



Little Blessings Christian Academy
26 Francis Road
Hendersonville, NC 28792
Phone (828) 692-0612 Fax# (828) 489-3431
Lbcacademy@Outlook.com

Weekly Tuition Rates

(Effective 1-1-23)

Rates are based on enrollment and not attendance or Center closings

Registration Fee \$85.00 (Due at enrollment and yearly in July)

Weekly Fee-\$220.00

Private Pay Fees are due at the 1st of each week

After School Program- \$75.00 a week

Subsidy Parent Fees are due at the 1st of each month along with an additional fee of \$40.00 per child

I have paid \$85.00 for the registration for _____ . I understand that my fee will be _____ and must be paid when due or I will receive a late fee and possible termination of childcare. If I choose to withdraw my child from care, I will be responsible for giving a 2 week notice to the Center or pay for 2 additional weeks from the time care ends.



Parent Handbook and Operational Policies

Revised Jan 2023

Children are a blessing, and we are here to provide them with quality care in a loving environment. Our Christian based curriculum will not only encourage your child's social and emotional development, but will promote their intellectual and physical development, as well. We will provide activities that will encourage problem solving skills, creativity, and promote independence.

It is our goal to work as a team with you to help your child reach their full potential while providing them a safe and nurturing environment.

Hours: Monday-Friday 6:30am-5:30pm

Children Served: We will serve any child between the ages of 6 weeks-12 years of age, provided we can meet their needs. We do not discriminate regardless of race, sex, color, religion, national origin, or disability.

Admission/Enrollment Requirements:

- o Application
- o General Permission
- o Medical Form- This must be filled out by a physician or an authorized health professional.
- o Immunization Record-Parents who wish to state a religious exemption, must submit a written declaration.
- o Discipline/Behavior Management Policy- This form explains the centers discipline policy.
Sign/Date
- o Food Program Eligibility/Enrollment Forms
- o Financial Agreement
- o Prevention of Shaken Baby Policy- Sign/Date
- o When it applies: SIDS Policy/Feeding Schedule

Parents/Guardians will need to schedule a time with the Director or the Assistant Director to discuss polices, turn in completed enrollment package and answer any questions they may have before the child begins care. We would love for you to bring your child at this time for a tour of the center and to meet their teacher.

Arrival: Children will not be able to attend the center if they arrive after 9:30am. However, we will allow a child to attend if they arrive before 10:30am with a note from a physician.

Conferences: We encourage you to talk with your child's teacher daily. If more time is needed, ask the teacher for a planned time. We will have a scheduled conference before your child moves up to the next classroom.

Injury: Parents will be notified of any injury. The Center will follow the Emergency Care Plan that is posted. Only basic first aid will be administered at the Center.

Hand Washing: Our staff follow a strict hand washing and sanitizing procedures. The Division of Environmental Health requires that hand washing must occur during certain times during the day. Hand washing is required upon arrival and departure of the Center, before and after water play, after outside play, after toileting and before meals. Children are encouraged to wash their hands anytime they become soiled.

Cleaning: A cleaning schedule is posted in every classroom for teachers to follow. This consist but not limited to: tables are cleaned, sprayed, and disinfected daily or more frequently as needed; floors and surrounding areas are cleaned daily. Bed furnishings are cleaned and washed weekly or before when necessary. Bathrooms are cleaned and disinfected at various times throughout the day. Monthly cleaning includes but not limited to changing air filters, cleaning carpets, and sweeping cobwebs.

Winter Weather: For the safety of our children and staff, we will follow the Henderson County School System for weather closings. Parents can monitor local station or sign up for text messaging through WLOS to get information on closings.

Outside Play: Children will go outside daily. Please make sure they have the proper clothing. Also, please apply sunscreen to your child before arriving to school. We will reapply it, upon completion of a medication form, before we go outside in the afternoon.

Items Needed: You will need to supply your child with a change of clothes. Young children will require diapers, wipes, baby food and bottles. Please label all items brought, this includes your child's coat/jacket.

Illness: To maintain a healthy environment, you must pick up your child within an hour of being contacted by the Center or your child will not be allowed to return to care for at least 3 days. This is to ensure that parents pick their children up in a timely manure to reduce the spread of illness. Please refer to the Centers Health and Medication Policy.

Medication: We ask that you arrange your child's medication schedule so that it is not given at the Center. If this is not possible, medicine forms must be filled out completely authorizing the staff to administer any medication. The Center will not administer the first dose of any new medication. Unless medications are directed to be administered closer than 4 hours between doses, the Center will only administer one dose for an 8-hour day. All medications must be age appropriate and must state so on the label. Medicines must be in the original container and prescriptions must be for that child.

Nutrition: The Center provides a light breakfast, lunch, and an afternoon snack. Parents arriving before 7:30 am are welcome to bring in a nutritional breakfast for their child.

Breakfast Nutritional Guidelines

Meal Components	1-2 Years Old	3-5 Years Old	6-18 Years Old
Fluid Milk*	½ c. (4 fl. oz.)	¾ c. (6 fl. oz.)	1 c. (8 fl. oz.)
Bread/Alternative	½ slice, or ¼ c.	¾ slice, ¼ c. dry, or ¼ c. cooked	1 slice, ¼ c. dry, or ¼ c. cooked
Fruit/Vegetable	¼ c.	¼ c.	¼ c.

All meals served at the Center will follow the Federal Nutritional Guidelines. Menus will be posted weekly. Please notify the director and your child's teachers of any food allergies. Every effort will be made to serve those with food allergies.

Substitutes: The Center must maintain a list of substitutes that are trained and meet the State regulations in case of illness or the emergency of a classroom teacher. We try to call the same ones, so your child will be familiar with them.

Service Agencies: We work cooperatively with various agencies to meet the needs of our families. Some of these are listed below. More information may be obtained from the director.

- Department of Social Services- Day care financial assistance, foster care, substance abuse, child abuse/neglect.
- Henderson County Health Department- WIC, family planning, immunizations, pregnancy counseling, health services
- PREP-screening for 3-5-year old's
- Henderson County Schools- Evaluations and service providers for 3-5-year old's
- Developmental Evaluation Center
- Home Extension Office
- NC Division of Child Development
- Children and Family Resource Center
- Western Carolina Community Action
- Mainstay
- Local Church Organizations

Parent Involvement: You are welcome to visit the center at any time to observe, have lunch or meet with the staff. We encourage you to become a part of your child's class room through the

many volunteer opportunities. Also, each classroom sends out a monthly newsletter and the Center has a private Facebook page for Parents only.

Mealtimes: Breakfast 8:15-8:45, Lunch 11:00-12:00, Snack 2:30-3:00

If your child will arrive after 8:45, please feed your child before you come.

Infant Care: Infants are fed according to their feeding schedule filled out by their parent/guardian. The Center follows the SIDS Alliance and the American Academy of Pediatrics recommendation of putting an infant to sleep on their back. Exceptions to this policy are made only under the direction of the infant's physician.

Abuse/Neglect: If child neglect or abuse is ever suspected, we are required by law to report this to the Department of Social Services. An abused child is any child under 18 who has been:

- Beaten, burned or injured in any way.
- Sexually molested.
- Left alone-no adult supervision.
- Rejected-nobody wants him/her.
- Given dangerous things such as drugs or alcohol.
- Abandoned
- Sick-lacking medical care
- Exploited-made to work/taken advantage of
- Hungry

The individual making a child abuse/neglect report is protected by law from any civil or criminal liability if they acted in good faith and if the report was made to help, not hurt someone. When a child abuse/neglect report is made, a social worker will investigate by talking with the family and/or others to find out if the child is being harmed. If the report is substantiated, the Department of Social Services will take corrective action to see that the child receives protection from the abuse or neglect.

Complaint Procedures: We encourage open communication among all employees, parents, and local citizens to provide the best possible service to children and their families. Grievances between individuals can usually be resolved by discussion among the persons involved in the conflict. When the conflict cannot be resolved between the parties involved, please notify the Director of your concerns.

Grievances addressed on social media will result in termination of services.

Prayer: We will pray before every meal.

Pictures: Each child is encouraged to bring in photos of their family, friends, pets, etc. This will help in the transition process to school.

Holidays: A list of upcoming holidays will be given to you in your enrollment package. We welcome parents to share their own holiday traditions with their child's class.

Drop off/Pick up- Upon arrival at the Center, please take your child directly to their classroom, wash their hands and sign them in. At pick up, you will pick your child up from their classroom, wash their hands and sign them out. On your child's application, you will need to list anyone allowed to pick up your child. You may add or delete any one on your list at any time by informing the director. Anyone picking up your child will need to show a picture ID.

Tuition: Private pay tuition is due at the beginning of each week and subsidy parent fees are due at the beginning of each month. Tuition that is not paid on time, will result in late fees or possible termination of care.

Tuition is not based on attendance and is due for 52 weeks a year. This includes days that the Center is closed. Your tuition reserves your child's place in the classroom for 9 ½ hours a day. There will be an additional charge for anytime over the 9 ½ hours.

Withdrawing from Care: If you choose to end your child's care at Little Blessings, you will need to give the Director a two-week notice. If you do not give the Center a two-week notice, you will be billed for those two weeks of childcare.

Late Fee: If your child is not picked up by 5:30, a late fee of a dollar a minute will be charged. This fee should be paid at the time of your arrival or by the next morning. If you have not picked up your child within 30 minutes of the center closing, the Department of Social Service will be notified.

Tobacco Free Facility- Little Blessings is a tobacco free facility. Children shall be in a smoke free and tobacco free environment. Smoking and the use of any product containing, made or derived from tobacco, including e-cigarettes, cigars, little cigars, smokeless tobacco, and hookah, shall not be permitted on the premises of the childcare center.

Child Care Rule.0604

Discipline and Behavior Management: The Center has a discipline and behavior policy included in your packet. In the event the Center is unable to care for your child's behavior, you will be notified to pick up your child. You must arrive within an hour of being contacted or the Department of Social Services will be notified.

Little Blessings Christian Academy
Behavioral Policy Updated on 3/2024

We follow the Discipline and Behavioral Management Policy signed at the time of your child's enrollment. This policy is for extreme and reoccurring behaviors.

Physical threats/Actions:

Children physically hurting or threatening a staff member or child, will be suspended for at least 1 full day depending on the severity. Continued negative behavior will result in termination of care.

***This includes biting that is not developmentally appropriate and several incidents of biting.**

Reoccurring negative behaviors:

After 4 negative daily reports of behavior in one week, child will be suspended for at least 1 full day depending of the severity. Continued negative behavior will result in termination of care.

Date Application Completed: _____

Date of Enrollment: _____

CHILD'S APPLICATION FOR ENROLLMENT

To be completed, signed, and placed on file in the facility on the first day and updated as changes occur and at least annually

CHILD INFORMATION:

Date of Birth: _____

Full Name: _____

 Last First Middle Nickname

Child's Physical

Address: _____

FAMILY INFORMATION:

Child lives with: _____

Father/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

Mother/Guardian's Name _____ Home Phone _____

Address (if different from child's) _____ Zip Code _____

Work Phone _____ Cell Phone _____

CONTACTS:

Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application. In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals.

Name	Relationship	Address	Phone Number
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HEALTH CARE NEEDS:

For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a Medical action plan attached? Yes No (Medical action plan must be updated on an annual basis and when changes to the plan occur)

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs or concerns _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____ Office Phone _____

Hospital preference _____ Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

Signature of Parent/Guardian _____ Date _____

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian.

Signature of Administrator _____ Date _____

All About Me!

Who does your child live with?

What is your primary language? Do you speak/ understand English?

Have you been in childcare before? If so, where, and why did you leave?

Do they take naps?

What is the best way to put them to sleep?

Does your child have developmental delays? Do they receive services (therapy)?

Are they potty trained?

What are some strengths/ weaknesses your child has?

What would you like your child to get from us?

Does your family or child have any preferences or limits to things like food, religion, or curriculum?

How do you discipline at home?

What would you like for us to know about your child or family that would help us better understand, love, and serve them?

Little Blessings Christian Academy

Health and Medication Policy

Policy updated 12/2022

We try to maintain a healthy environment. Our Center operates for well children and staff only. Children who are mildly ill, such as those with minor cold symptoms, may remain if they are fully able to participate in all activities, including outdoor play. Parents should provide appropriate clothing so children do not become either chilled or overheated. Sunscreen may be applied by staff with the written permission of the parents on a center-supplied form. Children with symptoms of illness will remain with a staff person until the parent or designated person arrives for the child. We will make every effort to reach the parent first when a child is ill. If the parent cannot be reached, we will contact the emergency person listed on the application form.

We will not serve children with:

- An axillary fever more than 100 degrees (under arm)
- The Sudden onset of diarrhea (Two or more times in a day and cannot return for 24 hours after last diarrhea)
- Vomiting (Can not return for 24 hours after last symptom)
- A red eye with white or yellow discharge until 24 hours after treatment
- Scabies or lice (Nits)
- Chicken Pox or rash suggested of chicken pox rash
- Tuberculosis
- Strep throat, until 24 hours after treatment has started
- Pertussis until 5 days after appropriate antibiotic treatment
- Hepatitis
- Impetigo, until 24 hours after treatment
- Pain which causes the child to complain and interferes with normal activities
- Rapid or difficult breathing
- Excessive fatigue
- Severe coughing
- Covid for 5 days after diagnosed and symptoms have improved
- Flu (Can return with doctors note stating when they can return and symptoms have improved)
- Hands, foot, and mouth
- Thrush until 24 hours after treatment

Children may be readmitted with a physician's statement that the child is free from communicable disease and that returning poses no risk to the child or others. Also, children may return to care after they are visually free from communicable disease, fever free for 24 hours without the use of fever reducing medication and free from diarrhea and vomiting for 24 hours while on a normal diet.

Medication

Please try to arrange a medication schedule so it is not given at the Center. No medication may be administered to any child without specific instruction from the parent or guardian. The permission to Administer Medication Form supplied by the Center must be filled out completely. Medication that are to be given once or twice daily will not be given at the Center, unless instructions from a physician state those specific times are required. Prescribed medicine must remain in its original container bearing the pharmacist's label and given only to the person for whom it is prescribed for. Over the counter medicines must remain in their original container and dosage and frequency will be specified in the written material accompanying the medicine. If questions arise, the medication will not be administered until instruction from a licensed physician or authorized health profession are received.

*Sunscreen and diaper rash cream require a Medication Form. These may be updated every 6 months.

Little Blessings Christian Academy

General Permissions

Revised 12/2017

Leaving Enclosed Outside Spaces: I understand that my child may leave the enclosed areas at the Center when a special activity is planned. Not all the children's activities will take place in the Center or its designated areas. Such activities would include, but not limited to fire drills, learning demonstrations and emergency actions required by the Centers emergency preparedness plan. This permission slip will be kept on file and in effect be used as a blanket permission covering any and all activities of this sort. Permission is hereby granted for my child to participate in any and all activities that might take place outside the enclosed Center spaces. The Center will notify me by posting a sign in the classroom for any activity that would require leaving the enclosed Center space. I hereby release, indemnify and hold harmless, you, your agents, and employees, from any and all damages claims and other liabilities resulting from activities.

Parent Involvement Policy- I have read the parent involvement policy.

Photographs: I give permission to permit the use of photographs, video and general media of my child involved in Center activities for publicity, news and educational purposes in and out of the Center, such as newspaper articles, child care publications, newsletters, television, radio and other media.

Illness: I have read the health/medication policy. I understand that my child will not be able to attend the Center while they are ill. If they are sent home sick, they cannot return to the Center until they are symptom free for 24 hours, unless they have a note from their physician stating they are not contagious and are able to participate in daily activities.

Medication: I understand that medications and special procedures shall be administered by our staff only on a written, dated, and signed medicine form provided by the Center. Medicine must be in its original container. Over the counter medicines will have to have the proper age and dosage or a signed request by a physician is required. No medicine will be given at the Center unless it is required more than twice a day.

Late Pick-up: If a child remains at the Center past closing time, individuals listed on the child's enrollment application will be called if parents cannot be reached. If no one can be reached 30 minutes after closing, the Hendersonville Police Department and/or the Henderson County Department of Social Services will be contacted. Also, you will be charged a late fee of a dollar a minute after the Center has closed.

Operational Policies: I have read the Center's Parent Handbook and Operational Policies and they have been discussed with me. I have received a copy of the Summary of N.C. Child Care Law and Rules.

Prevention of Shaken Baby and Abusive Head Trauma- I have received information on the prevention of shaken baby and abusive head trauma.

Discipline Policy- I have received and reviewed the Centers Discipline policy.

I hereby warrant to Little Blessings Christian Academy that I am entitled to legal custody and possession of my child, and accordingly authorized to place my child in your care and custody and am further authorized to sign these Enrollment and General Permission Forms.

Child's Name _____

Parent/Guardian Signature _____

Date _____

My email address is: _____

Little Blessings Christian Academy
Discipline and Behavior Management Policy

Adopted January 2024

Praise and positive reinforcement are effective methods of 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:

All Staff:

1. **DO** effective 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 and interact and engage them in activities throughout the day.
6. **DO** provide alternatives such as providing another activity, time in, talking with child 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, for example: loud voice during quiet time, not picking up toys.
10. **DO** explain things to children on their level.
11. **DO** use 1 minute per year or until they are ready to join the group, supervised periods of time-in in the cozy area with an activity.
12. **DO** stay consistent in our behavior management program.
13. **DO** use effective guidance, redirection, and behavior management techniques that focus on a child's development.
14. **Do** when it is necessary to move a child and the other children cannot be moved away and the child refuses to move on their own, staff should pick the child up under the armpits with both hands gently. Staff should always make sure the pathway is clear of other children.

All Staff:

1. **DO NOT** handle children roughly in any way, including shaking, pushing, pulling, jerking, shoving, pinching, slapping, biting, kicking, lifting by one arm/wrist or spanking.
2. **DO NOT** place children in a locked room, closet, or box or leave children alone in a room separated from staff.
3. **DO NOT** delegate discipline to another child.
4. **DO NOT** withhold food as punishment or give food as a means of reward.
5. **DO NOT** discipline for toileting accidents.
6. **DO NOT** discipline for not sleeping during rest period.
7. **DO NOT** discipline children by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails.
8. **DO NOT** withhold or require physical activity, such as running laps and doing push-ups, as punishment.
9. **DO NOT** yell at, shame, humiliate, frighten, throw objects/toys, threaten, or bully children.

10. **DO NOT** restrain children as a form of discipline unless the child's safety or the safety of others is at risk. If restraining a child is done to prevent injury to the child or another person, you may hold the child in your lap and call administration so they can send the child home. **No child shall be subjected to any form of corporal punishment.**

Note: If staff need assistance with a child in their classroom or they feel overwhelmed, they can radio administration, and someone will be there to assist them.

To ensure appropriate interactions with children:

- Administration will review the Discipline and Behavior Management Policy at the time of employment before they assume childcare responsibilities and during our quarterly staff meetings.
- One of the administrators will do an informal observation and will fill out weekly observation forms on each classroom in person and/or on camera to monitor the interactions between staff and children. Formal observations will be documented annually. These observations will be kept on file in the office, and available for review by the Division of Child Development and Early Education. Any concerns will be immediately addressed and documented in staff files and the video will be saved for review.
- Administration will monitor interactions while walking around the facility throughout the day to ensure all children are properly cared for.
- Staff will be evaluated yearly on their interactions with children, peers, and families. Evaluations will be documented and kept in staff files for review by the Division of Child Development and Early Education.
- The Center will have an annual staff meeting to go over the Discipline and Behavior Management Policy.
- Administration will provide technical assistance, intervention strategies and other training when needed and annually.

Reporting:

We encourage staff/parents to report any suspicion or observation of inappropriate discipline, care or treatment of children by staff members to administration **immediately, without fear of reprisal**. Staff that have immediate concerns can use their radios to call for administration to come to the classroom. Administration will have a floater switch out with the employee so they can make a confidential report. There will always be an administrator on site to report to during business hours. Reports will remain confidential, documented in staff files for review, and all reports will be investigated. Administration is always easily available for any reports to be made during the day and after hours on their personal cell numbers, as follows:

Melissa Heath (Director)-828-708-1023

Heather Stepp (Assistant Director) 828 708-1826

Concerns may also be reported to:

Henderson County Department of Social Service 828 697-5500

Division of Child Development and Early Education 919 814-6300

Anytime a concern about a child's well-being is made, administration will investigate by replaying camera footage and interviewing any possible witnesses. If needed, the administration will contact the Division of Child Development and Early Education and share with them video footage and all documentation gathered.

Administrators have 24 hours to begin to investigate any complaint. Investigations will include but not limited to reviewing video, interviewing all involved, gathering impertinent information and collecting written statements.

Consequences for not following the Discipline and Behavioral Management Policy are the following: Management has the option of a verbal warning, written warning, probation, or suspension for not maintaining any Center policies or rules. During the probation or suspension period, staff **WILL NOT BE ELIGIBLE** for Center benefits such as: holiday, sick, vacation or weather-related pay and free childcare. All violations of Center policies and rules will be documented in staff files and available for review by the Division of Child Development and Early Education.

Immediate Termination: Employment will be immediately terminated for verbal, physical or sexual abuse of a child and will be documented in the staff file and available for review by the Division of Child Development and Early Education.

North Carolina General Statutes 110-91(10) and Childcare Rule 10A NCAC 09.1803.

Each operator or staff member shall attend to any child in a nurturing and appropriate manner, and in keeping with the child's developmental needs. Each childcare facility shall have a written policy on discipline, describing the methods and practices used to discipline children enrolled in that facility. This written policy shall be discussed with, and a copy given to, each child's parent prior to the first time the child attends the facility. Subsequently, any change in discipline methods or practices shall be communicated in writing to the parents prior to the effective date of the change. The use of corporal punishment as a form of discipline is prohibited in child care facilities and may not be used by any operator or staff member of any child care facility, except that corporal punishment may be used in religious sponsored child care facilities as defined in G.S. 110-106, only if (i) the religious sponsored child care facility files with the Department a notice stating that corporal punishment is part of the religious training of its program, and (ii) the religious sponsored child care facility clearly states in its written policy of discipline that corporal punishment is part of the religious training of its program. The written policy on discipline of nonreligious sponsored childcare facilities shall clearly state the prohibition on corporal punishment.

10A NCAC 09.1803 PROHIBITED DISCIPLINE IN CHILDCARE CENTERS

- (a) No child shall be subjected to any form of corporal punishment by the owner, operator, director, or staff of any childcare center. For purposes of this Rule, "staff" shall mean any regular or substitute caregiver, any volunteer, and any auxiliary personnel, including cooks, secretaries, janitors, maids, or vehicle drivers. The following shall apply at all child care centers: (1) no child shall be handled roughly in any way, including shaking, pushing, shoving, pinching, slapping, biting, kicking, or spanking; (2) no child shall be placed in a locked room, closet, or box or be left alone in a room separated from staff; (3) no discipline shall be delegated to another child; (4) no food shall be withheld as punishment or given as a means of reward; (5) no child shall be disciplined for toileting accidents; (6) no child shall be disciplined for not sleeping during rest period; (7) no child shall be disciplined by assigning chores that require contact with or use of hazardous materials, such as cleaning bathrooms, floors, or emptying diaper pails; (8) physical activity, such as running laps and doing push-ups, shall not be withheld as punishment or required as punishment; (9) no child shall be yelled at, shamed, humiliated, frightened, threatened, or bullied; and (10) no child shall be restrained as a form of discipline unless the child's safety or the safety of others is at risk. For purposes of this Rule, "restraining" shall mean that a caregiver physically holds a child in a manner that restricts the child's movement, for the minimum amount of time necessary to ensure a safe environment. Notwithstanding any other provision of this Rule, no child shall be restrained through the use of heavy objects, including a caregiver's body, or any devices such as straps, blankets, car seats, or cribs. (b) Discipline practices shall be age and developmentally appropriate. History Note: Authority G.S. 110-85; 110-91(10); 143B-168.3; Eff. January 1, 1986; Amended Eff. April 1, 2001; November 1, 1989; Readopted Eff.

LITTLE BLESSINGS CHRISTIAN ACADEMY DISCIPLINE/BEHAVIOR MANAGEMENT POLICY 2024

October 1, 2017 (Transferred from 10A NCAC 09 .1801). 10A NCAC 09 .1804 DISCIPLINE POLICY FOR CHILDCARE CENTERS (a) The person who conducts the enrollment conference shall provide a written copy of and explain the center's discipline policies to each child's parents at the time of enrollment. (b) The childcare center shall obtain from each parent, legal guardian, or full-time custodian a statement that attests that a copy of the center's written discipline policies was given to and discussed with him or her. That statement shall include the following: (1) the child's name; (2) the date of enrollment; and (3) if different, from the enrollment date the date the parent, legal guardian, or full-time custodian signed the statement. (c) The signed, dated statement must be in the child's record and shall remain on file in the center if the child is enrolled. If a center changes its discipline policy at any time, it must give written notice of such a change to the child's parent, guardian, or full-time custodian 14 days prior to the implementation of the new policy. The center shall obtain the parents' signature on a statement that attests that a copy of the new policy was given to and discussed with him or her. This statement shall be kept in the child's file if the child is enrolled. History Note: Authority G.S. 110-85; 110-91(8),(11)

I, the undersigned parent or guardian of _____, do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/operator(or other designated staff member) has discussed the facility's Discipline and Behavior Management Polic with me.

Date of Child's Enrollment _____

Signature of Parent or Guardian _____ Date _____

Little Blessings Christian Academy

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Adopted July 2017

Belief Statement: We at Little Blessings Christian Academy, 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. According to North Carolina Child Care Rule (10A NCAC 09.0608), 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.

Procedure/Practicing

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:

- 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

Reporting:

Instances of suspected child maltreatment in child care are reported to the Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmastedcd@dhhs.nc.gov.

Instances of suspected maltreatment in the home are reported to Henderson County Department of Social Services by calling 697-5500.

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

Staff must 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:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend the 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.
- Ask support staff for assistance.

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
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break, if needed.
- Contact supervisor or floaters for assistance

Prohibited behavior

Behaviors that are prohibited but 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 understanding on how to care for infants

Staff review and discuss:

- The five goals and developmental indicators in the 2013 North Carolina Foundations of Early Learning and Development, ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf
- How to Care for Infants and Toddler in Groups, the National Center for Infants, Toddlers and Families, 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_b508complian.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 for Birth video, the national Center for Infants, Toddlers and families, 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/

Designated staff and local resource for provided support:

- Melissa Heath
- Children and Family Resource Center

Web Resources:

The American Academy of Pediatrics: 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.nrkids.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/tprev/Preventing_SBS_508-a.pdf

References:

- The National Center on Shaken Baby Syndrome, www.dontshake.org
- NC DCDEE, ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp
- Shaken baby syndrome, the Mayo Clinic www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461
- Pediatric First Aid/CPR/AED, American Red Cross, www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf
- Calming Techniques for a Crying Baby, Children's Hospital Colorado, www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques
- Caring for Our Children, Standard 1.7.0.5: Stress <http://cfoc.nrkids.org/StandardView/1.7.0.5>

Application

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

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, parents name, parents 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.

I, the parent or guardian of _____ acknowledges that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

_____ Date policy given/explained to parent/guardian

_____ Date of child's enrollment

Print name of parent/guardian _____

Signature of parent/guardian _____

_____ Date

Little Blessings Christian Academy
Financial Agreement

I would like to enroll _____ in Little Blessings Christian Academy.

1- Fees:

Private pay- I understand that I must pay the weekly tuition fee on Monday of each week. If I do not pay on Monday, I will receive a late fee of \$20.00. If I do not pay the balance by Friday of that week, my child's care will discontinue.

Subsidy pay- I understand that I must pay my parent fee by the 1st of each month. If it is not paid by the 15th, I will receive a late fee of \$20.00. If I have not paid my balance by the end of the month, my child's care will discontinue.

- 2- Registration Fee:** There is a \$85.00 registration fee due at the time of enrollment and July of every year.
- 3- Absentee Policy:** I understand that if my child is absent or the Center is closed the weekly rate still applies. I pay for the spot and not attendance.
- 4- Late Charge:** If my child is still at the Center past operating hours. I will be charged a dollar a minute and my child will not be allowed to return to care until the late payment is paid in full.
- 5- Return Check Fee/ Insufficient Funds Fee:** I will receive a \$25.00 fee for all returned checks and insufficient funds.

I understand my financial obligations to Little Blessings Christian Academy.

Parent/Guardian: _____

Date: _____

Thank you for choosing Little Blessings to care for you child. Please fill out the checklist below and return all forms before your child attends the Center. If you have any questions, please contact the Center (828) 692-0612.

Checklist of forms to be completed to enroll in Little Blessings Christian Academy:

- _____ Child's Application
- _____ General Permission
- _____ Discipline and Behavior Management Policy
- _____ Prevention of Shaken Baby Policy
- _____ Financial Agreement
- _____ Child and Adult Care Food Program Application
- _____ Child and Adult Care Food Program Enrollment Form
- _____ Immunization Record (Must be turned in within 30 days)
- _____ Medical (Must be turned in within 30days)

Infants must also have these forms completed

- _____ SIDS Policy
- _____ Feeding Schedule (All children 15 months and under must complete this form)
- _____ Provision of Breastmilk, Infant Formula, and Solid Foods

_____ I have received a copy of the Parent Handbook and Operational Polices along with the Health and Medication policy and the copy of the summary of the North Carolina Child Care Laws and Rules.

*Please keep the Parent Handbook and Operational Polices along with the Health and Medication Policy and the copy of the Summary of the North Carolina Child Care Laws and Rules.

I understand I must turn all the above forms in before my child is allowed to attend the Center, with the exception of the medical form. I will have 30 days to turn in my child's medical form to continue my child's enrollment in the Center.

Parent/Guardian Signature

Date

Children's Medical Report

Name of Child _____ Birthdate _____
Name of Parent or Guardian _____
Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____
 2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____
 3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____
 4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____
 5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___ ; diabetes No ___ Yes ___ ;
convulsions No ___ Yes ___ ; heart trouble No ___ Yes ___ ; asthma No ___ Yes ___ .
If other, what/when? _____
 6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____
- Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

B. Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.
Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____
Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____
Neurological System _____ Skin _____ Vision _____ Hearing _____
Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____
If delay, note significance and special care needed: _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____
Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____

North Carolina Department of Health and Human Services
 Division of Child and Family Well-Being, Community Nutrition Services Section
 Child and Adult Care Food Program
Infant and Child Enrollment Form



INSTITUTION NAME: Little Blessings Christian Academy FACILITY NAME: Little Blessings Christian Academy AGREEMENT#: 09497

Dear Parent/Guardian,

This center/program receives funding from the U.S. Department of Agriculture (USDA) Child and Adult Care Food Program (CACFP). CACFP needs proof of enrollment for all infants and children. Please complete the table below for each infant and/or child in your family enrolled at this center/program. Be sure to sign and date in the space below.

The information below must be completed by the parent or guardian.

Infant/Child's First Name	Infant/Child's Last Name	Date of Birth	Normal/Typical Hours of Care	Normal/Typical Days of Care (Circle all that apply)	Meals Normally Eaten (Circle all that apply)
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM
			_____ to _____	M T W Th F Sat Sun	B AM L PM S LPM

Normal/Typical Hours of Care: Write in each infant/child's usual arrival and departure time. Indicate a.m. or p.m.

Normal Days of Care: Circle the days of the week each infant/child is usually in attendance at the facility.

(M-Monday; T-Tuesday; W-Wednesday; Th- Thursday; F-Friday; Sat-Saturday; Sun-Sunday)

Meals Normally Eaten – Circle the meals each infant/child usually eats at the facility.

(B-Breakfast; AM-AM Snack; L-Lunch; PM-PM Snack; S-Supper; LPM-Late PM/Evening Snack)

Parent/Guardian Signature: _____

Date: _____

Print Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Home Telephone Number: () _____ Work Telephone Number: () _____

For Facility/Provider Use Only:	
Signature of Facility Representative/Provider: _____	Date: _____
Date each infant/child withdrew: _____	

For State Use Only: Complete: _____ Incomplete: _____ Reason: _____ Verified by: _____ Date: _____
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This institution is an equal opportunity provider.

North Carolina Department of Health and Human Services
 Division of Child and Family Well-Being, Community Nutrition Services Section
 Child and Adult Care Food Program
INFANT AND CHILD INCOME ELIGIBILITY APPLICATION



INSTITUTION NAME: Little Blessings Christian Academy FACILITY NAME: Little Blessings Christian Academy AGREEMENT#: 09497

1. PARTICIPANT'S NAME & DATE OF BIRTH:

First Name	Last Name	Date of Birth	First Name	Last Name	Date of Birth
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2. SNAP, TANF or FDPIR case number:

SNAP # _____ TANF#: _____ FDPIR # _____
 If you have provided the case number; DO NOT complete #3 and #4. Skip to complete #5 and #6.

3. Is this application for a:
 Foster Infant/Child? Yes No Homeless Infant/Child? Yes No Infant/Child from a migrant family? Yes No

4. HOUSEHOLD MEMBERS MONTHLY INCOME:

Names of All Other Household Members	Monthly Wages / Salaries	Monthly Social Security	Monthly Public Assistance / Child Support	Monthly Retirement Pensions	Other Monthly Income
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$
	\$	\$	\$	\$	\$

5. ETHNIC IDENTITY: (Check one). Hispanic or Latino Not Hispanic or Latino

RACE (Check one or more): White Black or African American American Indian or Alaskan Native Asian Native Hawaiian or Other Pacific Islander

6. SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: I certify that all of the above information is true and correct; that the application is being made in connection with the receipt of federal funds, that Program officials may verify the information on the application; and that deliberate misrepresentation of any of the information on the application may subject me to prosecution under applicable State and Federal criminal statutes.

Signature of Adult Household Member (Required) _____ Date _____ Check if no SSN
 Last Four Digits of Social Security Number (Required only if qualifying by Income)

Printed Name _____ Home Telephone # _____ Work Telephone # _____

Address _____ City _____ Zip Code _____

The Richard B. Russell National School Lunch Act requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your infant/child for free or reduced-price meals. You must include the last four digits of the social security number or check the "no SSN" box of the adult household member who signs the application if qualifying by income. The last four digits of the social security number is not required when you apply on behalf of a foster infant/child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number for your infant/child or other FDPIR identifier or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your infant/child is eligible for free or reduced-price meals and for administration and enforcement of the Program.

To be completed by Institution/Sponsor

TOTAL HOUSEHOLD SIZE _____ TOTAL HOUSEHOLD MONTHLY INCOME \$ _____
 Approved: Free Reduced-Price Denied
 Reason for denial: Income too high Incomplete application Other: _____
 Withdrew on (Date): _____

For state use only:
 Verified by: _____ Date: _____
 Verified classification:
 Free Reduced-Price Denied
 Reason for classification change: _____

Signature of Eligibility Official (Individual at the Institution Level) - Required _____ Date - Required _____
 NC CACFP-Infant and Child Income Eligibility Application (07/2023) This institution is an equal opportunity provider.

NC CACFP INFANT AND CHILD INCOME ELIGIBILITY APPLICATION

INSTRUCTIONS

Please complete the Infant and Child Income Eligibility Applications using the instructions below. The application must be signed in number 6 and returned to the child care center.

1-PARTICIPANT'S INFORMATION:

- a. Print the name(s) and birth date(s) of the infant(s) and/or child/children enrolled in the center.

2-HOUSEHOLD GETTING SNAP, TANF, OR FDIPIR BENEFITS:

- a. If you participate in SNAP, TANF, or FDIPIR provide your case or identification number and skip number 4.
- b. If you do not participate in any of these programs, go on to number 3.

3-FOSTER, HOMELESS, or MIGRANT INFANT/CHILD:

- a. Indicate if either infant/child on the application is a foster infant/child, homeless, or an infant/child from a migrant family.
- b. Households with foster and non-foster infants/children may choose to include the foster infant/child as a household member, as well as any personal income earned by the foster infant/child, on the same household application that includes their non-foster infants/children.
- c. Host families applying for free and reduced priced meals for their own infants/children may include the homeless family as household members if the host family provides financial support to the homeless family. In such cases, the host family must also include any income received by the homeless family.
- d. If the infant(s) and/or child/children listed are foster, homeless, or from a migrant family, number 4 may be skipped.

4- HOUSEHOLD INCOME:

- a. List the names of all other household members.
- b. Write the amount of income (the amount before taxes or anything else is taken out), the frequency of income (i.e. weekly, every two weeks, twice a month, or monthly) received last month for each household member and where it came from, such as earnings, public assistance, pensions and other income (refer to examples below for types of income to report). If any amount last month was less than usual, write the person's usual income.

INCOME TO REPORT

<u>Earnings from Employment</u>	<u>Pensions/Retirement/Social Security</u>	<u>Other Income</u>
<ul style="list-style-type: none"> • Wage/salaries/tips • Strike benefits • Unemployment compensation • Net income from self-owned business or farm • Worker's compensation 	<ul style="list-style-type: none"> • Pensions • Supplemental security income • Retirement income • Veteran's payments • Social Security 	<ul style="list-style-type: none"> • Disability benefits • Cash withdrawn from savings • Interest/dividends • Income from estates/trusts/investments • Regular contributions from persons not living in the household • Net royalties/annuities/ net rental income • Any other income
<p><u>Public Assistance/Child Support/Alimony</u></p> <ul style="list-style-type: none"> • Public assistance payments • TANF payments • Alimony/Child support payments 	<p><u>Military Households</u></p> <ul style="list-style-type: none"> • All cash income, including military benefits received in cash such housing/uniform allowances. 	

5-RACIAL/ETHNIC IDENTITY: Complete the Ethnic/Racial Identity question.

6-SIGNATURE AND LAST FOUR DIGITS OF SOCIAL SECURITY NUMBER: All households complete this part.

All Infant and Child Income Eligibility Applications must be signed by an adult household member. If qualifying by income, the adult household member who signs the certification statement must include the last four digits of his/her social security number. If he/she does not have a social security number, check the "No SSN" box. If the participant is a foster infant/child, homeless, or infant/child from a migrant family and/or listed a SNAP, TANF, or FDIPIR number a social security number is not needed.

NC CACFP INFANT AND CHILD INCOME ELIGIBILITY APPLICATION

HOUSEHOLD LETTER FOR NON-PRICING INSTITUTIONS

Dear Parent or Guardian,

Please help us comply with the federal requirement mandating the annual submission of program Income Eligibility Applications. This application will be used only for eligibility determination, placed in our files, and treated as confidential information. In order for participants and the day care center to be considered eligible for program benefits, an adult household member must complete the program Income Eligibility Application (IEA) for each participant enrolled in the center as soon as possible, sign, date and return it to the day care center. Completion of the application is not mandatory unless you wish to be considered for eligibility as a free or reduced-price participant.

If you currently receive SNAP, Temporary Aid to Needy Families (TANF) or Food Distribution Program on Indian Reservations (FDPIR), you are not required to list household income. You may give your SNAP, TANF or FDPIR case number, sign, date and return the application. If an infant and/or child is a member of a SNAP or FDPIR household or is a TANF recipient, the infant/child is automatically eligible to receive free program meal benefits, subject to completion of the application.

You should also note that if you have a foster infant/child the day care center is eligible for program benefits for the foster infant/child regardless of the income of your household. Households with foster and non-foster infants/children may choose to include the foster infant/child as a household member, as well as any personal income earned by the foster infant/child, on the same household application that includes their non-foster infants/children. Please contact the Institution for further instructions.

You should list the name of everyone who lives in your household, including all infants, children, parents, grandparents, and other relatives. The Department of Agriculture defines a household as a group of related or unrelated individuals (not residents of an institution or boarding house) who are living as one economic unit (i.e. sharing living expenses).

The income reported must be the total gross income, before deductions, received by all members of the household last month (i.e. wages, public assistance, TANF or retirement, etc.). Military benefits received in cash, such as housing allowance for military households living off base and food or clothing allowance must be considered as income. If you have a household member whose last month's income was higher or lower than usual, list that person's expected average monthly income.

REDUCED GUIDELINES EFFECTIVE JULY 1, 2022 - JUNE 30, 2023*

HOUSEHOLD SIZE	YEARLY	MONTHLY	TWICE PER MONTH	EVERY TWO WEEKS	WEEKLY
1	\$25,142	\$2,096	\$1,048	\$967	\$484
2	\$33,874	\$2,823	\$1,412	\$1,303	\$652
3	\$42,606	\$3,551	\$1,776	\$1,639	\$820
4	\$51,338	\$4,279	\$2,140	\$1,975	\$988
5	\$60,070	\$5,006	\$2,503	\$2,311	\$1,156
6	\$68,802	\$5,734	\$2,867	\$2,647	\$1,324
7	\$77,534	\$6,462	\$3,231	\$2,983	\$1,492
8	\$86,266	\$7,189	\$3,595	\$3,318	\$1,629
For each additional family member adult:	\$8,732	\$728	\$364	\$336	\$168

*Households with income less than or equal to these levels are eligible for free or reduced-price meals.

You may submit an Infant and Child Income Eligibility Application any time during the fiscal year. Participants having family members who became unemployed are eligible for free or reduced-price meals during the period of unemployment, provided that the loss of income causes the family's income during the period of unemployment to be within the eligibility standards for those meals.



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
<http://www.ncdhhs.gov/childcare/childcarecommission>

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.

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 information 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 (9 a.m. - 5 p.m.) by contacting the Division at 919-914-6300 or 1-800-669-8829 or requested via the Division's web site at www.ncdhhs.gov/childcare.

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 license 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 919-914-6300 or 1-800-669-8829.

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 furniture 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 supervisor 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 the requirements, 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 ITES-SDS 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	1:5	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

1.100 Licensure Services Child Care LIC

- serve or more children under 13 years of age
- receiving care less a non-relative
- an 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 licensing 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

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 standards of the Rules 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 Resources and Referral Agencies can provide help in choosing quality care. Check the telephone

agency 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 www.ncdhhs.gov/childcare. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-368-0829 (in State Only), or visit our homepage at www.ncdhhs.gov/childcare.

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 local Child Abuse and Neglect Hotline at 1-800-688-0228. 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 facility 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-seat 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.

Licensing Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITB-SIDS training of caring for infants, 9 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-year programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum in 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 FCHCs, 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.