendar. CDC will be open all day, but NHCS IEP children who ride the bus will be picked up between 11:45 a.m. and 12 noon.

**2022 Summer Program**

**June 13 - August 5, 2022**

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**2021-2022 SCHOOL YEAR  
PROGRAM FEE SCHEDULE**

**I. Academic Program During Regular School Year**

**Hours of Operation:** 7:30 AM - 2:30 PM on all regular school days  
August through June; see School Calendar.

**A. Typical Children:** Rate is \$700.00 per month per child for Academic Program only; no fee required for Academic Day if child has been placed through the NC Pre-K Program; if eligible for a Daycare Subsidy Voucher, family must meet with CDC Staff to determine fee schedule; parents responsible for all transportation.

**B. Special Needs Children:** No fee required for Academic Day if child has been placed through a Public Schools Individualized Education Program (IEP); Daycare Subsidy Vouchers encouraged if family eligible; parents may transport or some may ride public school buses.

**II. 2022 Summer Program - June 13 to August 5, 2022**

**Hours of Operation:** 8:00 AM - 3:00 PM; runs for 8 weeks.

**ALL Children:** Rate is \$1,400.00 per child for the 8-week program. Full tuition is due by the last day of the 2021-22 school year (May 26).



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**Policy on Late Pick-up of Children and Late Payment of Fees**

**Late Pick-up of Children**

Parents are urged to call the Center whenever they know they will be late picking up their child from school.

Children who are enrolled in the Academic Program only should be picked up promptly at 2:30 PM each school day.

If Parents are later than 2:40 PM arriving to pick up their child, or if late pick-up begins to become chronic, parents will be billed for the extended care their child has received on a case-by-case basis.

Children who are enrolled in the After-School Program **MUST** be picked up no later than 5:30 PM every day.

Parents who are late picking up After-School will be billed **\$5.00 for EACH MINUTE** they are late after 5:30 PM.

When late pick-up becomes a continuing problem, CDC Staff will discuss this with parents to be sure there is no misunderstanding about the rules.

Any parental questions or concerns about the policies should be discussed with the CDC Director or Finance Manager.

**Late Payment of Fees**

Payment of fees or any co-payments are due on or before the **FIRST** of each month for the upcoming month. Parents may expect to receive a billing invoice from CDC on or about the 20<sup>th</sup> of the month for the upcoming month. For example, a bill will be sent home on March 20<sup>th</sup> showing the amount due for April. It is expected that this amount will be paid in full by April 1<sup>st</sup>. Payments not received in the office by the 10<sup>th</sup> of the month are delinquent and a service charge of \$10 per month will be added to past due accounts.

CDC will certainly give consideration to extenuating financial circumstances when they arise. If a different payment schedule needs to be arranged on a temporary basis, parents should discuss this matter with the Finance Manager or Director.

CDC will issue one reminder that payments are overdue, and if stipulations spelled out in this reminder are not met, there is a risk that the child may have to be withdrawn from the program.

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**Policy on Returned Checks, Refunds/Credits and Withdrawal Procedure**

**Returned Checks**

A \$30 service charge will be assessed on all returned checks. Cash or a money order must replace all returned checks. In addition, a \$10 late payment fee will be assessed on all returned checks. If more than two returned checks are received in our office, then future payments will need to be made in cash or money order ONLY; checks will no longer be acceptable.

**Refunds/Credits**

There are no refunds for activities sponsored by CDC unless the activity is canceled due to lack of enrollment. Credits/refunds will not be given if a child does not attend the program. No credits are given for absences, family vacations or days off.

**Withdrawal Procedure**

It is requested that you notify the Director in writing 2 weeks prior to withdrawal from the program. If the position(s) cannot be filled, Parents may be held responsible for the entire month's payment.

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**SUBSIDIZED DAY CARE VOUCHERS**

Child Development Center receives funding from several different sources to provide services to children. One resource for funding is through the County Department of Social Services Subsidized Day Care Funds. Receipt of this funding will enable CDC to continue providing the best possible services for your children. Child Development Center requests that all eligible families apply for these funds.

Parents need to do the following:

Call the Department of Social Services in your county (contact numbers are listed on the following page) and set up a time to go and fill out the required paperwork. When you set up your appointment, let them know that your child is entering Child Development Center either as a typically developing child or as a child who has special needs.

Take a pay stub from the most recent pay period for all members in the immediate family who are working. If no one in the family is working, and this is a special needs child, go ahead and make an appointment and we will provide a letter describing the child's developmental delay if this is needed.

If your child is a typically developing child, or a child with special needs not funded by the public schools, you will be expected to pay the entire amount of your co-payment as well as any difference between what the subsidizing agency may be able to reimburse and what CDC charges its private paying parents.

If your child is a special needs child and is covered by an Individualized Education Program (IEP) through the public schools, or funded by the NC Pre-K program, and you receive a voucher that requires a co-payment from you, CDC will waive the co-payment for the regular school days and hours that your child attends CDC. If your child is also enrolled in the After-School Program because you are working, you will be expected to pay the entire amount of your co-payment as well as any difference between what the subsidizing agency may be able to reimburse and what CDC charges its private paying parents.

For ALL children who enroll in the Summer Program, Child Development Center expects to receive the entire co-payment and the difference between what the subsidy agency may be able to reimburse and what CDC charges its private paying parents from each family by the first business day of each month during the summer session.

Any questions about this program should be referred to the CDC Finance Manager or the Director.

## ATTENTION PARENTS

**Do you know funding is available to assist with the cost of child care?**

Who can apply?

Parents of children ages 0-12 may be able to receive child care assistance if one or more of the following situations apply to your family:

- \*Parents are working or are attempting to find work.
- \*Parents are in school or in a job training program.
- \*Child is receiving child protective services.
- \*Child has identified developmental needs.
- \*Child needs care to support child welfare services or family is experiencing a crisis.

What are the income guidelines?

Effective July 1, 2021: For children ages 0-5 and for children with special needs, the initial maximum income eligibility limit for families is 200% of the Federal Poverty Level (FPL).

<u>Family Size</u>	<u>Maximum Gross Monthly Income</u>
2	\$ 2,903
3	\$ 3,660
4	\$ 4,417
5	\$ 5,173
6	\$ 5,930
7	\$ 6,687
8	\$ 7,443

How do I apply?

In order to receive assistance from the Child Care Subsidy program for child care, you must apply!

Make an appointment to apply by calling the Department of Social Services in your county:

New Hanover County DSS:	<b>(910) 798-3500</b>
Brunswick County DSS:	<b>(910) 253-2077</b>
Pender County DSS:	<b>(910) 259-1240</b>

# Child Development Center

## Discipline and Behavior Management Policy

Date Adopted: 8/28/2017

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.

## **“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, Cataraugus Valley Technical College**

## **CHILD DEVELOPMENT CENTER**

**SUBJECT: CLASSROOM VIDEO CAMERAS**

**SECTION: ADMINISTRATIVE**

### **POLICY**

It is the policy of Child Development Center that video cameras are placed in every classroom. The transmissions from these cameras are visible on monitors in the Executive Director's office.

### **PURPOSE**

1. To provide an opportunity for parents and others to observe children in a classroom without the presence of observers causing distractions.
2. To observe educational activities occurring in the classroom.
3. To observe classroom teaching strategies for developing "best practices."
4. To enable collection of data on individual children in regard to behavior, social skills, and learning needs, while protecting confidentiality.
5. To provide an extra measure of security to ensure that everything that occurs with children in a classroom is both safe and appropriate.

### **PROCEDURES**

The video monitors showing classroom activities are placed out of public view. Only those individuals approved and authorized by Child Development Center will be allowed to view the monitors. Since the classroom cameras will provide video only, with NO audio, children will not be identifiable by name. Therefore, when any parent or authorized visitor observes on the monitors, the confidentiality of each child will be maintained.

By enclosing this policy in the enrollment packet given to each family, and by referencing this policy on the Consents and Rights form signed by parents, all families are made aware of the existence of classroom cameras when the child is enrolled. The child's actual attendance at Child Development Center implies parent/guardian consent that the child will be visible on classroom video. Parents with concerns are invited to discuss these with CDC administrative staff.

# Safe Arrival and Departure Procedures

**10A NCAC 09 .0604(t)** Each center shall establish safe procedures for pick-up and delivery of children. These procedures shall be communicated to parents, and a copy shall be posted in the center where they can be seen by the parents.

- Upon arrival, all children must be accompanied inside the facility by an adult.
- Staff must be notified of the child's arrival.
- Upon the child's departure, an adult must come inside the facility and notify staff that the child is leaving.
- Children will only be released to persons listed on the child's application as authorized by the parent/guardian. Staff will request to view a driver's license to verify identity of persons other than known parent/guardian.
- Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child.
- When a child is transported by the facility to the child's home, an adult must be available to receive the child from the bus or van.
- Sign children in and out according to the program's policies. Daily arrival and departure times must be recorded/
- Children must never be left unattended.



## Prevention of Shaken Baby Syndrome and Abusive Head Trauma

### Belief Statement

We, Child Development Center, Inc., believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

### Background

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death<sup>1</sup>. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes, 10A NCAC 09 .1726), each child care facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT<sup>2</sup>.

### Procedure/Practice

#### Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

#### Responding to:

- If SBS/ABT is suspected, staff will<sup>3</sup>:
  - Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - Call the parents/guardians.
  - If the child has stopped breathing, trained staff will begin pediatric CPR<sup>4</sup>.

#### Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: 910-798-3400

### Prevention strategies to assist staff\* in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change.

If no physical need is identified, staff will attempt one or more of the following strategies<sup>5</sup>:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children<sup>6</sup>.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.

## Prevention of Shaken Baby Syndrome and Abusive Head Trauma

### Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

### Strategies to assist staff members understand how to care for infants

Staff reviews and discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, [ncchildcare.nc.gov/PDF\\_forms/NC\\_Foundations.pdf](http://ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf)
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups](http://www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups)
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, [www.acf.hhs.gov/sites/default/files/opre/nitr\\_inquire\\_may\\_2016\\_070616\\_b508compliant.pdf](http://www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508compliant.pdf)

### Strategies to ensure staff members understand the brain development of children up to five years of age

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth](http://www.zerotothree.org/resources/156-brain-wonders-nurturing-healthy-brain-development-from-birth)
- The Science of Early Childhood Development, Center on the Developing Child, [developingchild.harvard.edu/resources/inbrief-science-of-ecd/](http://developingchild.harvard.edu/resources/inbrief-science-of-ecd/)

### Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx)
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

### Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing\\_SBS\\_508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)
- Early Development & Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

## Prevention of Shaken Baby Syndrome and Abusive Head Trauma

### References

1. The National Center on Shaken Baby Syndrome, [www.dontshake.org](http://www.dontshake.org)
2. NC DCDEE, [ncchildcare.dhhs.state.nc.us/general/mb\\_ccrulespublic.asp](http://ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp)
3. Shaken baby syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461](http://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461)
4. Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, [www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques)
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrckids.org/StandardView/1.7.0.5>

### Application

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

### Communication

#### Staff\*

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be trained in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgement form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgement
- The child care facility shall keep the **SBS/AHT staff acknowledgement form** in the staff member's file.

#### Parents/Guardians

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age 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
- The child care facility shall keep the **SBS/AHT parent acknowledgement form** in the child's file.

\* For purposes of this policy, "staff" includes the operator and other administration staff who may be counted in ratio, additional caregivers, substitute providers, and uncompensated providers.

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1/27/17

Effective Date

### Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

*Licensed centers must also meet requirements in the following areas.*

### Staff Requirements

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. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal 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. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

Age	Teacher/Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

### Additional Staff/Child Ratio Information:

Centers located 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.

### Reviewing Facility Information

From the Division's Child care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at [www.ncchildcare.ncdhhs.gov](http://www.ncchildcare.ncdhhs.gov)

### 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/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. 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 919-814-6300 or 1-800-859-0829.



NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Child Development  
and Early Education

# Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

## Division of Child Development and Early Education

North Carolina Department of  
Health and Human Services  
333 Six Forks Road  
Raleigh, NC 27609

Child Care Commission  
<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised January 2021

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 health, safety, and 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.

### 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 home operators must be 21 years old and have a high school education or its equivalent. 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:

### Child Care Centers

Licensure 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. Recreational 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.

### 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. Local 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 page located on the Child Care website at: <https://nccchildcare.ncdhhs.gov/>. For more information on the law and rules, contact the Division of Child Development and Early Education at 919 814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: <https://nccchildcare.ncdhhs.gov/>.

### 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, appropriate 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 919-814-6300 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.**

### 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 ratios must be maintained.

### Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. 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. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

### 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.

### Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

### Curriculum and Activities

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. 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 family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. 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. Children must have space and time provided for rest.

### Two through Five Star Rated License

Centers and family child care 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, and one quality point option.

### Criminal Background Checks

Criminal background qualification is a **pre-service requirement**. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.