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

Unless the context or subject matter otherwise requires, the terms or phases 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