



North Carolina Department of Health and Human Services Division
of Child Development and Early Education

Pat McCrory
Governor

Aldona Z. Wos, M.D.
Ambassador (Ret.)
Secretary DHHS

Robert W. Kindsvatter
Director

Dear Drop-In/Short-Term Child Care Provider:

Did you know that drop-in/short-term child care programs are required by North Carolina child care law (G.S. 110-86(2)(d)(d1) to register and post a notice stating that the program is not regulated by the State?

Does your program meet the definition of a drop-in/short-term child care program?

Drop-in/short term child care programs operate:

- While parents participate in activities that are not employment related (running errands or leisure activities)
- With the parents on the premises or otherwise easily accessible (within 15 minutes)

Such programs could include, but are not limited to child care provided in:

- health clubs or health spas
- bowling alleys
- shopping malls
- resort hotels
- churches
- court houses

If your program meets the above definition(s) you should proceed with the registration process as soon as possible.

Employers may offer drop-in/short term child care for their part-time employees if the following are all true:

- The child does not receive care for more than 2 and a half hours during that day
- The parents are on the premises
- There are no more than 25 children in any one group in any one room

www.ncdhhs.gov • www.ncchildcare.nc.gov

Tel 919-527-6335 • Fax 919-715-1339

Location: 820 S. Boylan Avenue • Raleigh, NC 27603

Mailing Address: 2201 Mail Service Center • Raleigh, NC 27699-2201

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In order to ensure that your program is complying with the law, please complete the **Drop-In/Short Term Child Care Registration Application at the following link**
http://ncchildcare.nc.gov/pdf_forms/Drop_In_Care_App.pdf

Please return the Registration Application to:

Division of Child Development and Early Education
Regulatory Services Section
Attn: Drop-In/Short Term Care Coordinator
2201 Mail Service Center
Raleigh, NC 27699-2201

Once your *Registration Application* is received by the Division of Child Development and Early Education, it will be reviewed to see if you meet the qualifications for a drop-in/short-term child care program. If you meet the requirements, the Division will mail you an official public notice, to be immediately posted in a place easily visible to parents.

If you have questions or concerns, please contact our office at (919) 662-4527 or 1-800-859-0829.

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KEEP THIS PAGE FOR YOUR INFORMATION

Article 7

Chapter 110 of the North Carolina General Statutes

Child Care Facilities **G.S. 110-86. Definitions.**

Unless the context or subject matter otherwise requires, the terms or phrases used in this Article shall be defined as follows:

(2) Child care does not include the following:

- d. Drop-in or short-term care provided while parents participate in activities that are not employment related and where the parents are on the premises or otherwise easily accessible, such as drop-in or short-term care provided in health spas, bowling alleys, shopping malls, resort hotels, or churches,
- d1. Drop-in or short-term care provided by an employer for its part-time employees where (i) the child is provided care not to exceed two and one-half hours during that day, and (ii) the parents are on the premises, and (iii) there are no more than 25 children in any one group in any one room.

G.S. 110-99. Display of license.

(b) A person who provides only drop-in or short-term child care as described in G.S. 110-86(2)(d)(d1) shall notify the Department that the person is providing only drop-in or short-term child care. Any person providing only drop-in or short-term child care as described in G.S. 110-86(2)(d)(d1) shall display in a prominent place at all times a notice that the child care arrangement is not required to be licensed and regulated by the Department and is not licensed and regulated by the Department.

HELPFUL HINTS IN CARING FOR CHILDREN

- Separate care-giving area for infants and more mobile children (walkers)
- Diaper changing table
- Sign-in/sign-out procedures for children
- Parents are aware that the employees watching their child(ren) may not have had a criminal history background check, unless the program requires one
- Staff knowledgeable of emergency evacuation procedures (fire drills, tornados, etc.)
- Knowledgeable of and participation in hand washing prior to food preparation, changing diapers, after using the bathroom, etc.
- Staff are required to be first-aid and CPR certified
- Safety caps on electrical outlets
- Developmentally appropriate toys
- Small objects that can be easily swallowed by young children are not accessible

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