

JOIN | THE REVOLUTION OF RESPONSIBILITY

North Carolina

Dare County 4-H
Out-of-School Programs
Manteo, NC 27954
Phone (252) 473-4290
Fax (252) 473-3106



Dear Parents and Guardians,

We are so pleased that you made the decision to enroll your child in the Dare County 4-H Summer Camp Program. All documents must be completed, signed and dated. Our summer program is licensed through the North Carolina Department of Health and Human Services Division of Child Development. Your compliance ensures that we provide the safest environment for your child to maintain our licensing status. These items must be updated or replaced every couple of years.

The following items are required PRIOR TO CAMP-Return all GREEN forms

___ Registration Form with requested weeks indicated

___ Medications list with dosages and schedule

___ **WRITTEN** permission to administer any medications, including the application of sunscreen- *complete with brand and SPF number*. (All medications should be in the original container clearly stating your child's name, the drug name, purpose and dosage.)

___ Completed forms: _ Blanket Permission, _ Code of Conduct/Medical Release (Please specify a hospital.) _ Consent to Release, _ Discipline Policy, ___ Sick Child Policy and _ Acknowledgment of Child Care Laws & Rules, _ Nutrition Opt Out Form, _ Blanket Field Trip Permission, _ PG Permission

___ a copy of your child's shot records

___ Recent Photo of your child

___ Any pertinent court documents

___ Registration Fee \$60

___ 1st week of camp fees \$100

___ PLEASE NOTE THAT ELECTRONICS ARE NOT ALLOWED AT CAMP

EACH DAY – ALL PROGRAMS!!!

_ 30 SPF sun block _ Towel
_ Swim suit _ Bag lunch and drink (NO soda)
_ Closed toed shoes AND sandals or flip-flops

SUGGESTED ITEMS

_ hats _ sunglasses
_ chap-stick with sunblock
_ change of clothes

DARE COUNTY 4-H IS NOT RESPONSIBLE FOR ANY LOST, STOLEN OR DAMAGED PROPERTY. Campers MUST keep up with their own belongings at all times. This includes double-checking for their possessions before disembarking any transportation vehicles and/or departing each site of visitation.

We will provide a healthy snack in the morning and in the afternoon. *If there are any food allergies that we should be aware of, please include the information on the Medical Release Form.*

Your child should dress comfortably. We recommend light colored clothing and natural fibers. On water activity days your child should bring a change of clothes or plan to keep their undergarments AND underwear dry. Parents and students should be aware of the week's activities in order to plan ahead. We will provide our parents with weekly schedules, intended to provide an overview of times and events. In addition, our more detailed daily schedule and *any changes** will be posted. *All field trips are subject to change.

This portion is for Middle School Campers Only!

We must stress how important it is that your child arrives and is picked up on time. Beginning drop off time for students 7:30 am. All Manteo based students should be at the Manteo location by 8:00 am each day, unless otherwise instructed. ALL students should arrive no later than 8:30 am at the Youth Center/Rec Park, unless otherwise instructed, to ensure their full understanding and participation with the activities. It is important to review the weekly schedule overview that will be given to you on the 1st day of camp. The majority of our morning appointments begin at 8:30 am. To ensure safety we must have adequate travel time. Typically, your child will be available for pick up at their drop off site from 4:45-5:30 pm. PLEASE NOTE: Pick up time is **by 5:30 pm.** *If you are late there is a charge of \$1/per minute.*

We make every effort to adhere to our set schedule. However, there are times that we will be running late due to traffic, weather and other unforeseen circumstances beyond our control. Parents/guardians will NOT be charged late fees for these instances. An attempt will be made to contact you if we expect to be more than 15 minutes behind schedule. Again, please be mindful and patient, as your child's safety is our first priority. Thank you in advance for your support and cooperation. We are looking forward to a fantastic, fun-filled summer. If you should have any questions about the program, please contact me our office at 252-473-4290.

Sincerely,

Dare County 4-H



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: _____
First Middle Last

Address: _____
Street Address City State Zip Code

Phone: _____ (____) _____ (____) _____
Area Code Daytime/Cell phone Area Code Home phone Email (if applicable)

Additional Parent or Guardian: _____
First Middle Last

Address: _____
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 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.*

COLLEGE OF
AGRICULTURE & LIFE SCIENCES
ACADEMICS • RESEARCH • EXTENSION

For office use only
4-H Membership # _____
Date entered: _____

NC STATE UNIVERSITY

Revised 11/6/2006

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Return Form

CHILD'S MEDICAL HISTORY – Please check "Yes" or "No" to the following questions. If YES, please specify.

	YES	NO	SPECIFY YES ANSWERS, PLEASE
ASTHMA	___	___	_____
ALLERGIES	___	___	_____
ADD/ADHD	___	___	_____
INSECT/BEE STINGS	___	___	_____
DIABETES	___	___	_____
SURGERY	___	___	_____
CONVULSIONS	___	___	_____
HEPATITUS	___	___	_____
PHYSICAL CHALLENGES	___	___	_____
MENTAL DISABILITIES	___	___	_____
HEART PROBLEMS	___	___	_____
IMMUNE DEFICIENCY	___	___	_____

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

Does your child have an IEP (Individual Education Plan) that is in place and active with the Public School System?
___ Yes ___ No If Yes, Details _____

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

(Date)

(Signature of Parent or Guardian)

IMMUNIZATION RECORD

A current copy of child's Immunization Report must be on file. This is a requirement 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, videos, 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)

(Signature of Parent or Guardian)

Return Form

PICK-UP TARDINESS POLICY

4-H Day Programs operate from 7:30 am – 5:30 pm. 4-H After School Programs operate from 3:00 pm – 6:00 pm. In the case of tardiness, I acknowledge that I will be charged a late fee of \$1.00 per minute after 5:30 pm during day programs and 6:00 pm 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:

- | | |
|---------------------------------------|---|
| 1 st Time a rule is broken | Warning/Redirected |
| 2 nd Time | Time-Out |
| 3 rd Time | Time-Out AND a parent or guardian is called. |
| 4 th Time | Time-Out AND a parent or guardian will have to pick up the child 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 up their child 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)

Return Form

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 Codes _____

Name of Child's Dentist _____ Office Phone _____

Address _____
Street _____ City _____ Zip Codes _____

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 contact, 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:

_____ Name	_____ Relationship	_____ Phone Number
---------------	-----------------------	-----------------------

_____ Name	_____ Relationship	_____ Phone Number
---------------	-----------------------	-----------------------

_____ Name	_____ Relationship	_____ Phone Number
---------------	-----------------------	-----------------------

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 life. This is the only legal process that we have to keep children from being released to a parent.

Return Form

Permission VALID: From _/_/_/_ To _/_/_/_

MEDICATION ADMINISTRATION PERMISSION & RECORD

Information about the child and the medicine
(Completed by parent/guardian)

Child's Name			Child's Date of Birth	
Medicine	Time	Date	Dosage	Route
Expiration Date:				
Special Instruction:				
Possible Reactions:				
Prescribing provider:			Phone:	
Pharmacy:			Phone:	
I give authorization to give medicine and to call the health care provider if needed. Parent/Guardian signature				Date
RETURNED to Parent/Guardian	Date	Parent/Guardian signature	Child Care Staff signature	
DISPOSED of Medicine	Date	Child Care Staff signature	Witness signature	

Medication Log (Completed by child care provider)

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date					
Actual time given	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____
Dosage/Amount					
Route					
Facility staff's Signature					

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date					
Actual time given	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____
Dosage/Amount					
Route					
Facility staff's Signature					

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date					
Actual time given	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____
Dosage/Amount					
Route					
Facility staff's Signature					

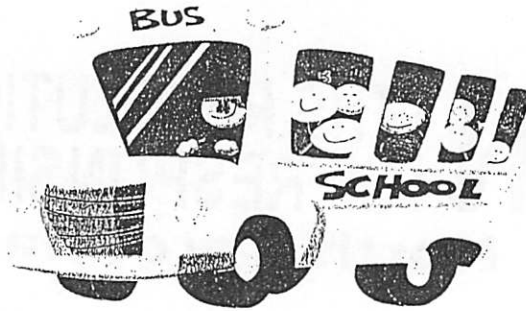
	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date					
Actual time given	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____
Dosage/Amount					
Route					
Facility staff's Signature					

	Monday	Tuesday	Wednesday	Thursday	Friday
Medicine					
Date					
Actual time given	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____	AM ____ PM ____
Dosage/Amount					
Route					
Facility staff's Signature					

Describe error or mishap in a Medical Error Form

Date/time	Error/Mishap	Parent/Guardian Notified?	Child Care Staff Signature
		_Yes _No	
		_Yes _No	

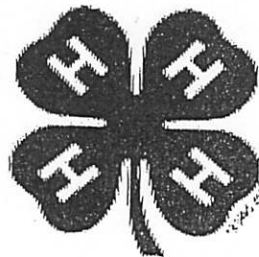
Return form



(Child's Name) _____ has my
permission (Parent's Name) _____ to
participate in Dare County 4-H Field Trips off campus. I understand
that trips may be taken by bus, van, or walking with staff supervision.

Parent Signature _____

Date _____



Got Questions?
473-4290

Return Form

JOIN | THE REVOLUTION OF RESPONSIBILITY North Carolina

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 Division of
Child Development and Early Education, as well as the 4-H Code of Conduct
and Disciplinary Procedure as posed by North Carolina Cooperative Extension
Department of 4-H Youth Development and the Dare County 4-H Sick Child
Policy posed by Dare County 4-H Council.

DATE

PARENT/GUARDIAN SIGNATURE

Return Form

Dare County 4-H Summer Camp

By signing below, I give my child blanket permission to watch PG rated movies with the Summer Camp program.

Camper's Name	Parent/Guardian Signature & Date

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OF RESPONSIBILITY
North Carolina

Return Form



Nutrition Opt Out Form

Effective July 1, 2012, changes occurred to General Statute 110-91(2)h.1 to give parental exceptions that allow a parent or guardian of a child enrolled in a child care facility may: (i) provide food and beverages to their child that may not meet the nutrition standards adopted by the NC Child Care Commission and (ii) opt out of any supplemental food program provided by the child care facility.

Effective December 1, 2012, child care rules were ratified to implement the law. Child Care Rules .0901(c) and 1706 (b) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I _____ plan to provide all meals, snacks and

(Parent/Guardian Print Name)

drinks for my child and do not want his/her meals, snacks or drinks supplemented to meet the Meal Patterns for Children in Child Care Programs from the United States Department of Agriculture (USDA), which are based on the recommended nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I understand that the program will provide supplemental food and drink.

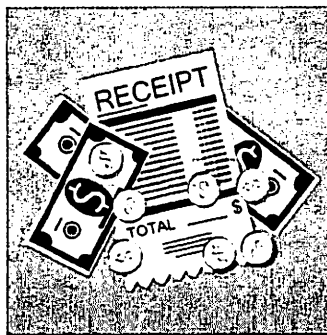
Parent/Guardian Signature

Date

Return Form

Parents: Just a Reminder to- HOLD ON TO YOUR RECIEPTS!

You will need the receipts for your tax records. Dare County 4-H does not send out statements or access them after camp.



Sick Child Policy

Dare County 4-H provides "well-child" spaces. At no time do we provide services to sick children. The following illness policies will be strictly enforced, for the health, well-being and safety of all concerned.

Sick Child Policy: Under no circumstances may a parent bring a sick child to camp, if the child shows any signs of illness, or is unable to participate in the normal routine and regular camp program. Sick children will expose all children and staff members who they come in contact with.

Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices.

If your child is unable to participate in the normal activities of the camp (including being able to play outside) then, your child MUST stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within 1 hour (60 minutes.) If the parent(s) cannot be reached, or have not arrived within one hour, the emergency contact person will be called and asked to come pick the child up. If the child is still not picked up within the 2nd hour, the Department of Social Services will be contacted.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to camp for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to camp immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to camp, please call your site coordinator to discuss it. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

SYMPTOMS--Symptoms requiring removal of child from camp:

Fever: Fever is defined as having a temperature of 100°F or higher. A child needs to be fever free for a minimum of 24 hours before returning to camp, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.

- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.
- Vomiting. Note: please do not bring your child if they have vomited during the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Just a note: Many times our staff members may get blamed for the illness of a child, meaning that we have "allowed" sick children to come to camp. Parents may not stop to think that when sick children are brought to our camp, our entire staff is also at risk of exposure. How would you feel if another parent brought their sick child and exposed your child? We **STRESS** this again -- if you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.



**4-H Code of Conduct and Disciplinary Procedure
North Carolina Cooperative Extension Service
Department of 4-H Youth Development**



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.

Approved 3/26/10 - Page 1 of 2



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 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) 515-8466. All appeals must 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 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.

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. 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 and Early Education at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

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

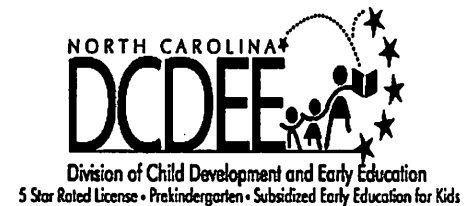
- viewed during work hours;
- requested via the Division's web site at www.ncchildcare.net; or,
- requested by contacting the Division at 1-800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development 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 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 and Early Education 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 and Early Education 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.



Summary of the North Carolina Child Care Law and Rules

Division of Child Development and Early Education

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

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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, of 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 and Early Education. 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 can include three additional 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 initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid and complete an ITS-SIDS training (if caring for infants 0 -12 months) 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. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.

Child Care Centers

Licensing 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. 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. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter.

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.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School-age	1:25	25

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 and Early Education does not promote or require any specific curriculum over another unless programs are using curriculum to get a quality point for the star-rated license. 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, and indoor and outdoor 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) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. They must have space and time provided for rest.