4-H Enrollment Form

Name of 4-H Group/Unit: ___________________________  Year: __________

Member Name: ___________________________

First  Middle  Last

Address:  ___________________________

Street Address  City  State  Zip Code

Phone: (____) ___________ Email: ___________ County: ___________

Gender*:  □ Male  □ Female  Date of Birth: ___________

Grade: ___________ School Attending: ___________

Do you live*:  □ Farm  □ City over 50,000 people

(Choose only one) □ Town under 10,000 people or rural non-farm  □ Suburbs of city over 50,000 people

□ City 10,000-50,000 people  □ Military installation: ___________

Do you have parent/guardian(s) active in the military?  Yes  No

If yes, circle all that apply: Army  Air Force  Navy  Marines  Coast Guard  National Guard(Air & Army)  Reserves

Ethnic group:*  A. Choose One:  □ Hispanic or Latino  □ Non-Hispanic or Latino

B. Choose all that apply:

□ White or Caucasian  □ Asian

□ Black or African-American  □ Native Hawaiian or other Pacific Islander

□ American Indian or Alaska Native  □ Other

Parent or Guardian: ___________________________

Address: ___________________________

First  Middle  Last

Phone: (____) ___________ Area Code  Daytime/Cell phone: (____) ___________ Area Code

(____) ___________ Area Code  Home phone: (____) ___________ Area Code

Email (if applicable): ___________________________________________

Additional Parent or Guardian: ___________________________

Address: ___________________________

First  Middle  Last

Phone: (____) ___________ Area Code  Daytime/Cell phone: (____) ___________ Area Code

(____) ___________ Area Code  Home phone: (____) ___________ Area Code

Email (if applicable): ___________________________________________

1. A parent or guardian should sign below whichever statements you wish to apply to the youth’s involvement in 4-H programs.

I agree to allow 4-H to take photographs of my child for use in 4-H and other N.C. Cooperative Extension educational, promotional, and/or marketing materials. Neither individual addresses nor telephone numbers will be published within these materials.

I do not wish for 4-H to take photographs of my child for use in 4-H or N.C. Cooperative Extension educational, promotional or marketing purposes.

2. The enrolling youth is bound by the NC 4-H Code of Conduct and Disciplinary Procedure for 4-H events and activities. The youth should initial here if he/she has received and reviewed the NC 4-H Code of Conduct and Disciplinary Procedure for 4-H events and activities.

*This information is required for all federally assisted programs and is solely used for the purpose of determining compliance with Federal civil rights laws; your responses will not affect consideration of your application. By providing this information, you will assist us in assuring that this program is administered in a nondiscriminatory manner.

For office use only

4-H Membership #: ___________________________

Date entered: ___________________________

NC STATE UNIVERSITY

Revised 11/6/2006

Distributed in furtherance of the acts of Congress of May 8 and June 30, 1914. North Carolina State University and North Carolina A&T State University commit themselves to positive action to secure equal opportunity regardless of race, color, creed, national origin, religion, sex, age, or disability. In addition, the two Universities welcome all persons without regard to sexual orientation. North Carolina State University, North Carolina A&T State University, U.S. Department of Agriculture, and local governments cooperating.
**CHILD'S MEDICAL HISTORY** Please check "yes" or "no" to the following questions. If YES, please specify.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>SPECIFY YES ANSWERS, PLEASE</th>
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</thead>
<tbody>
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<td>ASTHMA</td>
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<td>ALLERGIES</td>
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<td>DIABETES</td>
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<td>SURGERY</td>
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<td>CONVULSIONS</td>
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<td>HEPATITUS</td>
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<td>PHYSICAL CHALLENGES</td>
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<td>MENTAL DISABILITIES</td>
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<td>HEART PROBLEMS</td>
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<tr>
<td>IMMUNE DEFICIENCY</td>
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</table>

Is child currently under doctor's care? Yes ___ No ___ If yes, please explain __________________________

Please describe any other relevant medical information or assistance needed by your child ____________________________________________________________

(Date) ___________________________________ (Signature or Parent or Guardian)

**IMMUNIZATION RECORD/BIRTH CERTIFICATE**

A current copy of child's Immunization Record must be on file along with the child's birth certificate. These are requirements of North Carolina Division of Child Development, our licensing agency.

(Date) ___________________________________ (Signature of Parent or Guardian)

- Dare County 4-H has permission to take photos, video, or audio recordings of my child for educational, promotional, or media presentations such as our website, newspaper, or newsletter. I understand that no child's personal information will ever be given out.

(Date) ___________________________________ (Parent/Guardian Signature)
4-H Enrollment Form

Name of 4-H Group/Unit: ___________________________ Year: ____________

Member Name: ___________________________ Middle ___________________________ Last ___________________________

Address: ___________________________________________ City: ___________________________ State: ___ Zip Code: ______

Street Address: ___________________________________________ City: ___________________________ State: ___ Zip Code: ______

Phone: _______ Email: ___________________________ Gender:  □ Male  □ Female Date of Birth: _______ Grade: _______ School Attending: ___________________________

Do you live:  □ Farm  □ Town under 10,000 people or rural non-farm □ City over 50,000 people  □ Suburbs of city over 50,000 people  □ Military installation: ___________________________

(Choose only one)  □ Town under 10,000 people or rural non-farm  □ City 10,000-50,000 people ___________________________

Do you have parent/guardian(s) active in the military?  Yes ___ No ___

If yes, circle all that apply:  Army  Air Force  Navy  Marines  Coast Guard  National Guard(Air & Army)  Reserves

Ethnic group:  A. Choose One:  □ Hispanic or Latino  □ Non-Hispanic or Latino

B. Choose all that apply:  □ White or Caucasian  □ Asian  □ Black or African-American  □ Native Hawaiian or other Pacific Islander  □ American Indian or Alaska Native  □ Other ___________________________

Parent or Guardian:

Address: ___________________________________________ City: ___________________________ State: ___ Zip Code: ______

Street Address: ___________________________________________ City: ___________________________ State: ___ Zip Code: ______

Phone: _______ Area Code: _______ Daytime/Cell phone: _______ Area Code: _______ Home phone: _______ Email (if applicable): ___________________________

Additional Parent or Guardian:

Address: ___________________________________________ City: ___________________________ State: ___ Zip Code: ______

Street Address: ___________________________________________ City: ___________________________ State: ___ Zip Code: ______

Phone: _______ Area Code: _______ Daytime/Cell phone: _______ Area Code: _______ Home phone: _______ Email (if applicable): ___________________________

1. A parent or guardian should sign below whichever statements you wish to apply to the youth's involvement in 4-H programs.

□ I agree to allow 4-H to take photographs of my child for use in 4-H and other N.C. Cooperative Extension educational, promotional, and/or marketing materials. Neither individual addresses nor telephone numbers will be published within these materials. ___________________________

□ I do not wish for 4-H to take photographs of my child for use in 4-H or N.C. Cooperative Extension educational, promotional or marketing purposes. ___________________________

2. The following youth is bound by the NC 4-H Code of Conduct and Disciplinary Procedure for 4-H events and activities. The youth should initial here if he/she has received and reviewed the NC 4-H Code of Conduct and Disciplinary Procedure for 4-H events and activities: ___________________________

*This information is required for all federally assisted programs and is solely used for the purpose of determining compliance with Federal civil rights laws: your responses will not affect consideration of your application. By providing this information, you will assist us in ensuring that this program is administered in a nondiscriminatory manner.

For office use only

4-H Membership #: ___________________________

Date entered: ___________________________

NC STATE UNIVERSITY
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**EMERGENCY INFORMATION AND MEDICAL RELEASE**

Please take the time to fill out this section in detail, with accurate information. This information is extremely important in an emergency, a time when we may be unable to look up numbers.

Name of child's doctor ______________________ Office phone ______________________

Address ________________________________ (Street) ________________________________ (City) ________________________________ (Zip)

Name of child's dentist ______________________ Office phone ______________________

Address ________________________________ (Street) ________________________________ (City) ________________________________ (Zip)

Hospital Preference ________________________________

Medical Insurance Co./Policy Number ________________________________

If unable to reach parent or guardian the following persons would most likely know how to locate them.

Name ______________________ Relationship ______________________ Phone ______________________

Name ______________________ Relationship ______________________ Phone ______________________

In case of a medical emergency 911 will be called first. Next, every effort will be made to contact the child's parents or guardian using information in his/her file. In the event that I cannot be contacted, I hereby give permission to the physician selected by 4-H personnel to secure proper treatment and to order injections, anesthesia, or surgery for my child if deemed necessary.

(Child's name) ______________________ (Parent/Guardian Signature) ______________________ (Date) ______________________

**CHECK IN/OUT POLICY**

To ensure the safety of our campers, a parent or guardian must accompany their child into the facility and sign the child in. Children must also be signed out before leaving camp each day. If a child is to be released to anyone other than the parent or guardian, 4-H must have prior written permission from the parent or guardian, along with a picture of the person who may pick up your child.

The following are the names of individuals with whom the child may be released:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Phone Number</th>
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Is there a court order of protection on file with the court?  ______________________ (Date)  ______________________ (Name of Person)

- It is important to have a certified copy of the order of protection in your child's file. This is the only legal process that we have to keep children from being released to a parent.
PICK-UP TARDINESS POLICY
4-H day programs operate from 7:30am – 5:30pm. 4-H after school programs operate from 3:00pm – 6:00pm. In the case of tardiness, I acknowledge that I will be charged a late fee of $1.00 per minute after 5:30pm during day programs and 6:00pm during after school programs. This fee is due no later than the following day. In the event of chronic tardiness, I understand that my child may be dismissed from the program. I also understand that the Department of Social Services will be contacted for assistance due to failure to pick up my child 1 hour past the program’s dismissal time.

(Date) (Parent/Guardian Signature)

SUNSCREEN APPLICATION PERMISSION
I understand that at certain times my child may need sunscreen. I give my permission for the staff to apply the substance on my child as needed.

(Date) (Parent/Guardian Signature)

DISCIPLINE
Dare County 4-H has developed a discipline plan which affords every child guidance in making good decisions about his or her own behavior, thus an opportunity to experience a positive climate for his or her growth. We know that together we will make a difference. The plan below outlines our program rules, positive rewards and consequences for appropriate and inappropriate behavior.

RULES
1. Show kindness to yourself and others.
2. Always show respect to counselors, visitors and others.
3. No swearing, threats to do harm to another, or crude gestures.
4. Keep hands, feet and objects to yourself.
5. No leaving your group without permission from adult counselors.
6. Respect the life of all living creatures.

To encourage children to follow the rules, praise, positive notes and special rewards are awarded. However, if a child should choose to break a rule, the following steps will be taken:

1st time a rule is broken Warning/Redirected
2nd time Time-out
3rd time Time-out AND a parent or guardian is called
4th time Time-out AND a parent or guardian will have to pick the child up for the day.

** Severe problems will be handled on a case by case basis and may result in dismissal from the program or loss of a field trip privilege. Parents are expected to pick their child up within an hour of a call due to discipline problems.

(Date) (Parent/Guardian Signature)

I understand that 4-H program tuition must be paid in full one week in advance, at all times. Failure to pay on time will result in a $10.00 late fee*. Chronic late payments will result in my child’s dismissal from the program. I also acknowledge that there will be a $40.00 bank fee* for any returned checks. Money orders will then be required in order to continue the program.

(Date) (Parent/Guardian Signature)
Dare County 4-H

By signing this document, I __________________________, parent/guardian of __________________________, acknowledge that I have received a copy of the North Carolina Child Care Law and Rules Summary as posed by the North Carolina Department of Health and Human Services of Child Development, as well as the 4-H Code of Conduct and Disciplinary Procedure as posed by North Carolina Cooperative Extension Service, Department of 4-H Youth Development.

_____ (Date)  _____ (Parent/Guardian Signature)
"Time-Out"

"Time-out" is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "time-out" space, usually a chair, is located away from classroom activity but within the teacher's sight. During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Adapted from original prepared by Elizabeth Wilson, Student, Catawba Valley Technical College
I. **Purpose and Application:**

A. The 4-H Code of Conduct is intended to foster a safe environment that is conducive to optimal learning and growth. Toward that end, youth participants are expected to behave in a way that respects the rights and property of others, and that will not disrupt or interfere with 4-H program goals.

B. This 4-H Code of Conduct and Disciplinary Procedure is a condition of participation in any North Carolina 4-H activities or programs.

II. **Behaviors Prohibited at 4-H program Activities:**

A. Possession, selling, and/or use of alcoholic beverages, tobacco products, and illegal drugs OR being present where individuals are using alcohol, tobacco products and/or any illegal substances

B. Any kind of sexually related physical contact

C. Possession of weapons or firearms (except while participating in a 4-H Shooting Sports Event)

D. Behavior that violates state or local laws

E. Damage to property of others

F. Theft, misuse or abuse of public or personal property

G. Conduct that jeopardizes the safety of self or others

H. Conduct that disrupts or interferes with 4-H programming

I. Leaving a program or facility without permission of parents or 4-H staff (including authorized volunteers)

J. Inappropriate dress, including but not limited to clothing that is sexually suggestive, indecent, or otherwise disruptive to the operations or goals of 4-H. Examples include clothing with negative or hateful language or symbols; see-through blouses, skirts or pants; sagging pants; exposed undergarments; bare midriff shirts; and excessively short or tight garments. Clothing should meet the standards expected in public schools. Specific clothing requirements may be required where appropriate for a particular event

K. Unruly behavior in hotels and public areas, particularly during overnight events. There should be no running in the halls, prank calls, unnecessary noise, excessively late hours, or visiting in rooms of the opposite sex

III. **Additional Basis for Disciplinary Action**

County or State Extension personnel may impose discipline pursuant to Part IV below in cases of misconduct by current, former, or prospective 4-H participants if, in the judgment of 4-H personnel or their supervisors, the misconduct poses a potential risk to the 4-H program. This includes risks to the safety or well-being of others and risks to the effective functioning or integrity of 4-H. This applies regardless of whether the misconduct occurred during a 4-H activity or in a setting unrelated to 4-H activity.
IV. **Disciplinary Procedures:**

A. Discipline may be imposed by any 4-H staff or Cooperative Extension Service employee who has oversight responsibility for 4-H activities.

B. Unless immediate action is required, the following procedures must take place before there can be any finding or conclusion of guilt:

1) the accused participant shall be told the charge (which of the prohibited behaviors listed above he or she is accused of violating), and
2) the accused participant is told what factual evidence supports the charge, and
3) the accused participant has been given a chance to tell his/her side of the story.

C. The 4-H staff person must be satisfied that the participant more likely than not engaged in the prohibited behavior before imposing a sanction.

D. Sanctions may include some or all of the following:

1) Verbal warning
2) Notification to parents
3) Immediate removal from the activity
4) Being placed on a behavior contract
5) Referral to local law enforcement and/or juvenile court
6) Program suspension and/or
7) Expulsion from program
8) Other sanctions appropriate to the circumstances, as determined by 4-H.

E. Appeals

1) Disciplinary action for local or county-level events may be appealed to the County Director and or 4-H Agent. All appeals must be in writing and must be received by the County Director and or 4-H Agent within 30 days of the disciplinary action. The County Director and or 4-H Agent or designee shall review the appeal statement, any written response from the decision maker, and may review other relevant information. The County Director and or 4-H Agent shall send a written decision to the appellant, the 4-H staff member who made the initial decision, and Head of the Department of 4-H Youth Development. The County Director and or 4-H Agent’s appeal decision shall constitute the final agency action unless the Department Head chooses to exercise further review.

2) Disciplinary action for regional or state-level events may be appealed to the Head of the Department of 4-H Youth Development, Cooperative Extension Service, Box 7606, NC State University, Raleigh NC 27695-7606; telephone (919) 515-3242. All appeals must be in writing and must be received by the Department within 30 days of the disciplinary action. The Department Head or designee shall review the appeal statement, any written response from the decision maker, and may review other relevant information. The Department Head shall send a written decision to the appellant and the 4-H staff member who made the initial decision, and the Department Head's appeal decision shall constitute the final agency action.

F. Immediate action situations:

4-H or Extension staff may take immediate action to remove a participant from an activity and other action as needed, where there is an emergency situation or significant risk of continuing misconduct. In those cases, the immediate action is temporary discipline and the 4-H or Extension staff must arrange for the procedures in parts B, C, D, and E above as soon as possible but in no event longer than seven days from the temporary discipline.
The following requirements apply to both centers and homes.

**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 ratio must be maintained.

**Records**
Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care.

**Discipline**
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 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 family child care homes and centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

**Parental Rights**
- Parents have the right to enter a family child care home or center at any time when 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 law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. 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 in Child Care website at: www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: http://www.ncchildcare.net.

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**Reviewing Files**
A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be:
- viewed during work hours;
- requested via the Division's web site at www.ncchildcare.net; or,
- requested by contacting the Division at 1-800-859-0829.

**How to Report a Problem**
North Carolina law requires staff from the Division of Child Development to investigate any 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 fined up to $1,000 and may have their licenses suspended or revoked. 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 at 919-662-4499 or 1-800-859-0829.

**Child Abuse or Neglect**
Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse 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. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. 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 abuse/neglect complaint or the issuance of any administrative action against the child care facility.

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Summary:
North Carolina Child Care Law and Rules

Division of Child Development
North Carolina Department of Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603

December 2007
What Is Child Care?

The law defines child care as:
- three or more unrelated 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.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the 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.

Star Rated Licenses

Centers and 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and an additional three school-age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed). Licenses are issued to family child care home providers who meet the following requirements:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.

- All household members over age 15 who are present in family child care homes when children are in care must also undergo a criminal records background check. As of December 2007, criminal records rechecks are done every three years.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training every three years. They also must complete a minimum number of training hours annually.
- All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

Child Care Centers

Licensing as a center is required when six or more 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 not to be licensed. 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.

Licensed centers must meet requirements in the following areas:

Staff

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, and CPR and first aid training. All staff must also undergo a criminal records background check. As of December 2007, criminal records rechecks are done every three years.

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. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

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<thead>
<tr>
<th>Age</th>
<th>Teacher: Child Ratio</th>
<th>Maximum Group Size</th>
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</thead>
<tbody>
<tr>
<td>&lt;12 months</td>
<td>1:5</td>
<td>10</td>
</tr>
<tr>
<td>12-24 months</td>
<td>1:6</td>
<td>12</td>
</tr>
<tr>
<td>2 years old</td>
<td>1:10</td>
<td>20</td>
</tr>
<tr>
<td>3 years old</td>
<td>1:15</td>
<td>25</td>
</tr>
<tr>
<td>4 years old</td>
<td>1:20</td>
<td>35</td>
</tr>
<tr>
<td>School-aged</td>
<td>1:25</td>
<td>25</td>
</tr>
</tbody>
</table>

Small centers 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.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.