

TABLE OF CONTENTS

PREFACE	
Overview of Child Care in North Carolina	i
How to Use this Handbook	iv
Chapter 1: GETTING STARTED	
TOPIC	PAGE
• Available Resources to Get Started	1.1
• Mandatory Prelicensing Workshop	1.2
• Application for a License	1.4
• Additional Inspections Prior to Licensure	1.8
• On-going Inspections	1.15
• Annual License Fees	1.17
• Record Retention Requirements	1.19
<p style="text-align: right;">Resources Available for Chapter 1: Child Care Provider Resources Health and Safety Resources for Child Care Sample Application – Facility Profile Sample Building Inspectors Inspection Form for Child Care Centers Sample Building Inspectors Inspection Form for Centers in a Residence Sample Building Inspectors Inspection Form for Change of Ownership/Continued Use Sample Child Care Fire Inspection Report Sample Sanitation Standards Evaluation Form for Child Care Centers Required Child Care Center Records Required Public School Program Records Required Public School Staff Records Required Public School Children’s Records</p>	
Chapter 2: STAFF	
TOPIC	PAGE
• Preservice Requirements for Administrators	2.3
• The Administrator’s Role	2.7
• Preservice Requirements for Lead Teachers	2.8
• The Lead Teacher’s Role	2.11
• Preservice Requirements for Teachers	2.12
• Preservice Requirements for Aides	2.13
• Public School Staff	2.15
• Substitutes and Volunteers	2.15
• Criminal Record Background Checks for Staff	2.16
• Health Requirements for Staff	2.21
• Health and Safety Training Requirements	2.24
• Staff Orientation Requirements	2.29
• In-Service Training Requirements	2.30
• Training Approval	2.34
• Reporting Suspected Abuse and Neglect	2.36

Resources Available for Chapter 2:

Staff File Checklist
Early Education Certification (EEC)
EEC Frequently Asked Questions
Suggestions for Preventing Child Abuse and Neglect in Your Child Care Facility
Pointers for Reducing the Likelihood of Incidents of Child Abuse or Neglect in Child Care
Sample Application for Employment
Request for Information from the Responsible Individuals List
Workforce Change of Information (COI) Form
NC Early Childhood Administration Credential (NCECAC) Handout
Guidelines to Education Evaluations for Child Care Providers
Child Care Workforce Education Evaluation: Criteria and Policy
Lead Teacher Equivalency Options Handout
Guidelines to High School Diplomas and Equivalents
NC Division of Child Development Credential Application
Education and Equivalency Form for Child Care Administrators
Education and Equivalency Form for Child Care Providers
Public School Preschool Staff Education Form for Administrators
Public School Preschool Staff Education Form for Teacher/Teacher Assistant
Child Care Provider Mandatory Notice Criminal History Check
Prior Conviction/Pending Indictment Statement
Criminal Record Background Check Basic Instructions
Supplemental Instructions for Potential Owner/Operator of a Licensed Child Care Facility
Supplemental Instructions for Potential Owner/Operator of a Religious Sponsored Facility
Applicant Information
Electronic Fingerprint Submission Release of Information
Criminal Record Check Verification Form (*Public School Employees*)
Checklist for Child Care Providers (*Criminal Record Check Unit*)
General Information for Child Care Providers (*Criminal Record Check Unit*)
Sample Staff Medical Report
Public School Off-Site Records Verification Form
Sample Tuberculin (TB) Test Form
Sample Emergency Information on Staff and Health Questionnaire Form
CPR and First Aid Training Information
Documentation of Staff Orientation Form
Record of In-Service Training Form
In-Service Training FAQs
Mandatory Reporting Law

Chapter 3: OUTDOOR LEARNING ENVIRONMENT

TOPIC	PAGE
• Daily Outdoor Play	3.2
• Outdoor Space Requirements	3.3
• Equipment Requirements	3.5
• Safety Requirements	3.15
• Supervision and Staff-to-Child Ratio Requirements	3.21
• Other Requirements	3.23

Resources Available for Chapter 3:

Playground Safety Resources
 Getting Started: Ten Free Or Inexpensive Ideas to Enrich Your Outdoor Learning Environment
 What the Research Shows: A Summary
 What's In It For Me? What Teachers/Caregivers Can Expect to Gain
 Playground Inspection Checklist
 Sample Off-Premise Activity Authorization

Chapter 4: AQUATIC ACTIVITIES

TOPIC	PAGE
• Staff	4.2
• Ratios	4.2
• Supervision	4.3
• Policies	4.4
• Location	4.4
• Safety Procedures	4.6
• Construction and Inspections	4.6

Resources Available for Chapter 4:

Stocking a First Aid Kit
 Drowning Prevention and Safety Tips
 Rules Governing Public Swimming Pools - Section .2500
 Sample Inspection of Swimming Pool Form

Chapter 5: INDOOR LEARNING ENVIRONMENT

TOPIC	PAGE
• Space Requirements	5.2
• Equipment and Furnishings Requirements	5.4
• Safety Requirements	5.7
• Staff-Child Ratios and Group Sizes	5.11
• Supervision	5.18
• Parental Access	5.20
• Room Arrangement	5.20
• Safe Sleep Practices for Infants	5.25

Resources Available for Chapter 5:

Hazardous Items Storage
 Center Fire Drill Report
 Classroom Staff to Child Ratio
 Sample Staffing Patterns Worksheet
 Activity Areas and Suggested Materials for Infants and Toddlers
 Sample Room Arrangement
 Examples of Placement of Activity Areas for Preschoolers
 Sample Safe Sleep Charts
 (BASIC) Policy Template and Infant/Toddler Safe Sleep Policy Sample (Revised)

Chapter 6: CHILDREN'S RECORDS AND ACTIVITIES

TOPIC	PAGE
• Children's Records	6.1
• Daily Schedules and Activity Plans	6.16
• Activities	6.22
• Activities for Children Under 2 Years of Age	6.23
• Activity Areas	6.25

Resources Available for Chapter 6:

Children’s File Checklist
 Children’s Medical Report
 Public School Off-Site Records Verification for Children’s Records
 Immunization History
 What Shots Do They Need?
 Disease and Vaccine Brand Names for Required Vaccines
 Child’s Application for Child Care
 Incident Report Form
 Sample Medication Administration Permission and Record
 Permission to Administer Topical Ointment/Lotion/Powder
 Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions
 Sample Infant Feeding Schedule
 Sample Blanket Permission for Routine Transport of Children
 Permission Slip for Field Trip
 Sample Off-Premise Activity Authorization
 Attendance Report for Children
 Sample Daily Sign-In/Out
 Alternative Sleep Position Waiver (Physician Recommendation)
 Alternative Sleep Position Waiver Parent Request
 Summary: North Carolina Child Care Law and Rules
 Issue Brief 2 – Best Practices for Nutrition, Physical Activity & Screen Media in Child Care
 Guide to Planning Developmentally Appropriate Activities
 Sample Activity Planning Form for Children B-24 Months
 Sample Activity Planning Form for Preschool Age Children
 Sample Activity Planning Form for School Age Children
 Equipment and Material Suggestions for Infants 1-12 Months
 Equipment and Material Suggestions for Toddlers 12-24 Months

Chapter 7: LICENSES

TOPIC	PAGE
• Types of Licenses	7.2
• Status Changes	7.6
• Compliance History	7.11

Resources Available for Chapter 7:
 Sample Compliance History Assessment

Chapter 8: COMPLIANCE MONITORING

TOPIC	PAGE
• Types of Visits	8.1

Resources Available for Chapter 8:
 Investigations of Child Abuse/Neglect Allegations in Child Care Facilities

Chapter 9: NUTRITION

TOPIC	PAGE
• Meals and Snacks	9.2
• Menus	9.9
• Special Diets and Allergies	9.11

Resources Available for Chapter 9:

Issue Brief 1: Why Child Care Matters for Obesity Prevention
 Meal Patterns for Children in Child Care
 Infant Feeding Schedule
 How to Handle Pumped Milk
 10 Ways Child Care Programs Can Support Breastfeeding
 Menu Planning Form
 Food Allergy Action Plan

Chapter 10: TRANSPORTATION SAFETY

TOPIC	PAGE
• Vehicles	10.1
• Ratios	10.2
• Procedures	10.4
• Restraints	10.7

Resources Available for Chapter 10:

Requirements for Preschool Children on Public School Buses
 Public School Off-Site Records Verification (Transportation Requirements)
 Establishing Safe Procedures for Pick-up and Delivery
 Stocking a First Aid Kit
 Sample Permission Slip for Field Trip
 Sample Blanket Permission for Routine Transport of Children
 Field Trip and Transportation Safety Checklist
 North Carolina Child Passenger Safety Law

Chapter 11: BEHAVIOR MANAGEMENT

TOPIC	PAGE
• Discipline Requirements	11.2
• Behavior Management Strategies	11.5

Resources Available for Chapter 11:

Sample #1 of Discipline and Behavior Management Policy
 Sample #2 of Discipline and Behavior Management Policy
 Promoting Social and Emotional Health
 North Carolina CSEFEL Pyramid Model Partnership

Chapter 12: MEDICAL CARE

TOPIC	PAGE
• Emergency Medical Care	12.1
• Administering Medication	12.7
• Infectious and Contagious Diseases	12.16

Resources Available for Chapter 12:

Center Emergency Medical Care Plan
 Situations that Require Immediate Medical Attention
 Emergency Telephone Numbers
 Child's Application for Child Care
 Allergy Action Plan
 Asthma Action Plan
 Diabetes Action Plan
 Seizure Action Plan
 Incident Report Form
 Incident Log
 Commonly Asked Questions Related To Giving Medicine In Child Care
 Checklist for Administering Medication
 Medication Error Report
 Sample Medication Administration Permission and Record
 Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions
 Permission to Administer Topical Ointment/Lotion/Powder
 Hazardous Item Storage
 Maintaining a Sanitary Child Care Environment
 Communicable Diseases and Exclusion from Child Care
 Sample Daily Child Care Health Check

Chapter 13: ADMINISTRATIVE ACTIONS

TOPIC	PAGE
• Causes of an Administrative Action	13.1
• Administrative Actions	13.2
• Denial of a License	13.11
• Civil Penalties	13.11
• Administrative Actions Procedures	13.13
• Contested Cases	13.16

Resource Available for Chapter 13:
 Procedure for Appeal

Chapter 14: RULEMAKING PROCEDURES

TOPIC	PAGE
• North Carolina Child Care Commission	14.1
• Petitions for Rulemaking	14.3
• Rulemaking Procedures	14.4
• Declaratory Rulings	14.5

Resource Available for Chapter 14:
 Permanent Rulemaking Process

Chapter 15: RELIGIOUS SPONSORED CHILD CARE

TOPIC	PAGE
• Getting Started	15.2
• Staff Requirements	15.4
• Outdoor Learning Environment	15.5
• Aquatic Activities	15.6
• Indoor Learning Environment	15.6
• Children's Records and Activities	15.6
• Licenses	15.7
• Compliance Monitoring	15.7

• Behavior Management	15.8
• Other Requirements	15.9
Chapter 16: SCHOOL-AGE CARE	
TOPIC	PAGE
• Special Provisions for Licensure	16.2
• Staff Requirements	16.4
• Outdoor Learning Environment	16.7
• Aquatic Activities	16.9
• Indoor Learning Environment	16.10
• Children’s Records and Activities	16.13
• Licenses	16.16
• Compliance Monitoring	16.16
• Nutrition Requirements	16.17
• Transportation Safety	16.18
• Other Requirements	16.19
Resources Available for Chapter 16: Child Care Resource and Referral Lead Agency Directory Documentation of Staff Orientation for School-Age Care Only Programs Sample Homework Policy School-Age Care Resources Helpful web sites for school-age care	
CHAPTER 17: STAR RATED LICENSE	
TOPIC	PAGE
• Application for a Star Rated License	17.2
• Program Standards	17.4
• Education Standards	17.12
• Quality Point Options	17.14
• Maintaining a Star Rating	17.16
• Requesting an Appeal or Change in Rating	17.17
Resources Available for Chapter 17: Guidelines to Education Evaluations for Child Care Providers Rated License for Child Care Centers (with preschool classrooms only) Rated License for Child Care Centers with Preschool and School-Age Classrooms Rated License for Child Care Centers Licensed for 3-12 Children Located in a Residence Rated License for School-Age Programs Only Operational and Personnel Policies Checklist Sample Professional Development Plan Sample Staff Performance Evaluation Scheduling Your Rated License Assessment Information for Providers About our Grievance Process Center Quality Point Options NC Approved Early Childhood Curricula Rated License Reassessment Self-Study Environment Rating Scale Improvement Plan	

APPENDICES

A. NC General Statutes

B. NC Child Care Requirements

C. NC Rules Governing the Sanitation of Child Care Centers

D. Inclusion Resources

- Early Childhood Inclusion: A joint position statement of the Division for Early Childhood (DEC) and the National Association for the Education of Young Children (NAEYC)
- Questions and Answers about the Americans with Disabilities Act: A Quick Reference for Child Care Providers
- Helpful Web Sites on Inclusion Topics
- Supporting Families of Children with Disabilities in Inclusive Programs
- The Benefits of an Inclusive Education: Making It Work

E. Emergency Preparedness Resources

- Emergency Preparedness and Response for Child Care Training
- Security Awareness Tips for Child Care Providers
- Child Care and Preschool Pandemic Influenza Planning Checklist
- Emergency Preparedness Tips for Child Care Providers
- Emergency Plan Template
- After the Emergency is Over: Post-Traumatic Stress Disorder in Children and Youth