

MUMS The Kitty Hupman Weekday School

MUMS The Kitty Hupman Weekday School

PARENT HANDBOOK

A Mission of

Mebane United Methodist Church Mission Statement

The mission statement of MUMS- The Kitty Hupman Weekday School is to provide quality preschool care and training to children of all races, genders, and abilities from toddler age (15 months) to entering kindergarten, school age children (up to 12 years old) ending 5th grade.

We serve children and families of the church and community by attempting to meet the wide range of physical, emotional, social, intellectual, and spiritual needs of each child in a manner reflecting God's love.

Operational Policies	1
Purpose and Goals	1
Age Requirements	2
Admission Requirements	2
Registration	2
Tuition & Basic Fees	2
Returned Checks	3
Receipts	3
Attendance	3
Withdrawal	3
Operational Procedures for Preschool & After-school	3
Student Arrival and Departure	3
Field Trips	3
Opportunities for Parent Participation	3
Cleaning Schedule.....	3
Health & Medication	4
Health Policy	4
Sick Child Policy/Fevers	4
Medication Policy	4
Head Lice/Communicable Parasites	4
COVID Protocol	4
Food - Allergies	5
Shaken Baby Syndrome	5
Weather and Emergencies Procedures	5
Incident Weather	6
Emergency Evacuations; Water Loss	6
Tornado; Hazardous Materials; Fire	6
Safety and Clothing	6
Child Abuse and Neglect	7
Reporting Child Abuse and/or Neglect	7
Sexual Misconduct	7
Weapons Policy	7
Discipline	7
Behavior Mgmt. Policy – 3 Strike Policy	8
Pre-school Program Quick Information Sheet	9
School-Age Quick Information Sheet	9
Aquatic Policy	10
Transportation Policy	11
Addendum	11

**MEBANE UNITED METHODIST CHURCH
WEEKDAY SCHOOL
OPERATIONAL POLICIES**

Child Care Provided:
January through December
Monday through Friday

Elementary Before School:	6:30 a.m. – 7:30 a.m.
After School:	2:30 p.m. – 5:45 p.m.
Preschool:	8:30 a.m. – 12:30 p.m.
Elementary Summer Camp:	6:30 a.m. - 5:45 p.m.

Program closes for major holidays; weather, or emergency conditions.

Serving children (15 months) to entering kindergarten and school age children (up to 12 years old) ending 5th grade. (12 yr. olds will not be able to participate in summer camp.)
During Alamance-Burlington school session, the after-school program will start at 2:30 p.m. and end at 5:45 p.m. We are open for teacher workdays. A schedule will be given to you concerning these dates.
During the summer, the school-age program is open 6:30 a.m. until 5:45 p.m., Monday – Friday. **Please have your child here by 8:45a.m.**

Late Fees Begin at 6:01pm

PURPOSE AND GOALS

MUMS attempts to meet the wide range of spiritual, physical, emotional, social and intellectual needs of each child within the framework of a warm, accepting climate in which an educational thread links all the program's components. Our program strives to provide:

- ◆ A bright, stimulating environment designed to accommodate a variety of activities, and a well-planned curriculum.
- ◆ A wide range of interesting equipment, toys and materials geared to specific developmental stages and the needs of all children served.
- ◆ A wide range of supportive services meeting the spiritual, medical, psychological, and nutritional needs of growing children and their families. An experienced, competent staff trained in child development and assigned in such a manner, which encourages continuing child/adult interaction.

PURPOSE AND GOALS CONTINUED

Our program hopes to enable a child to learn to trust adults, to feel comfortable and secure, and to have self-confidence as a beginning learner. Our teachers strive to serve as behavior models that provide learning experiences. The goal of our program is to enable the children to grow in the following ways:

- ◆ To help children enhance their self-image.
- ◆ To foster children's trust in and enjoyment of other people and to teach them respect for the rights of other people.
- ◆ To develop children's abilities to solve problems and make decisions.
- ◆ To provide ample opportunities for children to develop their spiritual, intellectual, physical, and social skills.
- ◆ To encourage expression of ideas and feelings through the effective use of language.
- ◆ To provide a variety of materials that encourage creative play and learning in activities that challenge children without frustrating them.
- ◆ To support families by developing communication between the center and the family concerning the child's progress, problems, and concern

AGE GROUPS REQUIREMENTS

- Children must be 15 months' old by August 31 of the current year to enter the toddler room.
- To be in the two-year-old room, children must be two years old the day they enter the class but no later than August 31 of the current year.
- All other children must reach their room age by August 31 to continue to public school on schedule.
- Children must be fully potty trained by August 31 before moving up to the three- or four-year room. MUMS reserves the right to retain or advance children based on child's maturity, classroom conflict, or group size.

ADMISSION REQUIREMENTS

Please see the following SAMPLE for the required forms for admission

REGISTRATION

Prior to admission, the following must be completed and deemed acceptable by the director:

1. Pre-enrollment visits with your child.

2. Application completed with parents' signatures, agreeing to uphold the policies of our center.
3. Medical form completed by physician. The medical form must include an updated immunization record and return to MUMS **before** the child can start our program. We must receive updated shot records according to immunization schedule.
4. Signature on statement providing for medical emergency treatment, field trips, medications, pick-up authorization, and financial agreement.
5. Interview of parents and child with Director or Asst. Director
6. Discipline policy signed and dated by parents.
7. Registration fee must be paid on each child in the program.
8. Application, shot records, medication, and field trip forms will need to be updated every 6 months.

REGISTRATION FEE/INSURANCE/ SUMMER HOLDING FEE

A **once-a-year** non-refundable registration fee of **\$100.00** is due by enrollment interview. This applies to both preschool and school age children. This fee helps to buy supplies for the year and School Accident Insurance, which is mandatory for all children attending MUMS. You have the option of taking your child out for the summer months. And returning in the fall. You will have to pay a summer holding fee of \$100.00 due by the last day of May.

TUITION: BASIC FEES

MUMS is a non-profit organization and tuition is our primary source of income. The basic fees for the preschool programs are as follows:

Preschool Fees: **\$14.00** per day (or)
\$70.00 per week for a 5 day a week student
\$2.00 per day early morning care
 Late Pick-up Fees: **\$1.00** for every *minute* you are late.
\$100.00 Summer Holding Fee

Our expenses are the same whether your child is absent or not, so there will be no reduction of tuition for any reason.

The basic tuition fees for the school-age program are as follows:

\$55.00	After-school program
\$125.00	Full-day summer program per week
\$25.00	Full Day Part-time without Activity Fee
\$15.00	Half-day summer program fee (5 ½ hours)
\$100.00	Summer Holding Fee (Prorated by the month)

Tuition Continued

A once-a-year non-refundable Summer Activity fee of \$125.00 is due the first week of summer camp. This is to pay for all entry fees to our field trips.

- ◆ Before school care fee will be \$2.00 per day or \$10.00 per week.
- ◆ Teacher workdays and snow days will be \$15.00 extra for each teacher workday or snow day your child attends MUMS.

RETURN CHECKS

We reserve the right to refuse your check after two returned checks. There will be a check charge of \$25.00 for each returned check.

RECEIPTS

Your daycare fee receipts will be placed in your child's file. Each January you will receive a tax statement of your yearly childcare expense..

ATTENDANCE

1. Please contact the school by 9:00 a.m. if your child is going to be absent.
 2. Our phone number is **919-563-5600**.
 3. There will be no reduction in the tuition due to illness, vacation, holidays or snow days. Read your contract.
- Fees are due at the beginning of each week. Please post the dates for which you are paying on the bottom of your check along with the child's name. Our accountant does not know you or your child. Therefore, he may credit the wrong account, especially if several children in the center bare the same last name.

WITHDRAWALS

Withdrawals should be discussed with the Director. Parents are expected to give a written 5-working day notice before the child is withdrawn.

OPERATIONAL PROCEDURES

STUDENT ARRIVAL AND DEPARTURE

Students will be dismissed only by their parents or guardians unless the parent has given written permission to the teacher that someone else will pick up their child. Anyone not known by the staff will be asked for identification. All Parents must sign their child in to MUMS with their initials and correct time and out

MUMS Parent Policy Updated - January 18th 2024 MUMS

with their initials and correct time daily. Staff will sign after-school children in after arriving to MUMS from school during the school year.

FIELD TRIPS

When the opportunity arises, the children will take riding and walking field trips. A certified driver will take the church van to its destination. Preschoolers will be required to ride with their parents. You will be asked to sign a permission slip before going. These may be spontaneous. We will post appropriate signs accordingly. All library trips will be posted in the child's classroom.

OPPORTUNITIES FOR PARENT PARTICIPATION

- ◆ Birthday Parties
- ◆ Halloween Parties
- ◆ Christmas Program
- ◆ End of Year Celebration/Graduation
- ◆ Parent Conference
- ◆ Volunteer in Classroom (Must have state paperwork)
- ◆ Parents can meet with classroom staff and/or Director about matters of concern.

ITEMS TO BE PROVIDED BY PARENTS

- ◆ Diapers are needed for your child daily.
- ◆ Complete change of clothes in child's bookbag
- ◆ LABELED book bags for each child.

Parent / Teacher Conferences

MUMS teachers will schedule fall and spring parents' teacher conferences in order to make a plan of achievement for your child. Conferences can also be called for at any time a parent or teacher feels any concern about a child.

Therapeutic

MUMS will help and guide each family to the appropriate agency for the care and evaluation of children with needs such as speech, hearing, behavioral, physical and mental. MUMS uses the surrounding county school systems for children age 3 years and older for referrals and evaluations. For children younger than 3 years old we will refer them to the CDSA in Greensboro, NC.

CLEANING SCHEDULE

MUMS employs a professional cleaning service to come into the school three times a week for major cleaning of classrooms, halls and bathrooms.

Cleaning Schedule continued.....

Teachers maintain their rooms daily, replace paper products in the bathrooms when needed, sweep & mop their floors on Tue. & Thur. Staff will provide laundry service for soiled items such as dress-up clothes and towels. Carpets and floors are cleaned and/or waxed 2 times a year. Teachers will clean their class windowsills, shelving, chairs, housekeeping and other large equipment monthly. All classrooms need to spray all toys at the end of each day with disinfectant.

HEALTH AND MEDICATION

HEALTH POLICY

Staff is required to wash hands prior to starting to work in a classroom. After wiping any noses; before snack; after using the bathroom or diapering and toileting a child. Parents are required to take their child to use the bathroom and wash their child's hands upon entering the facility. Any soiled clothes will be promptly changed, double bagged and placed in the child's school bag to go home. Clothes soiled with feces will not be dumped according to the NC Sanitations Rules guarding staff from E-Coli and Hepatitis. Clothes will be doubled bagged with feces and placed in the child's school bag. Any clothes left overnight will be thrown away. All materials that are handled by the children are sanitized on a regular basis. A bottle of Clorox solution is supplied to each classroom daily for cleaning and sanitizing purposes.

A medical exam form must be completed by a physician on each child and staff member prior to admission or employment and annually thereafter. Staff are required to have a Negative TB test before starting employment and children are required a complete immunization record with up-to-date shots. Children who do not have the completed medical forms will be suspended until forms are complete. We do have the right to shut down a room or the center when necessary due to medical, environmental, or structural occurrences.

SICK CHILD POLICY/FEVERS

**IF YOUR CHILD REACHES A FEVER OF 100 DEGREES WHILE IN OUR CARE, A PARENT WILL BE CALLED AND THEY WILL HAVE 1 HOUR TO HAVE THEIR CHILD PICKED UP FROM MUM'S.
CHILDREN SENT HOME FROM MUM'S OR PUBLIC SCHOOL WITH A FEVER, WILL NOT BE PERMITTED BACK IN MUM'S UNTIL THEY ARE FEVER FREE FOR 24 HOURS.**

NO CHILD SHOULD BE BROUGHT TO SCHOOL WHEN THERE ARE SIGNS OF A CONTAGIOUS DISEASE OR A VERY BAD COUGH OR COLD WITH GREEN RUNNY MUCUS.

If a communicable disease such as Strep Throat, Pink Eye, Chicken Pox, Hand/Foot/ and Mouth, Ringworm, Impetigo, Mononucleosis, Scabies, Roseola, Measles, Mumps, Shingles or HEAD LICE is diagnosed, parents, staff and volunteers should notify the school immediately. School staff will alert other parents as deemed appropriate. A note from the doctor will be required for your child's re-entry to school stating that your child is no longer contagious. This is for your child's protection as well as our staff and other classmates.

MEDICATION POLICY

We will administer prescription medication with written permission from the parent out of the child's prescribed labeled bottle. No non-prescription medication (Tylenol, cough medicine, vitamins, etc.) will be given without written permission from the parent. The State Day Care Licensure Regulations won't allow us to keep these medications on hand for emergencies. Parents cannot leave over the counter or prescription medications in their child's bag/diaper bag for any reason. This includes diaper rash cream. We prefer any medications that must be given to preschoolers to be done at home. School age children need to request 12 hour acting medications if possible. Medication permissions must be updated every 6 months. Asthma medication permissions can be updated yearly.

HEAD LICE AND OTHER COMMUNICABLE PARASITES

Any discovery of head lice, body lice, scabies, or any other communicable parasites in a student of MUMS, the child will be removed from the room and the parents called immediately. MUM's stands by a **No Nit Policy**. Children sent home with diseases such as (head lice), cannot return to MUMS until the parent brings in an excuse from their county's Health Department. All cases will be reported to the Alamance County Health Dept.

FOR PEOPLE SICK WITH COVID 19

- Isolation can be discontinued at least 5 days after symptom onset (day 0 is the day symptoms appeared, and day 1 is the next full day thereafter) if fever has resolved for at least 24 hours (without taking fever-reducing medications) and other symptoms are improving.
- Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation.

- A high-quality mask should be worn around others at home and in public through day 10. A test-based strategy may be used to remove a mask sooner.
- If symptoms recur or worsen, the isolation period should restart at day 0.
- People who cannot wear a mask, including children < 2 years of age and people of any age with certain disabilities, should isolate for 10 days.
- In certain high-risk congregate settings that have high risk of secondary transmission, CDC recommends a 10-day isolation period for residents. Isolation may be shortened to 7 days under certain conditions.

FOOD ALLERGIES

Children with food allergies must submit a written and signed explanation from their doctor about their food allergy. Parents must provide their child's snack each day when the menu does not suit the child's needs. Parents with religious or personal preference must also submit a request for their child to not eat certain foods, and supply their child with snacks on the day our menu does not suit the child. NC SANITATION RULES STATE THAT ALL SNACKS BROUGHT FROM HOME FOR THE INTENT OF DISTRIBUTING TO A GROUP MUST BE COMMERCIALY BOUGHT AND PREFERABLY INDIVIDUALLY PACKAGED. Allergy information will be posted in the classroom as well as the menu. PLEASE SEE YOUR CHILD'S TEACHER ABOUT BIRTHDAY PARTIES.

PROVIDED BY THE CENTER

MUMS will provide wipes, tissues, (spare diapers if a child runs out) hand soap, paper products, art supplies, notebook paper for homework, pencils, crayons, markers, rulers, dictionaries, construction paper an etc.

SERVICES PROVIDED BY THE CENTER

- ◆ Daily snacks
- ◆ Daily art activities
- ◆ Structured outdoor play
- ◆ Seasonal parties as well as birthday celebrations
- ◆ Parent resources
- ◆ Field Trips

SNACK

A nutritious snack will be provided each day (juice, or fruit with some type of bread product such as cookies, rolls, or cereal). On all-day schedules, your child will need to bring a bag lunch. PLEASE SEND NUTRITIONAL FOODS. Special

MUMS Parent Policy Updated - January 18th 2024 MUMS

treats may be sent for everyone to share at any time. Birthday parties are welcomed. If your child has allergies to food, we will do our best to accommodate food for your child. If your child is on a special diet, we ask that you provide the food. MUMS provides a mid-morning (10:00-10:45) snack and a mid-afternoon snack (2:45-3:20) each day. Please see attached USDA Nutrition Tables.

Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers. We, the staff of, MUMS The Kitty Hupman Weekday School, 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 childcare, and educating families. 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 (childcare centers, 10A NCAC 09 .0608, family childcare homes, 10A NCAC 09 .1726), each childcare facility licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT?

WEATHER AND EMERGENCY PROCEDURES

INCLEMENT WEATHER

MUMS follows the Alamance Burlington School System as our guide for closings. Parents need to look on WFMY TV 2's website & TV, and WRAL TV's website & TV for MUMS closing announcements. REMIND APP AND BRIGHTWHEEL, our answering machine, and FACEBOOK. If conditions are obvious, we will call into the TV stations the closing announcement the previous evening. In the event of public schools closing early, preschool parents will need to pick up their preschoolers as soon as possible. The staff will notify all Preschool parents and School Age parents by phone, or text. Please make sure that we have NUMEROUS working phone numbers on file for your child.

School Age Parents: We will expect you to make arrangements for your child to be picked up from MUMS no later than (1) hour from the time the Alamance-Burlington Schools make their closing announcement.

However, we do reserve the right to open no later than 10:00 am for school age and close no earlier than 5:00pm so parents and staff can make an effort to get to and from work safely. Preschool delays will be announced accordingly. We must maintain a state ratio in attendance. All fees will remain the same.

EMERGENCY EVACUATION PLAN

IF YOU FEEL ANY WEATHER CONDITION IS NOT SAFE FOR YOU TO TAKE YOUR CHILD OUT IN THE ELEMENTS, PLEASE STAY HOME, OR PICK YOUR CHILD UP.

The safety of the students and staff at MUMS is the highest priority. The purpose of this directive is to provide procedures to be followed by the staff of MUMS to ensure the safety of its students and staff in the event of an emergency. In the event of an emergency MUMS director will be notified as soon as possible regarding the situation and the response to it. In the event of an emergency MUMS director or assistant may require that all staff members on duty remain at work or return to work until the situation is no longer deemed an emergency.

WATER LOSS

According to the NC Sanitation Rules, if our center has a water loss, we have 45 minutes to evacuate children. Parents will be called if such an event occurs.

TORNADO

All children will be brought to the main hallway outside of the toddler room in front of the water fountain during the threat of a Tornado. All doors will be shut in case of glass breakage.

TRAIN WRECKS AND HAZARDOUS MATERIALS

Parents would receive an immediate call from the center, and a message would be placed on our answering machine letting you know our safe destination South to Mebane Arts, 919-304-3378. We would rely on the Mebane Fire Department, CCOM (911) and Police for guidance in a safe evacuation in the MUMS vans.

FIRE

Procedures for evacuating the building are posted in each classroom as well as in other areas of the building. Practice fire drills are held monthly as well as security and tornado drills occur periodically. We will meet in the large field located next to the Kingsdown parking lot on Holt Street. Procedures for other crises have been developed and all staff informed. All procedures are posted in the classrooms for easy reference.

SAFETY AND CLOTHING OUTSIDE TIME

Children must wear safe, secure, comfortable clothing. Please send children ready to play in play clothes. **NO FLIP FLOPS FOR ANY AGE CHILD PLEASE.** Flip-flops are not safe in daily activities. Tennis shoes or sandals with heel

MUMS Parent Policy Updated - January 18th 2024 MUMS

straps should be worn. School age field trips: School age children must wear tennis shoes and socks on field trips. Daily outside play is a part of your child's school program. We will go outside everyday unless there is active precipitation, a weather advisory or public announcement relating to unsafe health conditions by the local news or National Weather Service. If you wish for your child to not go outside, please make arrangements to have your child picked up before the group goes outside to play.

CHILD ABUSE AND NEGLECT

DISCIPLINE

Reporting Child Abuse and Neglect

The state of North Carolina mandates that MUM'S must report suspected child abuse and neglect. When this situation arises, the caregiver will tell the Director. The Director will notify the Protective Services Unit of the Alamance Co. Social Services, which will be responsible for the investigation of a reported situation. When feasible, the Director will talk with the parent or guardian prior to Protective Services' contact with the parent.

Sexual Abuse and Misconduct Policy

MUMS prohibits and does not tolerate sexual abuse or misconduct in the workplace or during any organization-related activity. MUMS provides procedures for employees, volunteers, board members or any other victims of sexual abuse or misconduct to report such acts. Those are reasonably suspected or believed to have committed sexual abuse or misconduct will be appropriately discipline, up to and including termination of employment or membership, as well as criminally prosecuted. No employee, volunteer, board member or other person, regardless of his or her title or position has the authority to commit or allow sexual abuse or sexual content.

WEAPON POLICY

With the exception of badged officers, No student shall carry, have in his or her possession, store, keep, leave, place or put into the possession of another student any real weapon or a look-alike weapon on any school premises, in any school vehicle or any vehicle used by the school or for school purposes, in any school building or other buildings or premises used for school functions, whether or not any person is endangered by such actions.

A zero-tolerance policy on dangerous weapons (real or toy) is in effect, i.e., guns, pistols, slingshots, toy guns, toy grenades, hunting knives, pocketknives and other similar items knives, mace, Taser guns etc. Violation may result in a student suspension/expulsion.

Our procedure emphasizes the use of positive discipline techniques in dealing with discipline problems. Children will not be treated in punitive manner nor be denied snacks as discipline measures.

It is our purpose to guide the children to learn re-direction, self-control and language skills needed for the child to resolve problems independently. Guidance is consistently given in how to express feelings.

in solving problems.

When a child forgets a rule or cannot adjust to the class situation, time-out is used. Time-out begins when the child sits quietly and it lasts for one minute for every year of the child's age (five minutes for a five-year-old, six minutes for a six-year-old, etc.) The quiet time provides the child with an opportunity to get calm and gain control of his/her feelings. If this does not work, then the parents will be called immediately and may be asked to have a conference and or pick up their child for the day. Suggestions of professional help can be given as well as helpful books and DVDs on discipline.

Parents will be called if their child deliberately causes injury to another child or destroys property. Repeated offenses may result in dismissal of the child from MUM'S program. Children who purposely break or damage equipment will be expected to pay for this equipment's repair or replacement. The director can also make recommendations for private counselors as well as family counseling.

**DISCIPLINE AND BE
HAVIOR
MANAGEMENT POLICY**

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent, 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**
- ◆ DO praise, reward and encourage the children
 - ◆ DO reason with and set limits for the children
 - ◆ DO model appropriate behavior for the children
 - ◆ DO modify the classroom environment to attempt to prevent problems before they occur
 - ◆ DO listen to the children
 - ◆ DO provide alternative for inappropriate behavior to the children
 - ◆ DO provide the children with natural and logical consequences of their behaviors
 - ◆ DO treat the children as people and respect their needs, desires, and feelings
 - ◆ DO ignore minor misbehaviors
 - ◆ DO explain things to the children on their levels
 - ◆ DO use short supervised periods of "time-out" (Time-out is described under the DISCIPLINE POLICY.)
 - ◆ Do stay consistent in our behavior management policy
- WE**

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

PARENT COPY – DO NOT REMOVE FROM HANDBOOK

I, the undersigned parent or guardian of _____

(Child's full name)

do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's Director/Coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____
 Signature of Parent or Guardian: _____
 Date of Signature: _____

**School-age/Summer Camp
3-Strike Policy
Warning Documentation**

3-Strike Warnings: We are endorsing a "3-strike" policy at MUMS for school-agers. Your child will be given 3 warnings and the parents will have the warnings in writing about inappropriate behavior at MUMS. After 3 strikes we will ask you to leave our program. We have basic rules:

- No hitting
- Kicking
- biting
- inappropriate sexual behavior
- racial conflicts
- destruction of MUMS property
- inappropriate language
- stealing
- threats of physical harm to a teacher, child or parent.

Parents will be asked to sign the warning. A copy will be made available to the parents. Originals will be placed in the child's file for further legal reference.

MUMS PRESCHOOL PROGRAM
INFORMATION
(919) 563-5600

HOURS

The school opens **8:30 a.m. – 12:30 p.m.**, Monday through Friday, January through December. Please have your child here by 9:00 a.m. late arrivals disrupt the group's routine.

REGISTRATION FEE/INSURANCE

A *once-a-year* non-refundable registration fee of **\$100.00** is due by enrollment interview. This fee helps to buy supplies for the year and School Accident Insurance, which is mandatory for all children attending MUM'S.

TUITION: BASIC FEES

MUM'S is a non-profit organization and tuition is our primary source of income.

- Preschool Fees: **\$14.00** per day (*or*)
- Preschool Fees: **\$70.00** per week for 5 day a week student
- Early morn. care: **\$2.00**
- Late Pick-up Fees: **\$1.00** for every *minute* you are late.
- \$109.00** Summer Holding Fee (Prorated)

Our expenses are the same whether your child is absent or not. Therefore, we are obligated to charge the full fee when a child is absent.

RETURN CHECKS

We reserve the right to refuse your check after two returned checks. A check charge of **\$25.00** will be charged for every check returned.

ITEMS TO BE PROVIDED BY PARENTS

- ◆ Diapers needed for your child on a daily basis.
- ◆ Complete change of clothes for toddlers

MUMS SCHOOL-AGE PROGRAM
INFORMATION
(919) 563-5600

HOURS

During the summer, the school-age program is **open 6:30 a.m. until 5:45 p.m.**, Monday – Friday. Please have your child here by 9:00 a.m. During Almanace-Burlington school session, the after-school program will start at **2:30 p.m.** and end at **5:45 p.m.** We are open for teacher workdays. A schedule will be given to you concerning these dates.

Late Fees Begin At 6:01pm.

AGES

The after-school program is open to students in Grades K – 5th grade.

REGISTRATION FEE/INSURANCE

A once-a-year non-refundable registration fee of **\$100.00** is due by the enrollment interview. This fee will help buy supplies for the year and School Accident Insurance, which is mandatory for all children attending MUM'S. A once-a-year non-refundable **summer activity fee** of **\$125.00** is due the first week of summer camp. This is to pay for all entry fees for our field trips.

TUITION: BASIC FEES

MUM'S is a non-profit organization and tuition is our primary source of income.

- ◆ After school Care fee will be a flat rate of: **\$55.00**
- ◆ Full-day summer care fee will be a flat rate of: **\$125.00**
- ◆ Half-day (5 ½ hrs.) summer care fee will be a flat rate of: **\$15.00**
- ◆ Full Part-time days without activity fee **\$25.00**
- ◆ Before school care fee will be **\$2.00** per day or **\$10.00** per wk
- ◆ Teacher workdays and snow days will be **\$15.00** extra
- ◆ Late Pick-up Fees: **\$1.00** for every *minute* you are late
- ◆ Summer Holding Fee- **\$100.00**

Aquatic Policy

Rule Reference: 10A NCAC 09 .1403 AQUATIC ACTIVITIES

This policy applies to staff and children that participate in aquatic activities.

- Aquatic activities are defined as activities that take place in, on, or around a body of water such as swimming, swimming instruction, wading, and visiting water parks.
- For every 25 children in care participating in aquatic activities, there shall be at least one person who has a lifeguard training certificate issued by the Red Cross or other training determined by the Division to be equivalent to the Red Cross training, appropriate for both the type of body of water and type of aquatic activities. These lifeguards shall not be counted in the required staff-child ratios.
- A staff ratio of 1:13 must be met for children 5 years or older.
- No staff or children may enter the water without a lifeguard on duty and seated in his/her station.
- Notwithstanding the staff-child ratios, at no time shall there be fewer than two staff members supervising the aquatic activity.
- Children shall be adequately always supervised by center staff while participating in aquatic activities. Adequate supervision means that half of the center staff needed to meet the staff-child ratios is in the water and the other half is out of the water. If an uneven number of staff is needed to meet the required staff-child ratios, the majority shall be in the pool.
- Staff shall be stationed in pre-assigned areas that will always enable them to hear, see, and respond quickly to the children who are in the water and children who are out of the water. Staff should stand from time to time in their assigned area to see the bottom of the pool.
- Children shall not enter the water before center staff are stationed in their pre-assigned areas. **Center staff shall devote their full attention to supervising the children in their pre-assigned areas of coverage and shall communicate with one another about children moving from one area to another.**
- Staff must be dressed appropriately for this activity.
- Staff must escort children to and from the restroom at all times.
- Call phone calls are not allowed during aquatic activities except for emergency situations concerning aquatic activity.
- Pool rules must be reviewed with children prior to entering the water.
- All children who swim in water depths of 5 ½ feet or more must pass a swim test. All children must have a new swim test each year. During a

swim test, one staff member must accompany the lifeguard while conducting the swim test. Participants of the swim test must have their name and date of test recorded, indicating a pass or fail performance. Staff must check attendance by name to face recognition every 25 minutes throughout the aquatic activity.

- **SAFETY: The following rules apply to all children in the centers care.** Any child warned or stopped by a lifeguard for a broken rule shall be placed in time-out for 1 minute for each year of life. After the second warning the child will be removed from the activity for 20 minutes; if the action continues, the child will be removed for the rest of the swim period. All staff need to be proactive in discipline and prevent situations before they happen.
- Children shall be counted by using name to face recognition upon entering the van, upon exiting the van, before entering the water, after entering the water, every 20 minutes, and at every pool break. At the end of pool time children will be counted by using name to face recognition after exiting the pool, upon entering the van, and upon arriving back at the center.
 1. Children are not allowed to run or push one another on the pool deck and other wet surfaces.
 2. No diving off the side of the pool other than in the designated area.
 3. No horseplay or riding on another child's back.
 4. No dunking another child's head under water.
- Children's emergency contact names and phone numbers; and First Aid Kit must accompany staff on all pool outings.
- **Transportation- All rules set forth in the Transportation Policy shall be followed during off-premises aquatic activities. In addition, the following shall apply:**
 1. Proper seating of children: children will be assigned a numbered van with corresponding number placed on each child's hand. Children will ride in the same van and the same seat to and from the pool.
 2. REPEAT: Children shall be counted by using name to face recognition upon entering the van, upon exiting the van, before entering the water, after entering the water, every 20 minutes, and at every pool break. At the end of pool time children will be counted by using name to face recognition after exiting the pool, upon entering the van, and upon arriving back at the center.

Transportation Safety Policy

Transportation Safety is our top priority when transporting children to and from MUMS-The Kitty Hupman Weekday School. This policy is in force anytime children are transported by MUMS-The Kitty Hupman Weekday School. Staff/parents will adhere to all requirements. Staff will adhere to the policy guidelines even if no children are present when using a vehicle owned by MUMS-The Kitty Hupman Weekday School.

- a. Parent Responsibilities: Permission to Transport Consent Form must be signed and dated by a parent/guardian before a child will be transported by MUMS-The Kitty Hupman Weekday School.

Center/Driver Responsibilities:

- Drivers must be 26 years of age, will be legally licensed & have a safe driving record. Drivers will meet all required staff qualifications including a criminal background history check.
- Drivers are required to be CPR & First Aid Certified.
- Only insured, licensed, well-maintained vehicles will be used to transport children.
- Drivers will obey all traffic regulations.
- Drivers will NOT be under the influence of any chemical substance that may alter their ability to drive safely.
- The number of passengers will not exceed the manufacturer's stated capacity for the vehicle with a ratio of 1:13.
- Children will never be left unattended in a vehicle, even for brief periods. All children will be accompanied by an adult to/from the vehicle to ensure safety.
- All children will be accounted for before leaving the facility, after loading the vehicle, after unloading the vehicle.
- All travel routes will be planned in advance & the driver will be familiar with the planned route ahead of time.
- To prevent distractions the driver is not permitted to talk on the phone or play loud music.
- Doors will be always locked when the vehicle is in motion.
- A cell phone will be available to drivers in case of an emergency.
- A first aid kit, fire extinguishers & list of emergency contacts for all children and adults will be in the vehicle during transportation of children.

- Children will be transported properly in a seat belt, car seat, or booster according to North Carolina Regulations. Drivers/staff will ensure that all children are properly restrained before moving the vehicle.
- In the event of a breakdown, a back-up vehicle will be accessible to drivers.

In the event of an accident when children are in the vehicle all parents will be informed by the director of the accident. Directors will notify the parents by phone when notified of the incident as well as The DCDEE at the DHHS.

Addendum

Policy: For every 25 children in aquatic activities, there will be at least one person who has a current lifeguard training certificate. Lifeguards cannot be counted in the staff-child ratio. Three yr-olds may not participate in aquatic activities. Children shall not enter the water until before staff are at their stations. The following staff-child ratios must be maintained during aquatic activities: 5 years or older, 1 teacher to 13 children.

A minimum of two staff members must supervise aquatic activities. Half the staff needed to meet staff-child ratios must be in the water and half out of the water. If there should be an uneven number of staff needed to meet the required staff ratio, then the majority of staff shall be in the water. Staff must be positioned in areas that will allow them at all times to hear, see, and respond quickly to children. Updated October 1, 2010

Parents must sign their child in and out of MUMS with their initials and correct time daily. Added 1-1-11

Diaper Changing: Due to health and sanitation rules with diaper changing and soiled clothes, to move a child from the 2-year-old class to the 3-year-old class, the child must be completely potty trained by August. Otherwise, the child will have to find another facility, or remain in the 3-year room if space allows for another year. September 1, 1998

Head Lice: Current receipts and a note from the Alamance or Orange County Health Dept. must be presented upon return of a child suffering with head lice and nits. March 17, 2004

Summer Preschool Enrollment: All children of non-working parents are asked to remove their children from the program for the summer to enable our staff to operate the summer camp program. Parents have the right to have their space back for the fall without incurring charges for the summer. Those who remain for the summer will need to take their children out 2 weeks prior to August 25 to give them a transitional break. June 5th 2004. See: Summer Holding Fee June 1 2017

Addendum continued....

15A NCAC 18A .2831 ANIMAL AND VERMIN CONTROL

(a) Unrestrained animals, except those used in supervised activities or pet therapy programs, shall not be allowed in a childcare center, including the outdoor learning environment. When animals are on the premises, copies of vaccination records required by North Carolina law and local ordinances shall be available for review.

Any animals kept as pets shall be examined by a veterinarian to determine that they are free from vermin, such as mites, lice, fleas, and ticks, and pathogens that could adversely affect human health. Turtles, iguanas, frogs, salamanders, and other reptiles or amphibians are not allowed to be kept as pets on the premises. Animals shall not be allowed in or kept at the entrances to food preparation areas. Animal cages shall be kept clean and waste materials shall be bagged, sealed, and immediately disposed of in the exterior garbage area in a covered container. Animals belonging to childcare owners, employees, Volunteers, visitors, and children shall not be allowed in child care centers or on the premises unless the above requirements are met.

Upon Advisory from DCD of NC 10-1-10

Screen Time/TV/Video Games: When screen time is used it must be a free choice activity, used to meet a developmental goal, and limited to no more than 2 ½ hours per week per child. Screen time includes, but is not limited to, television, videos, video games and computer usage. Screen time usage periods may be extended for special events, projects or occasions such as holidays or birthday celebrations. Screen time would be prohibited for children under the age of two years of age. (Rule .0510, .0511 and 02508) **Added DCD of NC 10-1-10.**

School Age Involvement: School age children will now have input on school age related activities, field trips and activity centers. **Added DCD of NC 10-1-10**

Preschool Summer Placement: During the summer, preschool children can reduce or remove themselves from the center without losing their space as long as they have filled out and returned a current survey. Our toddler room will close for the summer. Children will have to be 2-years-old to enter the 2-year-old class for the summer. Otherwise, they will have to stay out till fall. The last day for all children who will be going to kindergarten from MUMS will be 2 weeks prior to the first day of public school. **5-30-95 OBSOLETE January 16, 2017**

Fee Increases: Summer Camp to \$80.00 per week/\$16.00 per day
After school to \$7.00 per day. 5-20-12

Late Arrivals: Due to new security measures, late arrivals will not be permitted to enter the church after 9:00am unless pre-arranged. 8-19-12.

Fee Increases: February 18th, 2013; Summer Camp \$90.00 per week; preschool up to \$10.00 per day.

Weapons Policy: October 7th, 2014

MUMS Parent Policy Updated - January 18th 2024 MUMS

Incident Weather/ Evacuation: Updated 2016

Fee Increase: April-2016 taking effect August 29th & September 5th, 2016 Preschool from \$10.00 a day to \$11.00 per day; School age from \$6.00 per day to \$7.00 per day.

Emergency Preparedness Procedure: Posted in each classroom and on the hallway information bulletin board. **June 30th, 2016**

New Preschool Summer Placement Rule: MUMS will no longer be holding a child's space open for free during the summer. We will now be charging a holding fee in order to hold a child's space open for the summer. This year, **Option 1:** the holding fee will be \$50 for the summer. **Option 2:** Your child will stay on a normal schedule through the summer; **Option 3:** Reduce your child's days to no less than 2 days per week and remain in MUMS for the summer. MUMS goal is to keep all preschool classes operating during the summer. **Updated: January 16, 2017**

Shaken Baby Syndrome Policy: Adopted January 17, 2017

New Children's Application: Amended January 16, 2017 to include checkbox option alerting caregiver that applicant has a "Medical Action Plan" that will be attached to the child application and in the classroom in case of an emergency.

Custody Battle And Child Pick Up: January 2018 If you are having a custody battle and are in FEAR that a parent, grandparent, aunt, uncle, sister or brother may try to come to MUMS to take your child, then your child does not belong in school until the situation has been completely corrected. We will not allow our children or staff to be put in an unsafe situation especially in front of children. The safety of MUMS is our utmost priority!

REMIND APP: REMIND is an App that parents download so they may receive or send messages to MUMS. These messages may include weather announcements, closings, reminders of events, reminders to return updated paperwork and more. Please see the director or assistant director for REMIND APP Codes. **September-20, 2018**

Rate Increase: Effective September 2nd 2019: Preschool will increase rates from \$11.00 per day to \$12.00 per day (\$60 full time per week); **Effective August 26th 2019:** After School Care will increase from \$8.00 per day to \$9.00 per day (\$45.00 per week). **Effective August 26th, 2019:** Summer Camp will increase from \$90.00 per week to \$100.00 per week. **Effective August 26th, 2019:** Summer Holding Fee will increase from \$50.00 per summer to \$100.00 per summer. **Updated/ March 2019**

Tuition Increase – March 2023
Beginning September 1st, 2023 tuition will increase as follows:

GROUP	CURRENT COST	NEW/COST
Preschool	\$12.00 per day	\$14.00 per day
After School/Elementary	\$10.00 per day/or \$50 per week	\$11.00 per day/or \$55.00 per week

Effective November 2023 FEE Increase

All Fees are not refundable!!!

Prorated Registration Fees

January to June \$100
July to October \$75
November to December \$25.

Fee Increases – November 2023

Summer Activity Fee Increase from \$100.00 to \$125.00
Registration Fee Increase from \$75.00 to \$100.00

Start up Holding Fee: (For new clients, emergency leave or extenuating circumstances)

- 1 Month - \$50
- 2 Months - \$75
- 3 Months - \$100

Brief Statement:

We, the staff of MUMS The Kitty Hupman Weekday School, 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 (child care centers, 10A NCAC 09.0608, family child care homes, 10A NCAC 09.1726), each child care facility must develop a plan for children up to five years of age that develop and adopt a policy to prevent SBS/AHT.

Prevention/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 fit the head, seizures, lack of appetite, vomiting, bruises, poor feeding/eating, 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/AHT 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 Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmaster@dohhs.nc.gov.
- Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: _____

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:

- 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 play videos.
- Other _____

In addition, the facility:

- Allows for staff who feels 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.
- Other _____

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_famsnc_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

- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9. www.aclfihs.gov/sites/default/files/infant_toddler_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
- [The Center of Early Childhood Development, Center on the Developing Child, \[developmentalstudies.com/center-on-the-developing-child/\]\(http://www.developmentalstudies.com/center-on-the-developing-child/\)](http://www.developmentalstudies.com/center-on-the-developing-child/)

Resources

List resources such as a staff person designated to provide support or a local county/community resource:

Parent web resources

- The American Academy of Pediatrics: www.healthyparent.com/English/HealthyParent/abuse/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://doniprecrying.info/>
- Other _____

Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://dca.mnckids.org/StandardView.cfm?Section=3.4.4.3&c=-1>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, http://centerforchildwelfare.fmh.us.edu/kb/prev/Preventing_SBS_508-a.pdf
- Early Development & Well-Being, Zero to Three, www.zerotothree.org/early-development
- Other _____

References

1. The National Center on Shaken Baby Syndrome, www.dontshake.org
2. NC DDBE, ncchildcare.dhs.state.nc.us/general/nb_cdn/ncslspublic.asp

3. Shaken baby syndrome, the Mayo Clinic, www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-200324461
4. Pediatric First Aid/CPR/AED, American Red Cross, 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/calming-a-crying-baby/calming-techniques
6. Caring for Our Children, Standard 1.7.0.5: Stress <http://dca.mnckids.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

- 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.

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 (9 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.nccchildcare.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://nccchildcare.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://ncchildcare.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://ncchildcare.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, IT5-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.