

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION
CHILD CARE CENTER ITEM NUMBER LISTING**

A. GENERAL LICENSING REQUIREMENTS

Item #	Description of Rule	Rule #	Pts
0101	Parent or guardian of child was not allowed access to the center during operating hours for the purpose of contacting the child or evaluating the caregiving space at the center and the care provided.	.0205(a)	3
1837	Court orders related to the custody of a child were not followed resulting in unauthorized parental access to the center.	.0205(b)	3
1838	The child care operator knowingly permitted a person on the premises of a child care center who has been convicted of a "reportable conviction."	.0205(c)	3
1839	A child was released to an individual that was not listed on the application.	.0801(c)	3
0102	The license was not posted in a prominent place at all times.	G.S. 110-99(a1)	3
0103	The number of children present was not within permit capacity.	G.S. 110-91(7) & .1401(f)	6
0107	The center did not comply with the permit restrictions.	G.S. 110-91 & G.S. 110-106	3
0108	The operator made an effort to falsify information.	G.S. 110-91(14)	2
0110	Center staff did not report missing or deceased children to the Division of Child Development and local authorities.	G.S. 110-102.1 (a)(b)	3
0111	The center, licensed for 3-12 children in a residence, was not located in an occupied residence.	G.S. 110-91(4)	3
0112	Operator requesting relocation of the center began operating at the new location, prior to receiving a new license.	.0204(b)	3
1840	A license was bought, sold, or transferred by one person or entity to another.	.0204(a)	3
1949	The center did not report a suspected case of child abuse or neglect as required by the mandatory duty prescribed in G.S. 7B-301.	G.S. 110-91	3
0113	The center did not report a suspected case of child maltreatment as required by the mandatory duty prescribed in G.S. 110-105.4(a).	G.S. 110-105.4(a)	3
0116	Three or more children less than 13 years old, who do not reside where the care is provided, received care on a regular basis of at least once per week for more than four hours but less than 24 hours per day from persons other than their guardians or full-time custodians, or from persons not related to them.	G.S. 110-86(2) G.S. 110-98 & G.S. 110- 98.1	3
1948	Following the issuance of any administrative action the operator did not post the administrative action, cover letter, and corrective action plan, if applicable, in a location visible to parents and visitors near the entrance of the child care facility during the pendency of an appeal and/or throughout the effective time period of the administrative action. (Applicable to administrative actions after 2/1/19)	.2201(i)(1-4)	2

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0118	Within 30 days, operator did not notify parents of children enrolled in writing that a complaint was substantiated or that an administrative action was taken against the facility. (Applicable to administrative actions issued before 2/1/19)	.2201	2
0119	The written notification did not include the required information, was not given to all parents in the required time frame, and/or signed acknowledgement was not on file. (Applicable to administrative actions issued before 2/1/19)	.2201	2
0120	The written notification did not list where the binder containing copies of the substantiated complaints and administrative actions may be found on site for review by parents. (Applicable to administrative actions issued before 2/1/19)	.2201	2
0121	The operator did not document the date the written notice was given to parents and/or have parents sign an acknowledgement that they received said notice. (Applicable to administrative actions issued before 2/1/19)	.2201	2
0122	The operator did not maintain copies of substantiated complaints and administrative actions for three years in a binder that was accessible to parents. (Applicable to administrative actions issued before 2/1/19)	.2201	2
0123	A Division representative was denied access to inspect the child care facility.	G.S. 110-105 & .0201	3

Administrative, Operational, and Personnel Policies

1240	Developmentally appropriate activities were not available for children during evening hours.	.0516(a)	4
1241	Quiet activities were not planned to occur just before bedtime.	.0516(a)	4
1242	Routines were not used to develop good personal care and health habits.	.0516(a)	4
1243	Schedules for the children receiving nighttime care were not individually planned.	.0516(b)	4
1244	When possible, children were not left for care before and picked up after their normal sleeping period.	.0516(c)	4
1201	Facility did not have written operational policies.	.0514(a)	2
1202	Operational policies did not contain the required information as listed in rule.	.0514(a)(1-11)	2
1203	Operational policies were not discussed with parents on or before the child's first day and/or they were not notified in writing of all changes.	.0514(b)	2
1204	Copies of operational policies and any subsequent changes were not distributed to staff.	.0514(c)	2
1212	Centers with more than two staff did not have written personnel policies.	.0514(d)	2
1221	Personnel policies did not include the required information as listed in rule.	.0514(d)(1-7)	2
1230	Personnel policies were not discussed with each staff at employment and a copy was not available to all staff.	.0514(e)	2

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1231	Staff were not notified in writing of all changes to personnel policies.	.0514(e)	2
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Parent Participation

1206	Center did not have a plan to encourage parent participation and to inform them about the program and its services.	.0515(a)	2
1207	Parent participation plan was not discussed with parents on or before the child's first day of attendance and/or a copy was not given to them or posted in the center.	.0515(a)	2
1208	Parent participation plan did not include a registration procedure to involve both parents and encourage parents and child to visit before the child begins attending.	.0515(b)(1)	2
1209	Parent participation plan did not describe regular opportunities for communication between caregivers and parents.	.0515(b)(2)	2
1210	Parent participation plan did not describe opportunities for parents to participate in the center's programs individually and in groups.	.0515(b)(3)	2
1211	Parent participation plan did not include a procedure for parents who need information or who have complaints about the program.	.0515(b)(4)	2
1232	Each employee's personnel file did not contain an annual staff evaluation and a staff development plan.	.0514(f)	2
1233	Each employee's personnel file did not contain a signed and dated statement that they received a job description and that they have reviewed personnel and operational policies.	.0514(g)	2

B. CHILD MALTREATMENT

Item #	Description of Rule	Rule #	Pts
1806	A person who had cause to suspect that a child in a child care facility has been maltreated, as defined by G.S. 110-105.3, or died as the result of maltreatment occurring in a child care facility, did not report the case to the Division.	G.S. 110-105.4(a)	3
1810	There was a substantiation of child maltreatment.	G.S. 110-105.6(a)	3
0123	A Division representative was denied access to inspect the child care facility.	G.S. 110-105	3
1807	The facility operator failed to follow the protection plan restricting an individual alleged to have maltreated a child or suspending activities.	G.S. 110-105.3(e)	3
1808	An individual whose name is listed on the Child Maltreatment Registry provided care for a child(ren).	G.S. 110-105.5(c)	3
1809	The facility operator did not complete the corrective action as specified by the Division.	G.S. 110-105.6(d)	3

C. ANNUAL INSPECTIONS

Item #	Description of Rule	Rule #	Pts
0104	Center has not passed required sanitation inspection and received an approved or superior rating.	.0304(b)	3
0105	Center has not passed required building inspection.	.0304(c); G.S. 110-91(4)	3

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0106	Operator has not scheduled and obtained a fire inspection within 12 months of the previous inspection. Operator did not submit the original approved report to DCDEE within one week of the inspection visit on a form provided by the Division.	.0304(a)	3
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D. ADEQUATE AND APPROVED SPACE

Item #	Description of Rule	Rule #	Pts
0103	The number of children present was not within permit capacity.	G.S. 110-91(7)	6
0201	A room was occupied by more children than the space allowed at 25-sq. ft. of floor space per child.	G.S. 110-91(6); .1401(f)	6
0203	At least 200 cubic feet of air space per child in was not available in a room where children were resting.	G.S. 110-91(6); .1401(g)	6
0209	Children used space that was not approved.	G.S. 110-91(1) & (4-5)	6
0215	The outdoor learning environment did not include 75 square feet for each child using the space at any one time.	G.S. 110-91(6); .1402(a)	6
1245	For each child, there was not at least 30 sq. ft. indoors and 75 sq. ft. outdoors based on one-third of the total licensed capacity, or at least 35 sq. ft. indoors and 75 sq. ft. outdoors per child for the total licensed capacity. [for programs meeting enhanced requirements only]	.2809(a)	6

E. STAFF/CHILD RATIO

Item #	Description of Rule	Rule #	Pts
0301	Minimum staff/child ratios and group sizes for the number and ages of children in care were not met.	G.S. 110-91(7); .0713(a-e)	6
0304	Required staff/child ratios were not maintained during aquatic activities.	.1403(e)	6
0305	The required lifeguard was included in the staff/child ratio.	.1403(c)	6
0318	Children between 12 and 24 months of age were grouped with children 3 years of age or older.	.0713(a)(6)	6
0306	When children under the age of two were in care, the only caregiver required to meet the staff/child ratio was responsible for other duties besides direct child care.	.0713(a)(7)	6
0307	Only one caregiver was required to meet staff/child ratio, but the name, address and telephone number of agreed emergency relief was not posted or a second adult was not on the premises for emergency relief.	.0713(9)(A-B)	6
1841	Only one caregiver was required to meet ratio for a center located in a residence, but the name, address, and telephone number of agreed emergency relief was not posted or a second adult was not on the premises for emergency relief.	.0713(e)(1-2)	6

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1842	Staff members and child care administrators who were counted in meeting the staff/child ratios concurrently performed food preparation or other duties that are not direct child care responsibilities.	.0713(a)(8)	6
1843	When only one caregiver was required to meet staff/child ratio for a center located in a residence and children under two are in care, that person concurrently performed food preparation or other duties that are not direct child care responsibilities.	.0713(d)	6
0315	When combining age groups, the staff/child ratio for the youngest child in the group was not maintained for the entire group.	.0713(a)(1)	6
1844	The staff/child ratio for the youngest child was not maintained when children of all ages were cared for together in groups for the first and last operating hour of the day.	.0713(a)(2)	6
1845	More than one child age two or older, was placed an age level above his/her chronological age when determined to be developmentally appropriate, per group.	.0713(a)(4)	6
0316	Children under one year of age were not kept separate from children two years and older.	.0713(a)(5)	6
0317	The staff/child ratios for children two years and older, during naptime were not maintained by having at least one person in each room, visually supervising all children, and the total number of required staff on the premises within calling distance of each room occupied by children.	.1801(b)	6
1846	A child two years or older was placed with children under one year of age without physician certificate that the developmental age of the child makes this placement appropriate.	.0713(a)(3)	6
1026	Someone less than 18 years old was left alone with children and was counted in the staff/child ratio.	G.S. 110-91(8); G.S. 110-106(e); .0703(a)	6
1957	Multi-age group staff/child ratios and group sizes for the number and ages of children in care were not met.	.0713(f)	6
1956	Written request was not submitted to the Division prior to implementing the multi-age group ratios.	.0713(f)(1)	6
1120	Ratios were not maintained when children 2 years and older were transported.	.1004(a)	6
1121	The driver was counted in the staff/child ratio when 3 or more children less than 2 years were transported.	.1004(b)	6
1847	When less than 3 children under 2 were transported, the required ratio for children under 2 was not maintained.	.1004(c)	6
1754	The staff/child ratios and group sizes for mildly ill children were not met.	.2406	6
1755	Certified developmental day center staff/child ratios and group sizes were not met.	.2902(f)	6
1756	Enhanced staff/child ratios and group sizes were not met.	.2818	6
1775	NC Pre-K program staff/child ratios and group sizes were not met.	.3009	6

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F. SUPERVISION

Item #	Description of Rule	Rule #	Pts
0303	Children were not adequately supervised at all times.	.1801(a)(1-5)	6
0321	Children were not adequately supervised while participating in an aquatic activity.	.1403(f)	6
1118	Children were left in a vehicle unattended by an adult.	G.S. 110-91(13) & .1003(g)	6
1424	School-age children were not adequately supervised.	.2506(d)(1-3)	6

G. SAFETY AND HEALTH

General Safety Items

Item #	Description of Rule	Rule #	Pts
0806	An outdoor swimming pool located on the premises was not enclosed by a four foot fence, separated from remaining play area by that fence, and locked and inaccessible when not in use.	.1403(j)	3
0807	A safe indoor and outdoor environment was not provided for the children.	.0601(a)	3
1955	The child care center was not free of lead poisoning hazards as defined in G.S. 1130A-131.7(7).	.0601(f)	3
0810	Firearms and ammunition were allowed in a licensed child care center by persons other than a law enforcement officer.	.0604(b)	3
0812	Electrical outlets and power strips, not in use, which were located in space used by children did not have safety outlets or were not covered with safety plugs unless located behind furniture or equipment that cannot be moved by a child.	.0604(c)	3
0813	Electric fans were not mounted out of reach or did not have a mesh guard to prevent access.	.0604(d)	3
0815	Electrical cords were accessible to infants and toddlers.	.0604(f)	3
0817	Extension cords were used that were not approved by a fire inspector.	.0604(f)	3
0818	Frayed or cracked electrical cords were accessible to children.	.0604(f)	3
0820	A person(s) was smoking in a vehicle used to transport children or on the premises of the child care center.	.0604(h)	3
1848	The child care environment was not smoke and/or tobacco free.	.0604(h)	3
1849	For centers in a occupied residence, the premises was not smoke free during operating hours.	.0604(h)	3
1850	Signage was not posted regarding the smoking and tobacco restriction at the entrance of the center and/or in vehicles used to transport children.	.0604(i)	3
1851	The operator did not notify the parent of each child enrolled in writing of the smoking and tobacco restriction.	.0604(j)	3
0822	Fuel burning heaters, fireplaces and floor furnaces, if applicable, were not fitted with a protective screen attached to supports to prevent access by children.	.0604(k)	3
0823	Toxic plants were accessible to children.	.0604(l)	3

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0828	Air conditioning units were accessible or did not have a guard to keep objects from being thrown into the unit.	.0604(m)	3
0829	Gas tanks, gas, and/or charcoal grills, were not inaccessible or in a protective enclosure, making them accessible to children.	.0604(n)	3
0850	Children with symptoms or illnesses listed in rule .0804(a)(1-12) were not excluded from care.	.0804(a)(1-12)	3
1853	A child was not excluded from care who had symptoms which prevented the child from participating comfortably in activities or had symptoms which resulted in a need for care that was greater than the staff members could provide and potentially compromised the health and safety of other children.	.0804(a)(12)	3
0855	Fencing included fixed bodies of water.	.0605(i)	3
0856	The indoor and/or outdoor premises was not checked once a day, prior to initial use, ensuring debris, and broken equipment was removed and disposed of.	.0604(p)	3
0713	Children were allowed to play on outdoor equipment that is too hot to touch.	0605(e)	4
1854	Children were allowed to be bare-footed while outdoors when equipment or surfacing was too hot to touch.	.0605(f)	3
1855	Center was using a trampoline other than a mini fitness trampoline for single person use.	.0605(r)	3
1856	Center was using an inflatable and it was not during a special event.	.0605(s)	3
1857	Staff were not able to hear and see all children using inflatables at a special event.	.0605(s)	3
1828	Jump ropes and rubber bands were accessible to children under five years of age without adult supervision.	.0604(q)	3
0858	Plastic bags, materials that could be torn apart and toy parts small enough to be swallowed were accessible to children under three years of age.	.0604(q)	3
0860	Balloons were accessible to children.	.0604(q)	3
0861	Styrofoam and foam rubber products were accessible to children under 3 years of age (except for plates, bowls, and cups used for food service and large foam rubber used for supervised art activities).	.0604(q)	3
0885	A first aid kit was not available on site and/or accessible to staff.	.0604(s)	3
1829	The location of the first aid kit was not shared with staff.	.0604(s)	3
898	All electrical appliances were not used in accordance with the manufacturers instruction. Appliances with heating elements, such as bottle warmers, crock pots, curling irons, irons, coffee pots, and/or their cords were accessible to preschool-age children.	.0604(e)	3
0899	The child care operator did not comply with all State laws, federal laws and/or local ordinances that pertain to child health, safety, and welfare, as required by General Statute 110-91.	G.S. 110-91	3
1423	First aid equipment was not always available regardless of where activities were provided.	.2506(a)	3

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0805	Fire drills were not practiced monthly and/or the drill record was incomplete.	.0604(t); .0302(d)(5)	3
1811	Shelter-in-place or lockdown drills were not practiced every three months and/or drill record was incomplete.	.0604(u); .0302(d)(8)	3

Storage of Hazardous Items and Medication

Sleeping and Napping

Item #	Description of Rule	Rule #	Pts
0811	Potentially hazardous items including but not limited to power tools, nails, chemicals, propane stoves, lawn mowers, gasoline, or kerosene were not stored in locked areas, removed from the premises, or made inaccessible to children.	.0604(a)	5
0819	Materials used for starting fires, such as matches, lighters and accelerants were not kept in locked storage.	.0604(g)	5
0821	Smoking materials were not kept in locked storage.	.0604(h)	5
0840	All corrosive agents, pesticides, bleaches, detergents, cleansers, polishes, any product which is under pressure in an aerosol dispenser, and any substance which may be hazardous to a child if ingested, inhaled, or handled were not stored in a locked room or cabinet.	15A NCAC 18A .2820(b)	5
0841	Medications including prescription and non-prescription items were not stored in a locked cabinet or other locked container.	15A NCAC 18A .2820(d)	5
0870	Medications including prescription and non-prescription items were stored above food.	15A NCAC 18A .2820(d)	5
1421	Hazardous items, materials, and equipment such as archery equipment, hand and power tools, nails, chemicals, or propane stoves were not used under adult supervision.	.2506(c)	5
1422	Potentially hazardous items such as archery equipment, hand and power tools, nails, chemicals, or propane stoves, were not stored in locked areas or with other safeguards, or removed from the premises.	.2506(c)	5
0816	Cribs and playpens were placed so that children occupying them had access to cords or ropes.	.0604(o)	3
0880	Non-mobile children were enrolled and the center did not have a crib or other approved device to safely evacuate the children in an emergency.	.0604(r)	3
0881	The evacuation crib or other approved device did not have wheels or a reinforced bottom.	.0604(r)	3
0882	The evacuation crib or other approved device was not able to fit through the exit door.	.0604(r)	3
0883	During the required fire, lockdown, or shelter-in-place drills, the evacuation crib or other approved device was not used as described in the EPR Plan.	.0604(r)	3
0884	Center did not have exits less than 8 inches above grade and/or did not develop a plan to ensure the crib will be safely evacuated.	.0604(r)	3

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Healthy Practices and Reduction of the Spread of Germs

Item #	Description of Rule	Rule #	Pts
0616	Toys and other mouth-contact surfaces were not cleaned and sanitized daily when used or cleaned more frequently if visibly dirty.	15A NCAC 18A .2822(a)(1-4)	3
0803	There were no clean clothes available for the children to wear when children's clothes became wet or soiled.	.0806(b)	3
1830	Potential biocontaminants were not stored properly (locked storage, removed from premises, inaccessible to children, or covered plastic lined receptacle).	.0604(v)	3
0804	There was not a sufficient supply of clean linen on hand.	.0806(c)	3
1858	Linens were not changed when they became soiled or wet.	.0806(c)	3
1859	Staff did not consider the developmental readiness of each child when toilet training. Staff forced a child to use the toilet.	.0806(d)	3
1860	Staff did not provide assistance to each child to ensure good hygiene.	.0806(e)	3
0875	The center did not follow all procedures to prevent the spread of communicable diseases described in 15A NCAC 18A .2800.	.0804(b)(1)	3
0876	The center did not separate from others those children who became ill or who were suspected of being ill with a communicable disease or condition that would exclude them from care.	.0804(b)(2)	3
0877	The center did not notify all parents at enrollment that mildly sick children would be in care.	.0804(b)(3)	3
0878	The center did not notify the parent of any child who became ill or who was suspected of being ill with a communicable condition that the child was ill and must leave the center.	.0804(b)(4)	3
0879	The center did not notify the parent of a mildly sick child in care that the child's condition worsened while in care.	.0804(b)(5)	3

Emergency Preparedness and Response

1812	The center did not complete an EPR Plan within four months of completing the EPR in Child Care training and/or the Plan was not completed on a template provided by the Division.	.0607(c)	2
1813	The EPR Plan did not include written procedures for accounting for all in attendance including: the location of the children, staff, volunteer and visitor attendance lists.	.0607(d)(1)(A)	2
1814	The EPR Plan did not include written procedures for accounting for all in attendance including: the name of the person(s) responsible for bringing the children, staff, volunteer and visitor attendance lists in the event of an emergency.	.0607(d)(1)(B)	2
1815	The EPR Plan did not include a description for how and when children shall be transported.	.0607(d)(2)	2
1816	The EPR Plan did not include methods for communicating with parents and emergency personnel or law enforcement.	.0607(d)(3)	2
1817	The EPR Plan did not include a description for how children's nutritional and health needs will be met.	.0607(d)(4)	2

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1818	The EPR Plan did not include the relocation and reunification process.	.0607(d)(5)	2
1819	The EPR Plan did not include emergency telephone numbers.	.0607(d)(6)	2
1820	The EPR Plan did not include evacuation diagrams showing how the staff, children, and any other individuals who may be present will evacuate during an emergency.	.0607(d)(7)	2
1821	The EPR Plan did not include the date of the last revision of the plan.	.0607(d)(8)	2
1822	The EPR Plan did not include specific considerations for non-mobile children and children with special needs.	.0607(d)(9)	2
1823	The EPR Plan did not include the location of the Ready to Go File and/or the required information.	.0607(d)(10)	2
1824	The trained staff did not review the EPR Plan annually or when information in the plan changed to ensure all information was current.	.0607(e)	3

H. INDOOR EQUIPMENT AND FURNISHINGS

Item #	Description of Rule	Rule #	Pts
0205	Storage space was not available for each child's personal belongings.	G.S. 110-91(6)	6
0440	Materials and equipment accessible to children were coated or treated with, or contained, toxic materials.	.0509(3)	4
0701	A bed, crib, or cot, equipped with a firm waterproof mattress at least 4 inches thick and a fitted sheet, was not provided for each child remaining in the center after midnight.	.0606(h)	4
1861	The use of the top bunk of bunk beds was not limited to school age children.	.0606(h)	3
0702	Child sized equipment and furnishings, or those adapted for use by children, were not provided.	.0601(e)	4
1862	Equipment and materials used by school-age children was not appropriate for the age and size of the children using the items.	.2508(d)	4
0703	Chairs and tables were not the appropriate height for the children using the items.	.0601(e)	4
0705	Equipment and furnishings were not sturdy, stable and free of hazards.	.0601(c)	4
0707	Equipment and furnishings not meeting the requirements outlined in child care rule .0601(b) and (c) were not removed or made inaccessible.	.0601(d)	4
1419	All commercially manufactured equipment and furnishings were not assembled and installed according to procedures specified by the manufacturer and/or the manufacturer's instructions were not kept on file or electronically accessible, if available.	.0601(b)	4

I. OUTDOOR PLAY AREAS AND EQUIPMENT

Item #	Description of Rule	Rule #	Pts
0218	Outdoor play area did not provide an area that is shaded.	.1402(d)	6

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0219	Outdoor area was not designed so staff are able to adequately supervise the entire area.	.1402(e)	6
0452	Separate outdoor play areas or time schedules were not provided for children under two when 15 or more children were in care.	.0605(c)	3
1863	A separate play area or schedule was not provided for a center that shares playground space with another center.	.0605(d)	3
1864	Outdoor play equipment was not age and developmentally appropriate.	.0605(a)	4
1865	The operator did not maintain the manufacturer's instructions on file electronically or in paper format for any outdoor play structures purchased or installed on or after September 1, 2017.	.0605(b)	4
0712	Pea gravel was used for playground surfacing in areas used by children under 3 years of age.	.0605(j)(1)	4
0714	Openings in equipment, steps, decks, handrails, and fencing were not less than 3 1/2" or greater than 9".	.0605(g)	4
0715	All upright angles were not greater than 55 degrees to prevent entrapment and entanglement.	.0605(h)	4
0716	All stationary equipment, more than 18 inches high, was not installed over protective surfacing.	.0605(j)	4
1866	Other surfacing materials not identified in rule were used that did not meet the ASTM standards, were not installed, maintained, and/or replaced according to manufacturer's instructions.	.0605(j)(2)	3
1867	The depth of the loose surfacing was not based on critical height of the equipment.	.0605(k)(1-4)	3
0717	Surfacing did not extend six (6) feet beyond the external limits of the equipment or, 3 feet for equipment used only by children less than 2 years of age.	.0605(l)(1-2)	4
0718	Swings did not have surfacing that extends two times the length of the pivot point to the surface below beyond the external limits of the equipment.	.0605(m)(2)	4
1868	When equipment on the outdoor learning environment met one of the exceptions outlined in .0605(m)(1-4), the protective surfacing did not meet the specifications in rule.	.0605(m)(1-4)	4
0719	Swing seats were not made of plastic or flexible material.	.0605(n)	4
0720	Elevated platforms did not have a guardrail or protective barrier appropriate for the height of the equipment and the ages of the children using the equipment.	.0605(o)	4
0721	All equipment and furnishings were not in good repair.	G.S. 110-91(6); .0601(b)	4
0824	Outdoor play area was not enclosed by fence with a minimum height of 4 feet. The top of the fence, less than six feet, was not free from protrusions.	G.S. 110-91(6); .0605(i)	3
0825	Before staff members walked children off premises for play or outings, the center did not obtain written permission from the parent of each child.	.1005(b)(3)	3

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0826	Gates to the fenced outdoor play area did not remain closed while children occupied the area.	.0605(i)	3
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J. GENERAL CAREGIVING ACTIVITIES

Item #	Description of Rule	Rule #	Pts
0410	Each child did not have an opportunity to be outdoors daily, if weather conditions permitted.	G.S.11091(2); .0508(c)	4
0411	Every child was not provided an appropriate time and place to rest.	G.S. 110-91(2)(i)	4
0439	Space and time for active indoor activities was not provided when children could not play outside.	.0509(4)	4
0902	Each child was not attended to in a nurturing and appropriate manner, or in keeping with the child's developmental needs.	G.S. 110-91(10)	6
325	Staff did not interact with children in positive ways by helping them feel welcome and comfortable, treating them with respect, listening to what they say, responding to them with acceptance, and appreciation and/or participating in activities with the children.	.1802	4
498	For children under 2 years of age, a minimum of 30 minutes of outdoor time throughout the day either as part of a small group, whole group, or individual activity was not provided.	.0508(c)	4
548	For children 2 years of age and older, a minimum of 60 minutes of outdoor time throughout the day was not provided. Children ages 0-12 in care for less than five hours per day was not provided at least 30 minutes of outdoor time throughout the day.	.0508(c)	4
524	When children 3 years and older were in care, screen time was not used to stimulate a developmental domain; was not limited to 30 minutes a day and no more than a total of two and a half hours per week, per child; and/or was not documented on a cumulative log or the activity plan that is available for review.	.0510(d)(2)(A-C)	4
539	When screen time was provided to school-aged children, it was not offered as a free-choice activity; not used to meet a developmental goal; was not limited to 30 minutes per day and no more than a total of two and a half hours per week, per child; and/or was not documented on a cumulative log or the activity plan that is available for review.	.2508(e)(1-5)	4
544	Screen time was offered to children under three years of age.	.0510(f)	4

Daily Schedules and Activity Plans

omit entire section for religious sponsored programs operating under G.S. 110-106

Item #	Description of Rule	Rule #	Pts
0415	A current schedule was not posted for each group of children for reference.	G.S. 110-91(12); .0508(a)	4
0417	Children three years old and older were in care and the schedule did not include blocks of time assigned to types of activities, including active play, quiet play or rest.	.0508(d)(1)	4
0418	Children three years old or older were in care and the schedule did not reflect daily indoor and outdoor opportunities for free choice and teacher directed activities.	.0508(d)(3)	4

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0419	Activities and allotted times reflected in the schedule were not developmentally appropriate for children in care.	G.S. 110-91(12)	4
0427	Children three years old or older were in care and the schedule did not include times and/or activities that were developmentally appropriate for the children in care.	.0508(d)(2)	2
0428	A current activity plan was not posted for each group of children for reference.	G.S. 110-91(12); .0508(a)	4
0429	The activity plan was not designed to stimulate emotional and social, health and physical, approaches to play and learning, language development and communication, and cognitive development for each group of children in care.	.0508(b)(1-5)	4
0430	The activity plan did not identify activities which allow children to choose to participate with the whole group, part of group, or independent of the group.	.0508(g)(1)	4
0431	The activity plan did not provide at least 4 different activities daily listed in G.S. 110-91(12): art/creative play; books; blocks; manipulatives; and family living and dramatic play, including one of which is outdoors if weather conditions permit.	.0508(g)(2)	4
523	The activity plan did not include a daily gross motor activity which may occur indoors or outdoors.	.0508(g)(3)	2

K. CAREGIVING FOR INFANTS AND TODDLERS

Routine Caregiving, Space and Equipment

Item #	Description of Rule	Rule #	Pts
0423	For children under three years of age, the schedule did not include regular daily events such as arrival and departure, free choice times, outside time and/or teacher- directed activities.	.0508(f)	2
0424	For children under two years of age, individualized caregiving routines such as eating, napping and toileting was not interspersed among the daily events.	.0508(e)	2
0447	For children under two years of age, time and space for sleeping, eating, toileting, diaper changing, and playing was not provided according to child's needs.	.0511(a)	4
0451	For children under three years of age, an open area that allows freedom of movement was not available, both indoors or outdoors.	.0510(e)(4)	4
0490	Caregiver did not interact in a positive manner with each child every day.	.0511(b)	4
0491	Caregiver did not respond at the earliest opportunity to an infant or toddler's physical and emotional needs.	.0511(b)(1)	4
0492	Caregiver did not recognize special difficulties of infants and toddler separations.	.0511(b)(2)	4
0493	Caregiver or team of caregivers was not assigned to each infant or toddler as primary caregiver.	.0511(b)(3)	4
0494	Caregiver did not make provision for constructive guidance and setting limits that the child can understand and that foster the child's ability to be self-disciplined.	.0511(b)(4)	4

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0496	Each child under the age of 12 months was not given supervised tummy time positioned on his/her stomach while awake and alert each day.	.0510(e)(6)	4
0547	Parents were not allowed to provide breast milk for their children. The center did not provide seating and/or an electrical outlet, in a place other than a bathroom, that was shielded from view by staff and the public, for mothers while they were breastfeeding or expressing milk.	.0901(k)	2

Diaper Changing

0401	Diapers were not changed whenever they were soiled or wet and/or were changed on a shift basis.	.0806(a)	3
0402	Each child's diapers were not changed at areas designated exclusively for diapering, on a surface that is smooth, intact, nonabsorbent, easily cleanable, and of tight construction.	15A NCAC 18A .2819(a-b)	3
0403	Training potty chairs were used and were not cleaned appropriately.	15A NCAC 18A .2817(c)	3
0404	All staff did not wash their hands thoroughly after diapering each child.	15A NCAC 18A .2803(a)	3
0405	A child's hands were not washed after each diaper change.	15A NCAC 18A .2803(b)	3
0618	Diaper changing surfaces were not kept free of storage. Items not required for diapering were placed on diaper changing surfaces.	15A NCAC .2819(b)	3
0619	Diaper changing surfaces were not cleaned with a detergent solution and disinfected after each use.	15A NCAC 18A .2819(c)	3

Developmentally Appropriate Activities and Materials

omit entire section for religious sponsored programs operating under G.S. 110-106

0432	The center did not have developmentally appropriate equipment and materials accessible daily.	G.S. 110-91(12); .0509(1)	4
0438	Developmentally appropriate equipment and materials were not provided for a variety of outdoor activities that allow for active play and large muscle development.	.0509(4)	4
0434	The materials and equipment indoors and outdoors were not sufficient to provide a variety of play experiences to promote the children's emotional and social development, health and physical development, approaches to play and learning, language and communication development, and cognitive development.	.0509(2)	4
0445	For children under three years of age, developmentally appropriate toys and activities were not provided as outlined in Rule.	.0510(e)(1)(A-G)	4
0482	For children under three years of age, the caregiver did not provide developmentally appropriate activities that support health and physical development, on a daily basis.	.0510(e)(4)	4
0486	For children under three years of age, materials were not kept in a space with related equipment and materials.	.0510(e)(2)	4
0487	For children under three years of age, materials were not made available to children on a daily basis.	.0510(e)(2)	4

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0488	For children under three years of age, materials were not offered in sufficient quantity to allow all children to use them at some time during the day and to allow for a range of choices.	.0510(e)(3)	4
0489	For children under three years of age, hands-on experiences, including familiar and new activities, were not provided to enable the infant or toddler to learn about himself and the world both indoors and outdoors.	.0510(e)(5)	4

Safe Sleep Policies and Practices

omit entire section if the program does not serve children under the age of one year

Item #	Description of Rule	Rule #	Pts
0871	Center staff did not comply with the safe sleep policy.	.0606(a)	3
0890	The center had not developed and adopted a written safe sleep policy.	.0606(a)	2
0891	The safe sleep policy did not contain the required information.	.0606(a)(1-11)	3
0892	The center's safe sleep policy was not posted in a prominent place in the infant room where parents and caregivers were able to view daily.	.0606(b)	3
0895	Infants under the age of 12 months were not placed on their backs for sleeping unless the center had obtained the appropriate written waiver.	.0606(a)(1)(A-B)	3
0897	An infant with a waiver of the requirement that all infants be placed on their backs for sleeping did not have a notice containing the required information posted for quick reference near the infant sleep space and/or confidential medical information was shown on the notice.	.0606(f)(1-3)	3
1066	Within two weeks of employment, the center's safe sleep policy for infants was not reviewed with the caregiver.	.1101(b)	1
874	An infant was laid down to sleep with something placed over his or her head or face.	.0606(a)(4)	3
1954	A caregiver placed something over the face of a child during rest time.	.0606(i)	3
886	The temperature in a room where infants aged 12 months or younger where sleeping exceeded 75 degrees.	.0606(a)(5)	3
887	Caregivers did not document compliance with visually checking on sleeping infants aged 12 months or younger and/or the documents were not maintained for a minimum of one month.	.0606(g)	3

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Item #	Description of Rule	Rule #	Pts
1869	Center did not have a prevention of Shaken Baby Syndrome and Abusive Head Trauma policy.	.0608(a)	3
1870	The prevention of Shaken Baby Syndrome and Abusive Head Trauma policy did not have the required information.	.0608(a)(1-6)	3
1871	The Prevention of Shaken Baby Syndrome and Abusive Head Trauma policy was not reviewed with parents of currently enrolled children 0-5 within 30 days of adopting the policy.	.0608(b)	3

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1872	Parents were not given the changed Shaken Baby Syndrome and Abusive Head Trauma policy 14 days prior to implementation and did not sign a statement which attests that the new policy was given to and discussed with him or her.	.0608(c)	3
1873	The Prevention of Shaken Baby Syndrome and Abusive Head Trauma policy was not reviewed with existing staff who care for children ages 0-5 within 30 days of adopting the policy.	.0608(d)	3
1874	The Prevention of Shaken Baby Syndrome and Abusive Head Trauma policy was not reviewed with new staff prior to providing care with children and/or a signed acknowledgement with all the required information was not maintained in the staff person's file.	.0608(d)(1-4)	3

L. CAREGIVING FOR PRESCHOOL CHILDREN

omit entire section for religious sponsored programs operating under G.S. 110-106

Item #	Description of Rule	Rule #	Pts
0465	Four of the five activity area(s): art/creative play, children's books, blocks/block building, manipulatives, family living/dramatic play was not available daily.	G.S. 110-91(12); .0510(a)	4
0468	When three year old children and older were in care, the materials and equipment in the activity area was not in sufficient quantity to allow at least three children to use the area regardless of whether the children choose the same or different activities.	.0510(d)(1)	4
0469	Centers with a licensed capacity of 30 or more children did not have at least four activity areas available daily in the space occupied by a group of children.	.0510(a)(1)	4
0470	Centers with a licensed capacity of less than 30 children did not have at least four activity areas available daily.	.0510(a)(2)	4
0472	The center did not have materials and equipment in sufficient quantity to ensure that a fifth activity was made available at least once per month.	.0510(b)	4
0473	Music and rhythm activities were not available weekly to each group.	.0510(c)(1)	4
0474	Science and nature activities were not available weekly to each group.	.0510(c)(2)	4
0475	Sand and water play activities were not available weekly to each group.	.0510(c)(3)	4
0479	Centers with a licensed capacity of 3-12 children located in a residence did not have at least four types of activities available daily.	.0510(a)(3)	4

M. DISCIPLINE

Item #	Description of Rule	Rule #	Pts
0872	The discipline policy was not followed.	.1804(a)	6
0901	Discipline practices were not in writing.	.1804(a)	6
0902	Each child was not attended to in a nurturing and appropriate manner, or in keeping with the child's developmental needs.	G.S. 110-91(10)	6

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0903	Corporal punishment was used. [Omit item 0903 for religious sponsored centers operating under G.S. 110-106 with an exemption on file with the Division.]	G.S. 110-91(10); .1803(a)	6
0904	Child was handled roughly.	.1803(a)(1)	6
0905	Child was put in locked confinement.	.1803(a)(2)	6
0906	Discipline was delegated to another child.	.1803(a)(3)	6
0907	Discipline was related to food, rest, or toileting.	.1803(a)(4-6)	6
0908	Discipline was not appropriate for the child's age and development.	.1803(b)	6
0910	Children were disciplined by leaving them alone in a room separated from staff.	.1803(a)(2)	6
0911	Children were disciplined by assigning chores that require them to be in contact with hazardous materials.	.1803(a)(7)	6
1875	Physical activity such as running laps and doing push-ups was either withheld as punishment or required as punishment.	.1803(a)(8)	6
1876	A child was yelled at, shamed, humiliated, frightened, threatened or bullied.	.1803(a)(9)	6
1877	A child was restrained as a form of discipline and the child's safety or the safety of others was not at risk.	.1803(a)(10)	6

N. MEDICATION

Item #	Description of Rule	Rule #	Pts
0842	A drug or medicine was administered without specific instructions from parent or authorized health professional.	.0803(1)(b)	5
1878	A drug or medicine was administered in a manner not authorized by the child's parent, physician or other authorized health professional.	.0803(1)(c)	5
0843	A drug or medicine was administered after its expiration date.	.0803(1)(d)	5
1945	A drug or medicine was given to a child with a known allergy to the medication.	.0803(1)(f)	5
0844	Prescribed medicine was not in original pharmacy labeled container.	.0803(2)(a)	5
1879	Prescribed medicines, that are pharmaceutical samples, was not stored in the manufacturers original packaging, was not labeled with the child's name, and/or written instructions did not include the required information.	.0803(2)(b)(i-v)	5
0845	Prescribed medicine was not administered to person for whom prescribed.	.0803(2)(c)	5
1880	Prescribed medication was not administered according to the prescription, using the amount and frequency of dosage specified on the label.	.0803(2)(d)	5
0846	Over-the-counter medicines were not in their original containers or administered as authorized in writing by parent, physician or authorized health professional.	.0803(4)	5
1881	Over-the-counter medication was given which exceeded the amount and frequency of the dosage on the manufacturer's label.	.0803(4)(c)	5
0847	Parent's medication authorization did not include required information.	.0803(4)&(6-9)	5

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0848	Questionable medication instructions from parents were followed without signed written dosage instructions received from physician or authorized health professional.	.0803(5)	5
1882	Medication authorization, giving the caregiver standing authorization did not meet the specifications in rule.	.0803(6)(a-i); .0803(7)(a-g); .0803(8)(a-d)	5
0849	Leftover medicines were not returned to the parent after the course of treatment was completed, after authorization was withdrawn or after authorization had expired and/or medication was not discarded within 72 hours of completion of treatment or withdrawal of authorization.	.0803(12)	5
0851	When medication was administered, documentation was not completed or maintained for 6 months and/or the documentation did not include the required information.	.0803(13)(a-e); .2318(3)	5
1883	When medication was administered in error, the child care center did not either call 911 in accordance with CPR or First Aid training recommendations, notify the center director, contact the child's parent, observe the child, or include all the information when documenting the error in writing.	.0803(14)(a-e) (i-vii)	5
0864	Medication was given to children for non-medical reasons.	.0803(1)(e)	5
0865	A child was given over the counter medication without written authorization from a parent to follow the direction of the NC State Health Director during a public health emergency and/or the authorization did not contain required information.	.0803(9)(a-d)	5
0866	A caregiver administered medication to a child without parental permission or authorization from a bona fide medical care provider during the event of an emergency medical condition when the child's parent was not available.	.0803(10)	5

O. NUTRITION

General Requirements

Item #	Description of Rule	Rule #	Pts
0501	Meals/snacks did not comply with Meal Patterns for Children in Child Care Programs.	.0901(a)	2
0502	Number and size of servings were not appropriate for ages and developmental levels of children in care.	.0901(a)	2
0503	Food brought from home, did not meet the nutritional requirements and necessary supplements were not provided by center.	.0901(c)	2
0505	Drinking water was not freely available to children of all ages.	.0901(e)	2
0508	Special diet or food allergy information was not posted where they can be seen in food preparation and eating areas.	.0901(g)	2
0509	Food required for any special diet was not provided by parent or center.	.0901(h)	2
0510	Food required by special diet prescribed by health care professional or parent did not have written instructions and/or was not maintained on file at the center.	.0901(h)	2

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0511	Foods with little or no nutritional value were available often and not just for special occasions.	.0901(i)	2
0512	Meals and snacks for all children were not planned according to the number of hours the child is in care.	.0903	2
0513	Children were not provided a meal or snack a minimum of every four hours.	.0903	2
0514	A meal was not provided for each child in care between 3pm and 11pm.	.0903	2
0525	Menus for all meals and snacks were not planned at least 1 week ahead and dated.	.0901(b)	2
0526	Menus for meals and snacks were not current or posted where easily seen by parents.	.0901(b)	2
0527	A variety of foods were not included in meals and snacks.	.0901(b)	2
0528	Food substitution was not of comparable food value or recorded on the menu prior to the meal or snack being served.	.0901(b)	2
1790	A statement acknowledging the parental decision to opt out of the supplemental food provided by the center was not signed by the parent and/or maintained on file at the center.	.0901(d)	2
1884	A program offered supplemental food, but the parent had opted out.	.0901(d)(1)(3)	2
1885	When a parent had opted out, but did not provide a snack or meal, the program did not replace the missing meal or snack.	.0901(d)(4)	2
1791	The child care provider did not provide the required beverage(s).	.0901(f)(1-7)	2
1792	Staff did not model appropriate eating behaviors by consuming food or beverages that meet the nutritional requirements specified in the Meal Patterns for Children in Child Care Programs in the presence of children in care.	.0901(j)	2

Nutrition for Infants and Toddlers [children under 2 years of age]

Item #	Description of Rule	Rule #	Pts
0530	Each infant was not held for bottle feeding until he/she can hold his/her own bottle. [Omit if there are no children in care who are bottle-fed.]	.0902(b)	2
0531	Bottles were propped. [Omit if there are no children in care who are bottle-fed.]	.0902(b)	2
0532	All children were not held or placed in feeding chairs or other appropriate apparatus to be fed. [Omit if there are no children in care who are bottle-fed.]	.0902(b)	2
1886	The feeding chair or other seating apparatus was not disassembled for cleaning purposes.	.0902(b)	2
0533	Breast milk, formula, and other bottled beverages, including sippy cups, sent from child's home were not fully prepared, dated and labeled for the appropriate child.	15A NCAC 18A .2804(d)	2
0534	Formula was not provided by the facility in a manner specified by the health department. [Omit if there are no children in care who are bottle-fed.]	15A NCAC 18A .2804(d)	2

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0535	Any excess formula, thawed breast milk and/or other bottled beverage were not discarded or returned home at the end of each day. [Omit if there are no children in care who are bottle-fed.]	15A NCAC 18A .2804(d)	2
0536	Formula and other beverages which require refrigeration were not identified for each child or properly refrigerated. [Omit if there are no children in care who are bottle-fed.]	15A NCAC 18A .2804(d)	2
0537	Baby food that had been opened was not covered, dated, identified for each child, properly refrigerated and/or used within 48 hours. [Omit if there are no children in care who are bottle-fed.]	15A NCAC 18A .2804(d)	2
0538	Baby bottles were not stored to protect from contamination. [Omit if there are no children in care who are bottle-fed.]	15A NCAC 18A .2806(f)	2
0543	Frozen breast milk was stored in a freezer for more than 7 days and/or was not labeled with date received and date thawed for use. [Omit if there are no children in care who are bottle-fed.]	15A NCAC 18A .2804(d)	2
1793	Infants were served juice in a bottle without a prescription or written statement on file from a health care professional or licensed dietitian/nutritionist.	.0902(c)	2
1887	Each infant was not served only bottles labeled with their individual name.	.0902(d)	2

Omit items 0540-0542 if there are no children under 15 months of age in care

Item #	Description of Rule	Rule #	Pts
0540	An individual written feeding plan was not provided by child's parent or health care provider or was not followed and posted. [omit posting for centers located in a residence].	.0902(a)	2
0541	The written feeding plan did not include the child's name, parent signature, and/or was not dated when received by the center.	.0902(a)	2
1912	The written feeding plan did not include the type of milk, formula or food and/or the frequency of the feedings.	.0902(a)	2
0542	The written feeding plan was not modified as the child's needs changed.	.0902(a)	2

P. SANITATION

General Requirements

Item #	Description of Rule	Rule #	Pts
0507	A private water supply was used by the center and it had not been tested by or did not meet the requirements of the Commission for Public Health.	.0901(e)	2
0601	Refrigerator(s) did not maintain a temperature of 45 degrees F. or below.	15A NCAC 18A .2806(f)(h)(2)	3
0603	All floors and floor coverings were not constructed of nonabsorbent, easily cleanable material.	15A NCAC 18A .2824(a-b)	3
0604	Lavatories were not kept clean, in good repair, and kept free of storage.	15A NCAC 18A .2818(a)	3
0605	Toilet fixtures were not cleaned and disinfected at least daily and when visibly soiled.	15A NCAC 18A .2817(b)	3

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0616	Toys and other mouth-contact surfaces were not cleaned and sanitized daily when used or cleaned more frequently if visibly dirty.	15A NCAC 18A .2822(a)(1-4)	3
0617	All openings to the outer air were not protected against the entrance of flying insects.	15A NCAC 18A .2831(c)	3
0620	All walls and ceilings, including doors and windows, were not kept clean and in good repair.	15A NCAC 18A .2825(a)	3
0808	The outdoor premises were not clean, drained and free of litter and hazardous materials, grass and other vegetation in a manner which does not encourage vermin.	15A NCAC 18A .2832(a)	3

Food Service

Item #	Description of Rule	Rule #	Pts
0504	Perishable foods were not stored to protect against spoilage.	15A NCAC 18A .2806(f)	3
0506	Approved drinking fountains or individual drinking utensils were not provided.	.0901(e)	2
0521	Single service articles were re-used.	15A NCAC 18A .2809(9)	2
0522	Multi-use articles, including highchair feeding trays, were not washed, rinsed and sanitized after each use.	15A NCAC 18A .2812(e)	2
0602	Portions of food once served were served again.	15A NCAC 18A .2808(d)	3

Bedding and Sleeping

0611	All beds, cots, or mats with individual linen were not provided for each child.	15A NCAC 18A .2821(c)	3
0612	Each child's bed, cot, or 2" mat was not individually assigned and identified.	15A NCAC 18A .2821(b) & (c)	3
0613	Crib sheets were not changed as needed or at least daily.	15A NCAC 18A .2821(f)	3
0614	Beds, cribs, playpens, cots or mats were not placed at least 18" apart or separated by partitions when in use.	15A NCAC 18A .2821(e)	3
0615	Beds, cots and mats were not in good repair, properly handled, stored, or clean and sanitized between users.	15A NCAC 18A .2821(a)	3

Hand Washing

0406	All staff did not wash their hands in an approved hand washing lavatory.	15A NCAC 18A .2819(a)	3
0606	Running water, soap and individual sanitary towels, or other approved hand drying devices, were not supplied at each lavatory.	15A NCAC 18A .2818(b)&(d)	3
0607	Separate lavatories with hot and cold running water, soap, and individual sanitary towels or other approved hand drying devices were not available for staff in food preparation areas or diaper changing areas.	15A NCAC 18A .2818(b)&(d)	3

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0608	Children did not wash their hands upon arrival at the center, after each visit to the toilet, before eating, and before and after water play, after outside play, and/or after handling animals or animal cages.	15A NCAC 18A .2803(b)	3
0609	Staff did not wash their hands thoroughly before beginning work, before/after handling food, before bottle feeding or serving to other children, after toileting or handling body fluids, after diaper changing and/or after handling soiled items.	15A NCAC 18A .2803(a)	3

Q. OFF-PREMISE ACTIVITIES

Item #	Description of Rule	Rule #	Pts
0441	Children under the age of three participated in off premise activities that involved children being transported in a motor vehicle.	.1005(b)(1)	4
0444	A schedule of off-premise activities was not posted in each participating classroom to be viewed by parents and/or a copy of the schedule was not given to parents.	.1005(b)(5)	2
0453	The schedule of off-premise activities was not current and/or did not include required information.	.1005(b)(5)(A-E)	2
0454	Staff did not take a list of children participating in the off-premise activity with them.	.1005(b)(6)	2
0476	Staff did not use the list of participating children to check attendance when leaving the center, periodically when the children were involved in the activity, before leaving the activity to return to the center, and/or upon return to the center.	.1005(b)(6)	2
0481	A list of all children participating in the off-premise activity was not available at the center.	.1005(b)(6)	2

R. TRANSPORTATION

General Requirements and Vehicles

Item #	Description of Rule	Rule #	Pts
1110	Vehicles used to transport children enrolled in the child care center did not comply with all applicable State and federal laws and regulations.	.1002(b)	3
1111	All vehicles were not insured for liability as required by state law.	.1002(c)	3
1112	Vehicles used to transport children in snowy, icy, and other hazardous weather conditions was not equipped with snow tires or chains, as appropriate.	.1002(d)	4
1115	First aid kit and/or fire extinguisher was not located in vehicle; kit and/or extinguisher was not mounted or secured if in passenger area.	.1003(c)	3
1118	Children were left in a vehicle unattended by an adult.	G.S. 110-91(13); .1003(g)	6
1119	Children were not loaded and unloaded in areas safe from traffic.	.1003(h)	1
1123	All vehicles used to transport children were free of hazards.	.1002(a)	4
1126	Functioning cellular telephone or other two-way voice communication device was not available in the vehicle for staff to use in an emergency.	.1003(k)	1

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1796	Staff used a cellular telephone or other two-way functioning voice communication device when there was not an emergency and when the vehicle was not parked in a safe location.	.1003(k)	1
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Restraint Devices and Seating

Item #	Description of Rule	Rule #	Pts
1104	More than one person occupied a seat belt or child safety seat.	G.S. 110-91(13); .1001(b)	3
1106	When children were being transported, each adult and child was not restrained with an individual seat belt or child safety seat appropriate to the child's age and weight in accordance with the state seat belt law.	G.S. 110-91(13); .1001(a)	3
1117	Each person was not seated in a manufacturer's designated seating area or a child rode in the load carrying area or floor.	.1003(f)	3

Emergency Information and Record Keeping

Item #	Description of Rule	Rule #	Pts
1124	Emergency and identifying information, including the child's name, photograph, emergency contact information and/or a copy of the emergency medical care information form was not in the vehicle for each child being transported.	.1003(d)	1

Staff/Child Ratios during Transportation

1125	Before children were transported, written permission from a parent was not obtained that included when and where the child was to be transported, expected time of departure and arrival, and the transportation provider.	.1003(i)(j)	1
1127	For routine transport of children to and from the center, staff did not have a list of the children being transported.	.1003(l)	1
1128	For routine transport of children to and from the center, staff did not use the list to document attendance as children boarded and departed the vehicle.	.1003(l)	1
1129	For routine transport of children to and from the center, a list of all children being transported was not available at the center.	.1003(l)	1
1101	The driver was not at least 21 years old or a licensed bus driver.	.1003(e)(1)	5
1102	The driver had a conviction of Driving While Impaired (DWI) or other impaired driving offense within the last three years.	.1003(e)(3)	5
1103	The driver did not have a valid driver's license of the type required for the vehicle being driven.	.1003(e)(2)	5
0309	When 3 or more children under 2 years of age were transported, the required staff/child ratio was not maintained.	.1004(b)	6

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S. STAFF PRESERVICE REQUIREMENTS

The Administrator

omit entire section for religious sponsored programs

Item #	Description of Rule	Rule #	Pts
1003	Person on site responsible for daily program planning/implementation did not have 2 years full-time child care/early childhood experience, or did not meet one of the alternative qualifications in .0704(a)(2).	.0704(a)(2) & (b)	5
1004	Person on site who is responsible for daily program planning and implementation did not have a high school or general education diploma.	.0704(a)(1)	5
1005	Onsite administrator, or an administrator who does not routinely work on site or who is responsible for more than one child care arrangement, did not have verification of completion of, or current enrollment in 2 semester hours or 32 clock hours training in program administration, or did not have one year experience performing administrative responsibilities.	.0704(a)(3)	5
1006	One or more persons who meet the qualifications for administrator were not on site for number of hours per week required by capacity of center.	.0714(a)	5
1008	Administrator did not have NC Early Childhood Administration Credential or equivalent or was not enrolled as specified in G.S. 110-91(8).	G.S. 110-91(8); .0704(a)	5
1009	Administrator of a center located in a residence licensed for 3-12 children or 3-15 if only school-age did not meet at least lead teacher qualifications when responsible for administering the program and planning and implementing the daily activities.	.0703(f)	5
1425	The individual who was responsible for ensuring the administration of the program was not at least 21 and/or has 400 hours experience in a licensed program working with school-age children or 600 hours experience in a unlicensed program working with school-age children and meets the requirements for administrators as required by G.S. 110-91(8).	.2510(a)(1-2)	5
1441	An individual responsible for both administering the program and planning and ensuring the implementation of the daily activities did not meet requirements for an administrator and/or complete BSAC training.	.2510(f)	5

Lead Teachers and Teachers

Aides and Staff working in Religious Sponsored Programs

Staff working with School Age Children

Item #	Description of Rule	Rule #	Pts
1013	At least one person who meets qualifications for lead teacher was not responsible for each group for at least two-thirds of the total daily hours of operation.	.0714(c)	5

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1014	At least one person who meets qualifications for administrator or lead teacher was not on site during operating hours except at the beginning or end of the operating day as described in rule .0714(b).	.0714(b)(1-3)	5
1020	All lead teachers did not have at least a NC Early Childhood Credential or its equivalent or were not enrolled within 6 months of hire, and/or did not complete the credential or it's equivalency within 2 years.	G.S. 110-91(8)	5
1021	Individual responsible for a group of children did not meet the preservice requirements for a lead teacher or teacher.	.0710(a-b)	5
1024	Staff members who were 16 or 17 years old who were counted in meeting a required staff/child ratio were not supervised by a credentialed staff person who is at least 21 years old.	G.S. 110-91(8)	5
1022	The administrator of a religiously sponsored child care program was not at least 21 years of age and literate.	G.S. 110-106(e)	5
1015	In religious sponsored child care facility, staff members who were 16 or 17 years old who were counted in meeting a required staff/child ratio were not supervised by a literate staff person who is at least 21 years old.	G.S. 110-106(e)	5
1016	Someone less than 18 years old had responsibility for, or was left in charge of a group of children.	G.S. 110-91(8); G.S. 110-106(e); .0703(a)	5
1017	All teacher aides or aides were not at least 16 years of age and literate.	G.S. 110-91(8); G.S. 110-106(e); .0102(48)	5
1018	A teacher's aide or aide had responsibility for a group of children, was not under the direct supervision of a credential staff person who was at least 21 years of age.	.0102(48); .0714(d)	5

Substitutes and Volunteers

Item #	Description of Rule	Rule #	Pts
1011	A substitute provider was not at least 18 years old and literate.	G.S. 110-91(8); .0102(46); .0703(a)	5
1027	Volunteers who are 13, 14, or 15 years old were not directly supervised by or worked with a staff person who was at least 21 years old and met staff qualification requirements.	.0102(52);	5

Auxiliary Staff [administrative, drivers, food service, janitorial]

Item #	Description of Rule	Rule #	Pts
1025	Non-caregiving staff or any persons providing support to operation, such as cooks or office staff were not at least 16 and met local food handler requirements when duties were related to food preparation or service.	G.S. 110-91(8); .0711(b)	5

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T. STAFF RECORD KEEPING/REQUIREMENTS

General

Item #	Description of Rule	Rule #	Pts
1030	Application for employment and date of birth was not on file for all staff.	.0302(d)(1)(A)	1
1031	Documentation of staff's education, training, and experience was not on file.	.0302(d)(1)(B)	1
1043	All staff records, except financial records, were not made available for review.	G.S. 110-91(9)	1
1534	Personnel records were not maintained on file in the timeframes given by Rule .2318(7).	.2318(7)	1
1888	On or before the first day of work, the operator did not verify the age of the volunteer and/or substitute provider and/or documentation of date of birth was not maintained in the individual's personnel file.	.0703(b)	1
1889	Individuals that did not meet the staff qualifications as required by G.S. 110-91(8) did not submit to the Division documentation of completed coursework or credential to be considered for equivalency within six months of assuming duties.	.0703(e)	1
1890	Each staff member did not have the required medical report, proof of tuberculosis test or screening, and/or completed health questionnaire in a medical file, maintained separately from the staff member's individual personnel file.	.0701(d)	1
1232	Each employee's personnel file did not contain an annual staff evaluation and a staff development plan.	.0514(f)	2
1233	Each employee's personnel file did not contain a signed and dated statement that they received a job description and that they have reviewed personnel and operational policies.	.0514(g)	2
1825	All staff did not review the center's EPR Plan during orientation and/or on an annual basis with the trained staff. Documentation of the review was not maintained on file.	.0607(f)	3
1826	Substitutes and volunteers counted in ratio were not informed of the center's EPR Plan and its location. Documentation of this notice was not maintained on file or in a file designated for emergency preparedness and response plan documents.	.0607(g)	3
1874	The Prevention of Shaken Baby Syndrome and Abusive Head Trauma policy was not reviewed with new staff prior to providing care with children and/or a signed acknowledgement with all the required information was not maintained in the staff person's file.	.0608(d)(1-4)	3
1892	Changes to the Prevention of Shaken Baby Syndrome and Abusive Head Trauma policy were not reviewed with staff 14 days prior to the implementation of the new policy and/or a statement attesting a new policy was given and discussed with staff was not in the staff person's file.	.0608(e)	3

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CPR and First Aid

Item #	Description of Rule	Rule #	Pts
1048	All staff did not successfully complete certification in First Aid appropriate to the age of children in care. Verification of staff completion of First Aid training from an approved training organization was not in the staff file.	.1102(c)	5
1893	Distance learning was used to complete First Aid, CPR and/or playground safety training.	.1102(c-e); .1105(3)	3
1894	At least one staff member was not present who had successfully completed First Aid and/or CPR training when children were in care.	.1102(c-d)	3
1049	All staff did not successfully complete certification in CPR training appropriate to the age of the children in care. Verification of staff completion of the CPR course from an approved training organization was not in the staff file.	.1102(d)	4

Special Training [ITS-SIDS, EPR in Child Care, Playground Safety, Recognizing and Responding to Child Maltreatment]

Item #	Description of Rule	Rule #	Pts
0311	The required number of persons with appropriate lifesaving certification were not present to supervise the children when children participated in aquatic activities.	.1403(c)	3
1061	One staff member had not completed training in playground safety.	.1102(e)	3
1827	The Center did not have a person on staff who completed the EPR in Child Care training within the required timeframe and/or documentation of completion of the training was not on file or in a file designated for emergency preparedness and response plan documents.	.0607(b)	3
1895	A center operated by a local education agency had not completed (a) through (e) of .0607 or the critical incident training and School Risk Management Plan, as set forth by DPI.	.0607(h)	3
1065	Child care providers scheduled to work in the infant room, did not complete ITS-SIDS training within two months of employment or did not complete the training every three years. Child care administrators did not complete the ITS-SIDS training within 90 days of employment and every three years thereafter.	.1102(f)	2
1831	At least one child care provider, who has completed ITS-SIDS training was not present in the infant room, while children were in care.	.1102(f)	2
1896	At least one staff member counted to comply with the rule did not complete the training in playground safety within six months of employment date.	.1102(e)	3
1897	The child care administrator and all staff did not complete the Recognizing and Responding to Suspicions of Child Maltreatment training within 90 days of employment.	.1102(g)	3

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Criminal Background Check

1041	Prior to employment a Criminal Background Check was not completed.	G.S. 110-90.2(b)	2
1757	A valid qualification letter was not on file and available for review at the facility.	G.S. 110-90.2(b) & (d) & .2703(e)	2
1797	The child care provider that is a firm, partnership, association, or corporation, the chief executive officer or other person serving in like capacity or a person designated by the chief executive officer as responsible for the operation of the facility, did not complete criminal history background check.	G.S. 110-90.2 & .2703(c)	2
1798	The person signing the Letter of Intent to Operate pursuant to G.S. 110-106 did not submit all required criminal history background check documentation for themselves and all known staff members.	G.S. 110-90.2 & .2101(a)(4)	2
1799	A child care provider or uncompensated provider found to be disqualified and not eligible for employment in child care was employed or living in the home.	G.S. 110-90.2 & .2703(i)	2
1800	A child care provider determined by the Division to be disqualified was not terminated by the center immediately upon receipt of the disqualification notice.	G.S. 110-90.2 & .2703(j)	2
1801	The operator did not include the criminal history mandatory reporting requirement in all new employee orientation information.	G.S. 110-90.2 & .2703(m)	2
1802	The operator did not notify the Division of any pending charges, indictments, or convictions within one business day of being notified by the child care provider or household member of their incurred pending charges, indictments, or convictions since their last qualification letter was issued by the Division.	G.S. 110-90.2 & .2703(m)	2
1803	An individual living in the household who had their 16th birthday after the initial licensing of a family child care home, did not complete and submit required forms within five business days.	G.S. 110-90.2 & .2703(q)	2
1044	Prior to the expiration date of the qualification letter, the child care provider did not complete and submit required forms to complete a criminal background check (a qualification letter is valid for a maximum of three years from the date of issuance).	G.S. 110-90.2(b) & .2703(n)&(o)	2
1805	A child care operator did not notify the Division of any new child care providers who were hired or moved into the home within five business days by submitting the Change of Information form provided by the Division.	G.S. 110-90.2 & .2703(r)	2
1946	A valid provisional qualification letter was not on file and available for review.	G.S. 110-90.2(b) & .2703(e)	2
1947	An individual on a provisional criminal background status was not supervised by a staff person who was determined to be qualified.	G.S. 110-90.2(b) & .2703(f)	2
1953	An individual on a provisional criminal background status did not complete and submit documents that were specific to their former state of residence within the required time frame.	G.S. 110-90.2(b) & .2703(g)	2

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Medical

Item #	Description of Rule	Rule #	Pts
1032	Child care providers and uncompensated providers who are not substitute providers or volunteers, including the director did not have a medical report on file prior to employment that was signed by a health care professional and/ or the medical report was older than 12 months.	.0701(a)	1
1033	On or before the first day of work, all staff, including the director and individuals who volunteer more than once per week did not provide results indicating they were free of active TB and/or TB test or screening was older than 12 months.	.0701(a)	1
1034	All staff, including the director, did not have an annual health questionnaire on file following the initial medical statement.	.0701(a)	1
1958	Substitute providers and volunteers did not have a health questionnaire on or before the first day of work and annually thereafter.	.0701(a)	1
1035	Child care providers, including the director, uncompensated providers, substitute providers, and volunteers did not have the required Emergency Information Form on file on or before the first day of work, which included all the required information and/or the information on the form was not updated as changes occur and at least annually.	.0701(a)	1

Orientation

omit this section for religious sponsored programs operating under G.S. 110-106

Item #	Description of Rule	Rule #	Pts
1045	New staff who have contact with children, did not receive at least 16 hours of orientation within first 6 weeks.	.1101(a)	2
1067	Each new employee did not complete, within the first two weeks of employment, six clock hours of training in required topic areas.	.1101(a)(b)	2

On-going Training

Item #	Description of Rule	Rule #	Pts
1050	Training counted by staff, was not approved by the Division, as required in rule.	.1105(1-3)	2
1052	Staff required to receive on-going training had not completed the required number of hours according to their education and experience.	.1103(a)	2
1053	On-going training received was not within the 9 topic areas listed in G.S. 110-91(11) and/or the health and safety training topic areas in rule .1102.	G.S. 110-91(11) .1102(b)(1-11)	2
1054	Documentation of staff's on-going training was not on file and/or was not current.	.1106(a)	2

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1068	On-going training documentation did not include all applicable information: subject matter, topic area in G.S. 110-91(11), name of training provider, date training was provided, number of hours of training, and name of staff.	.1106(a)	2
1898	Staff did not complete the health and safety training within one year of employment.	.1102(a)	2
1899	Health and safety training topics were not included as part of on-going training within five years of completing the previous health and safety training topics.	.1103(b)	2
1900	Staff working less than 40 hours per week did not complete the prorated training requirement.	.1103(d)	2

Professional Development Plan

1901	All administrators and staff did not complete a professional development plan within one year of employment, that included all the required information.	.1104(1-5)	2
1902	The professional development plan was not reviewed annually.	.1104	2

U. CHILDREN'S RECORD KEEPING

General Record Keeping

Item #	Description of Rule	Rule #	Pts
0114	A summary of the NC Child Care Law was not given to a parent of every child enrolled in the center.	G.S. 110-102	3
1301	Center did not maintain a record of daily attendance.	.0302(d)(3)	2
1327	Accurate records were not maintained for all children.	G.S. 110-91(9)	1
1328	Children's records were not made available for review.	G.S. 110-91(9); .2318	1
1734	All children's records, except ones regarding administration of medications as referenced in rule .0803(13), were not retained on file for as long as the child was enrolled, and/or for at least one year from the date the child was no longer enrolled in the facility.	.2318(6)	1

Application

Item #	Description of Rule	Rule #	Pts
1302	Individual applications were not on file for each child.	.0801(a)	1
1303	Application was not signed by the parent.	.0801(a)	1
1308	Application did not include the names of individuals to whom the center may release the child, as authorized by the person who signs the application.	.0801(a)(7)	1
1309	The information contained in the application was not accessible to caregiving staff during the time children were in care.	.0801(d)	1
1310	The completed, signed application was not on file on the first day each child attends.	.0801(a)	1
1322	A written statement from each child's parent giving standing permission which may be valid for up to twelve months for participation in off premise activities that occur on a regular basis was not available.	.1005(b)(4)	1
1329	Application for enrollment did not include all required information.	.0801(a)(1-7)	1

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1832	Application did not include health care needs or concerns, symptoms of and the type of response required for the health care needs or concerns.	.0801(a)(5)	1
1834	Application did not have a medical action plan attached for any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services.	.0801(b)	1
1835	The medical action plan did not contain the required information and/or was not updated on an annual basis or when changes to the plan were made by the child's parent or health care professional.	.0801(b)(1-4)	1
1836	Center administrators and staff did not use the information provided in the application to ensure that each individual child's needs are met.	.0801(e)	1

Medical

Item #	Description of Rule	Rule #	Pts
1311	Emergency medical care information was not on file in the center on the child's first day of attendance and/or was not updated as changes occurred or at least annually for each child.	.0802(c)	1
1313	Emergency information did not include name, address, and telephone number of parent or other emergency contact person.	.0802(c)(1)	1
1314	Emergency information did not name child's health care professional.	.0802(c)(2)	1
1315	Emergency information record did not include chronic illness and any medication taken for the illness.	.0802(c)(3)	1
1316	Emergency information did not contain information needed for safe medical treatment.	.0802(c)(4)	1
1317	Authorization for emergency medical care was not signed by child's parent.	.0802(d)	1
1318	Medical authorization was not present on child's first day.	.0802(d)	1
1319	Medical authorizations were not accessible to staff.	.0802(d)	1
1320	Children's records that include an application for enrollment, medical and immunization records, and permission to seek emergency medical care was not on file for each child.	G.S. 110-91(1); .0302(d)(2); .0304(g)	1
1321	Medical exam or health assessment was not on file before or within 30 days after admission.	G.S. 110-91(1)	1
1323	Each child was not immunized as per Article 6 of Chapter 130A and an immunization record was not on file before or within 30 days after admission.	.0302(d)(2)	1
1903	Documentation was not on file for medication given in error and/or the documentation did not include the required information.	.0803(14)(i-vii)	5

Behavior Management

1324	Signed and dated statement by parent that discipline policy received and explained at enrollment was not in child's file.	.1804(c)	1
1325	Parent's statement includes the child's name and date of enrollment and the date the parent signed the statement.	.1804(b)	1

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1326	Parent's statement was not in child's file attesting that any changes in the discipline policy were given in writing 14 days prior to effect.	.1804(c) ; .2102(d)	1
1904	Corporal punishment was implemented at a Religious Sponsored program prior to meeting all requirements as outlined in rule.	.2102(a)(1-2)(b)(c)	6
1905	In Religious Sponsored programs, using corporal punished, the facility did not share the discipline policy with all parents and/or did not provide a copy.	.2102(c)	1
1906	A religious sponsored program made changes to their discipline policy, and did not submit the changes to the Division within 30 days of the effective date.	.2102(d)	1

Safe Sleep

Item #	Description of Rule	Rule #	Pts
0893	A copy of the safe sleep policy was not given to and/or explained to the parent of each child on or before the first day the infant attended the center.	.0606(c)	1
0894	Any changes or amendments to the center's safe sleep policy were not given in writing to the parents of all enrolled infants at least 14 days before the change and/or a signed statement from the parent acknowledging the receipt and explanation of the change was not in the infant's file. (Omit item 0894 if the center does not care for infants under the age of 12months).	.0606(d)	1
0896	A health care professional's or parent's waiver of the requirement that all infants be placed on their backs for sleeping did not contain the required information and/or was not maintained in the infant's file. (Omit item 0896 if the center does not care for infants under the age of 12months).	.0606(e)(1-4)	1

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Item #	Description of Rule	Rule #	Pts
1907	A copy of the Prevention of Shaken Baby and Abusive Head Trauma policy was not given to or explained to parents of newly enrolled children up to five years of age on or before the first day the child receives care at the center.	.0608(b)	3
1908	A child's file did not have a statement with parent signature acknowledging receipt and explanation of the Prevention of Shaken Baby Syndrome and Abusive Head Trauma policy and/or the acknowledgement did not have all the required information.	.0608(b)(1-6)	3
1909	The Prevention of Shaken Baby Syndrome Policy was changed and the center did not give in writing a notice of the change to the children's parents 14 days prior to implementing the new policy and/or a statement from the parent acknowledging the receipt and explanation of the change in policy was not in the child's file.	.0608(c)	3

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V. PROGRAM RECORD KEEPING

Item #	Description of Rule	Rule #	Pts
0115	A summary of the NC Child Care Law was not posted in a prominent place in the center.	G.S. 110-102	3
124	The center did not maintain records as required in rule, and/or were not made available to the Division for review.	G.S. 110-91(9); .0304(g); .2318	2
125	Daily records of arrival and departure times for children enrolled at the center were not maintained as children arrive and depart and/or were not made available for review.	.0302(d)(4)	2
0319	Staff/child ratios applicable to a classroom, were not posted in each classroom.	.0713(a)(10), (c) & (f)(3); .2818(e)	2
326	Program records were not retained for the required timeframe.	.2318(8)	2
1910	The driver or other staff member in the vehicle did not ensure children were transferred to an individual who is indicated on the application.	.1003(a)	1
0801	Written procedures were not established for pick-up and delivery of children.	.1003(b)	2
0802	Safe pick-up and delivery procedures were not communicated to parents and/or were not posted where they can be seen by the parents.	.1003(b)	3
0830	A First Aid information sheet was not posted in a place for referral and/or the information sheet did not include all the required information.	.0802(h)	5
0852	Incident reports were not completed each time a child was injured, it did not include all the information required in rule, it was not signed by the parent and/or it was not maintained in the child's file.	.0802(e)	1
1952	A copy of the incident report was not given to the parent.	.0802(e)	1
1911	An incident report was not completed and mailed to a Division representative within seven days after the incident when medical treatment was required.	.0802(f)	1
0853	Incident logs were not completed and maintained as required.	.0802(g)(1-6)	2
0859	Monthly playground inspections were not completed and/or they were not completed by an individual trained in playground safety requirements.	.0605(q)	2
1737	All building inspections shall remain on file at the center for as long as the license remains valid.	.2318(4)	2
1913	All fire, sanitation and pool inspections were not on file for a minimum of three years.	.2318(5)	3
1738	A record which required a signature of a staff person or parent was not preserved in a format required in rule.	.2318(2)	1
1739	All records required were not available for review by a representative of the Division.	.2318(1-8)	2

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION
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Emergency Medical Care Plan

Item #	Description of Rule	Rule #	Pts
0832	There was no written emergency medical care (EMC) plan.	.0802(a)	3
0833	The EMC plan did not give the procedures to be followed.	.0802(a)	3
0837	The EMC plan did not name the person responsible, and at least one alternate, for choosing and carrying out the plan of action to obtain appropriate medical care.	.0802(a)(1)(A-B);	3
0838	The EMC plan did not name the person responsible for taking the authorization for treatment, accompanying the ill or injured person, notifying contact persons and/or obtaining substitutes.	.0802(a)(2)(A-D)	3
1914	The person identified as the person or alternate person responsible for carrying out the emergency medical care plan was not on the premises at all times and/or did not accompany children for off premise activities.	.0802(b)(1-2)	3
0839	The EMC did not give the location of an available telephone.	.0802(a)(3)	3
0862	The EMC plan was not reviewed with all staff annually and whenever the plan was revised.	.0802(a)	3
0873	Center Staff did not follow the EMC plan.	.0802(a)	3

W. ENHANCED REQUIREMENTS

Enhanced Staff/Child Ratios

Enhanced Space Requirements

Item #	Description of Rule	Rule #	Pts
1756	Enhanced staff/child ratios and group sizes for the number and ages of children in care were not met.	.2818	6
Item #	Description of Rule	Rule #	Pts
1245	For each child, there was not at least 30 sq. ft. indoors and 75 sq. ft. outdoors for one-third of the total number of the total licensed capacity, or at least 35 sq. ft. indoors and 75 sq. ft. outdoors for the total licensed capacity.	.2809(a)	6

Enhanced Program Requirements

Item #	Description of Rule	Rule #	Pts
1064	Center failed to maintain compliance with all requirements for the current point level in the Education Standards Component and/or Program Standards Component of the Rated License.	.2830	2
1794	A Four- or Five- Star program serving four year old children was not implementing an approved curriculum.	.2802(d)	4
1795	A Four- or Five-Star program serving four year old children was using an approved curriculum to earn a quality point.	.2829(2)	2
1205	Center did not have an area for administrative needs and private conferences.	.2809(b)	2
1246	All 5 of the following activity areas were not available daily to each group: art/creative play, children's books, blocks/block building, manipulatives, and family living/dramatic play.	G.S. 110-91(12); .2806(b)	4

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X. AQUATIC ACTIVITIES

Item #	Description of Rule	Rule #	Pts
0225	Swimming pools used by children did not meet the “Rules Governing Public Swimming Pools” in accordance with 15A NCAC 18A .2500.	.1403(l)	3
1915	Aquatic activities were permitted in hot tubs, spas, saunas or steam rooms, portable wading pools, natural bodies of water, or other unfiltered non disinfected containments of water.	.1403(b)(1-5)	3
1916	Written permission was not given by parent for child to participate in aquatic activity.	.1403(i)	3
0226	Swimming pool safety rules were not posted in a place visible to staff and children for any swimming pool located on the child care facility premises.	.1403(k)(1-5)	3
0304	Required staff/child ratios were not maintained during aquatic activities.	.1403(e)	6
0305	The required lifeguard was included in the staff/child ratio.	.1403(c)	6
0320	Children under the age of three participated in an aquatic activity.	.1403(d)	4
0321	Children were not adequately supervised while participating in an aquatic activity.	.1403(f)	6
0322	Prior to children participating in aquatic activities, the center did not develop policies that included required information.	.1403(g)(1-5)	2
0323	Prior to supervising children on an aquatic activity, and annually, staff did not sign and date a statement that they had reviewed the center’s policies on aquatic activities.	.1403(h)(1-3)	1
0324	The signed statement about aquatic activities was not maintained in the staff person’s personnel file for one year.	.1403(h)(1-3)	2
1414	Children did not wear an age or size appropriate personal floatation device, while participating in and for the duration of a recreational activity conducted on the water.	.1403(n)	3
0314	School-age children did not wear bicycle helmets when riding bicycles.	.2506(e)	3
1917	Sanitary cold storage was not provided for perishable snacks or lunches, that children brought from home.	.2505(c)(1)	2
545	The center which provides care to school-age children did not provide a balance of teacher directed and free choice activities appropriate to the age, needs and interests of the children.	.2508(a)	4
546	Opportunities were not provided for children to participate in the planning and implementation of activities.	.2508(b)	3

Y. CAREGIVING FOR SCHOOL AGE CHILDREN AND SUMMER CAMP REQUIREMENTS

Item #	Description of Rule	Rule #	Pts
1402	The summer camp program licensed for less than 30 children did not meet Residential Building Code as prescribed in Volume1B of the NC Building Codes (Summer camp only).	.2502(c)(1)	6

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1403	The summer camp program licensed for 30-99 children did not meet NC Building Code requirements for Business Occupancy (Summer camp only).	.2502(c)(2)	6
1404	The summer camp program was licensed for more than 99 children and did not meet NC Building Code requirements for Assembly, Educational, or Institutional Occupancy (Summer camp only).	.2502(c)(3)	6
1407	There was no permanent structure located at home base which is primary site of the day camp activities (Summer camp only).	.2502(b)	6
1408	The program operates outdoors or off premises for at least 75% of day and did not have a minimum of 10 sq. ft per child of primary indoor space (Summer camp only).	.2502(b)(1)	6
1409	The camp did not have necessary notarized letters, agreements, or contracts for accommodating children indoors in the event of inclement weather (Summer camp only).	.2502(b)(2)	6
1918	Food was prepared in a summer day camp without following sanitation Rules Governing Summer Camps, 15A NCAC 18A .1000.	.2502(e)	3
1415	A written plan of the off-premises activities was not posted weekly in a place at home base or was not given to parents.	.2509(b)	2
1416	School-age program did not have a plan of off premise activities or did not include in the plan the location, purpose, time and date, person in charge, and telephone number or how to contact person in charge.	.2509(b)	2
1919	A blanket permission for field trips or leaving the premises was on file, but a plan of activities was not posted in a place for review by parents in advance on a weekly basis.	.2509(e)	2
1417	Equipment and materials were not age appropriate for the children in care.	.2508(d)	4
1418	Drinking water was not available to children at all times regardless of where activities were provided.	.2505(c)(2)	3
1420	Comfortable provisions were not made for children who wish to rest or were sick.	.2508(f)	3
1426	At least one individual (program coordinator) who was responsible for planning and ensuring the implementation of daily activities for a school-age program was not 18 years of age and had a HS diploma or equivalent.	.2510(b)(1)	5
1427	Program coordinator had not completed 2 semester credit hours in child and youth development and 2 semester credit hours in school age programming, or its equivalency, or was not enrolled in this coursework within 6 months of hire and complete the coursework within 18 months of enrollment.	.2510(b)(2)	5
1428	Program coordinator was not on site in a program offering before and after school care only.	.2510(b)(3)	5
1429	Program coordinator was not on site for two-thirds of the hours of operation. (Full-time programs only).	.2510(b)(3)	5

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1430	Assistant group leaders were not 16 years of age and/or had not completed or were not enrolled in Basic School-Age Care (BSAC) training.	.2510(d)	5
1920	Staff in summer camp programs required to complete Basic School-Age Care (BSAC) training did not complete BSAC training within four weeks of becoming employed.	.2502(f)	5
1432	Within the first 6 weeks of assuming responsibility for supervising a group of children, each employee did not complete at least 3 additional clock hours of training on topics outlined in this rule.	.2510(i)(2)(A-G)	1
1921	Staff working in part-time, full-day or track out school age care programs required to complete BSAC training, did not complete it within three months of employment.	.2510(j)	5
1445	All group leaders were not at least 18 years of age and/or had not completed or were not enrolled in BSAC training.	.2510(c)	5
1437	When staff and children's records were kept in central location, emergency information was not kept on site including, but not limited to, parent authorization for medical care and other required information (Summer camp only) .	.2502(d)	1
1443	Programs operating for 3 or fewer hours per day did not make 3 activities available daily.	.2508(c)(1-13)	4
1444	Programs operating for more than 3 hours per day did not make 4 activities available daily.	.2508(c)(1-13)	4
1449	Within the first 2 weeks of assuming responsibility for supervising a group of children, staff did not complete at least 6 hours of training on topics outlined in this rule.	.2510(i)(1)(A-D)	1

Z. CAREGIVING FOR SPECIAL POPULATIONS

Item #	Description of Rule	Rule #	Pts
1501	Center was not approved to care for mildly sick children.	.2403(a)	3
1923	A facility accepted a mildly sick child, who was not enrolled.	.2403(b)	3
1502	Center did not have approved written policies that contain the appropriate information on the care of mildly sick children.	.2403(d)(1-4)	2
1503	Center did not limit enrollment to children that meet the Level One criteria or the Level Two criteria.	.2404(a)(1) (A-B)&(2)(A-E)	3
1504	Children exhibiting certain symptoms as indicated in rule .2404(b) were not excluded from care by the on-site administrator or the on-site health care professional.	.2404(b)(1-7)	3
1506	All children, once admitted, were not assessed and evaluated every four hours, or more frequently if warranted based on medication administration or medical treatment, to determine if symptoms continue to meet inclusion criteria as set forth in the Rule.	.2404(c)	3
1507	Written permission from the parent was not required for admission of a mildly sick child.	.2405(a)	2
1508	Each parent had not signed a statement indicating that a copy of the mildly sick policies were given to and discussed with him/her before the child's attendance.	.2405(b)	1

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1924	Facility enrolled a mildly sick child without ensuring a parent remained on the premises until the preadmission health assessment and individualized plan of care was completed by center staff.	.2405(d)	3
1509	Children were admitted when staff who meet the proper qualifications were not on site and available to provide care.	.2405(e)	5
1925	Space exclusively serving mildly sick children did not have 45 square feet of inside space per child.	.2407(a)	6
1511	Separate areas of play were not provided for mildly sick children in an outdoor area shared by both well and mildly sick children.	.2407(b)(1)	6
1512	Indoor space used by mildly sick children was not separated by an interior or exterior entrance.	.2407(b)(2)	6
1513	Staff working with mildly sick children did not meet all requirements for pre-service training, orientation, on-going training and staff records.	.2408(a)(1-5)	2
1514	Children with Level One symptoms did not have a lead teacher present who has the NCECC or its equivalent prior to assuming care giving responsibilities.	.2408(a)(1)	5
1518	Centers that care for children with Level Two symptoms did not have the appropriate number of medical staff on site, based on the total number of children in care.	.2408(b)	5
1519	Each medical staff member did not have at least one year of full time pediatric nursing experience.	.2408(b)	5
1520	All children enrolled for mildly sick care did not have all the required records on file as required by G.S. 110 and the child care requirements.	.2409(a-b)	1
1926	In addition to orientation, staff working with mildly sick children did not complete 10 hours of training in required topic areas.	.2408(a)(3)(A-K)	1
1521	Each child admitted for mildly sick care did not have a preadmission health assessment completed.	.2409(a)(1)	1
1522	Each child admitted for mildly sick care did not have general admission information completed which includes typical behavior, activity level, patterns for eating, sleeping and toileting.	.2409(a)(2)	1
1523	Each child admitted for mildly sick care did not have an individualized plan of care completed by the parent and a staff member with appropriate mildly ill care training.	.2409(a)(3)	1
1524	A daily written record was not maintained for each child and/or a copy was not given to the parent.	.2409(a)(4)	1
1525	Daily written record did not contain information on eating, sleeping, toileting patterns, medications administered, activity levels, and changes in symptoms.	.2409(a)(4)	1
1526	Children's records were not on file prior to attending the mildly sick care area.	.2409(b)	1
1527	Developmentally appropriate equipment and materials were not available daily to the mildly sick children receiving care.	.2410(a)	4

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1528	Eating, toileting, sleeping, resting, and playing was not individually determined and flexible to allow each child to decide when and where to participate in available activities and to nap or rest at any time.	.2410(b)	4
1529	Daily outdoor time was not available for children with Level One symptoms who are present more than three consecutive days unless deemed inappropriate by the child's attending health care professional.	.2410(c)	4
1530	Meals and snacks provided for mildly sick children were not in accordance with rules in Section .0900 of the child care requirements when a child's individual plan of care did not specify otherwise.	.2411	6
1531	One staff member per group of mildly sick children with Level One symptoms was not knowledgeable of and able to recognize common symptoms of illness.	.2408(a)(2)	1
1532	One staff member per group of mildly sick children with Level One symptoms did not have First Aid training within the last 3 years.	.2408(a)	1
1533	One staff member per group of mildly sick children with Level One symptoms did not have CPR certification within the last year.	.2408(a)	1
1754	Mildly sick staff to child ratios and group sizes for the number and ages of children in care were not met.	.2406	6

Developmental Day Programs [License]

Developmental Day Programs [Staff]

Item #	Description of Rule	Rule #	Pts
1741	The center did not maintain a four or five star rated license with an average score of 5.0 on the appropriate environment rating scale in each classroom evaluated.	.2902(c)	3
1742	The center failed to receive a four or five star rated license with an average score of 5.0 on the appropriate environment rating scale at the end of the Temporary License period.	.2902(d)	3
1743	A minimum of two staff members were not on site at all times while children were present at the facility.	.2902(g)	6
1755	Certified developmental day center staff/child ratios and group sizes for the number and ages of children in care were not met.	.2902(f)	6
1744	A minimum of one staff who holds a NC B-K Continuing or Initial License; a NC Initial or Continuing Professional License with a B-K or Preschool Add-on; NC Lateral Entry B-K License; NC Residency B-K License; or a NC Emergency B-K License, was not available to provide program oversight and supervision for any caregivers in classrooms serving children ages birth to three years.	.2903(a)	5

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1745	During the 185 day school year, each child aged three-years-old and older on or before the initial school entry date, were not served in a classroom with at least one lead teacher who holds an Initial or Continuing Professional B-K License or a NC Professional Educator's License with a Provisional B-K or Preschool Add-on.	.2903(b)	5
1927	Children who turned three-years-old after the school entry date who are identified as a child with a disability as evidenced by an IEP, were not served in a classroom by a teacher who holds a NC Continuing B-K or Initial B-K License; a NC Professional Educator's License with a Provisional B-K or Preschool Add-on License; or a NC Lateral Entry B-K License or Residency B-K License.	.2903(c)	5
1928	Teachers who were required to hold a NC Initial or Continuing B-K License were not enrolled with the Early Educator Support Unit of the Division of Child Development and Early Education.	.2903(d)	5
1746	During the time when school is not in session, each group of preschool children did not have at least one lead teacher with a minimum of an A.A.S. degree in early childhood education or child development or an A.A.S degree in any major with 12 semester hours in early childhood education or child development.	.2903(e)	5
1747	During the 10-month school year, each group of school-age children did not have at least one teacher who holds a State certification as a Special Education Teacher. For centers operating 12 months, during the two additional months of operation, each group of children did not have a teacher who had completed at least two semester hours of school-age care related coursework and completed or enrolled in at least two additional semester hours of school-age coursework.	.2903(f)	5

Developmental Day Programs [Staff]

Item #	Description of Rule	Rule #	Pts
1748	For Developmental Day programs operating 12 months, during the time when school is not in session, each group of school-age children did not have at least one teacher who has completed at least two semester hours of school-age related coursework and has completed or is enrolled in at least two additional semester hours of school-age related coursework.	.2903(f)	5
1749	The center administrator did not have a Level III North Carolina Early Childhood Administration Credential and two years work experience with children with developmental delays or disabilities.	.2903(g)	5

Developmental Day Programs [Program Requirements]

Item #	Description of Rule	Rule #	Pts
1537	Children did not participate daily in activities outlined in a plan of care (IFSP, IEP, PCP) or for typically developing children, an activity plan developed by the center.	.2904(a)	4

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION
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1538	Activities did not allow children to participate in whole group, as part of the group or independently.	.2904(a)	4
1750	Except for special events or activities, children ages three and older were grouped with school age children.	.2904(b)	6
1751	The staff/child ratio for the youngest child in the group was not maintained when children ages birth to five years were grouped together for the first and last operating hour of the day.	.2904(b)	6
1752	Developmental Day center policies did not include a description of ways children with special needs have opportunities for inclusion with children who are typically developing.	.2904(c)	6

Developmental Day Programs [Family Services]

Item #	Description of Rule	Rule #	Pts
1753	The center did not facilitate family involvement as evidenced by meeting at least four of the six approved activities.	.2905(1-6)	4

NC Pre-Kindergarten Services

Item #	Description of Rule	Rule #	Pts
1761	The center serving NC Pre-K children did not maintain a four or five star rated license.	.3002(a)	3
1762	The center did not have an ECERS-R assessment completed for at least one NC Pre-K classroom every three years as part of the programs rated license assessment. The classroom did not achieve an ECERS-R score of at least 5.0.	.3002(b)	3
1929	A classroom serving NC Pre-K children provided outdoor time, either as part of a small group, whole group, or individual activity for less than 45 minutes per day when weather conditions permit.	.3002(c)	3
1763	When a child is absent for more than three consecutive days, the site- level administrator did not contact the child's parent to determine if the parent wishes the child to remain in the NC Pre-K Program. The site level administrator did not document attempts to contact the family and/or include decisions the child's parent makes regarding the child's continued participation in the program.	.3003	2
1930	The site level administrator did not contact the local NC Pre-K Contractor to share information related to the child's absence and to determine what further actions were necessary to maintain the child's attendance.	.3003	3
1931	The site level administrator terminated a child's participation in the NC Pre-K program before determining if barriers to the child's attendance existed and could be remedied through assistance.	.3003	3
1764	A health assessment was not on file at the NC Pre-K site within 30 days after a child entered the NC Pre-K program or the health assessment was more than 12 months old at the time of program entry.	.3005(a)	1
1765	The health assessment did not include a physical examination.	.3005(a)(1)	1
1766	The health assessment did not include updated immunizations.	.3005(a)(2)	1
1767	The health assessment did not include a vision screening.	.3005(a)(3)	1

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1768	The health assessment did not include a hearing screening.	.3005(a)(4)	1
1769	The health assessment did not include a dental screening.	.3005(a)(5)	1
1770	The site-level administrator did not review the health assessment results at the time of the child's entry into the program to determine whether the assessment included specific instructions for identified health needs that may require physical or occupational or other therapies to support the child's development and learning goals.	.3005(b)	1
1771	A screening assessing development was not conducted within 90 days after the first day of attendance in the program or within six months prior to the first day of attendance and/or the screening was not conducted by a health care, community or school professional trained in administering the screening tool.	.3006(a)	1
1772	The site-level administrator did not review the developmental screening results and/or did not share results with families when the results indicated a need for further evaluation of the child in one of the domains of development.	.3006(b)	1
1932	The site-level administrator did not work with the family to contact the local school system's Exceptional Children Program or other qualified resources to determine if a child was eligible for special education, related services or other supports for modifications in the classroom.	.3006(b)	2
1773	The NC Pre-K program does not use North Carolina's Early Foundations for Early Learning and Development.	.3007	4
1774	The NC Pre-K classroom(s) was not using a curriculum as defined in 10A NCAC 09 .0102(10).	.3007(b)	4
1933	The NC Pre-K Classroom did not conduct an approved formative assessment with each child and/or did not use the assessment to plan and deliver instruction.	.3008	1
1934	The NC Pre-K Classroom did not review each child's progress by sharing the formative assessment results with each child's family.	.3008	4
1775	NC Pre-K program staff/child ratios and group sizes for the number and ages of children in care were not met (1/9 with maximum group size 18). A classroom of 9 or less did not have at least one teacher.	.3009	6
1776	The NC Pre-K program has not developed a plan for family engagement consisting of strategies designed to develop partnerships with families that promotes shared decision-making opportunities.	.3010(1-6)	2
1777	The administrator does not meet the education requirements for administrator qualification as specified for NC Pre-K programs.	.3011(a)(1-4) (A-B)	5
1778	The administrator served as the NC Pre-K teacher or teacher assistant.	.3011(d)	5
1779	A long term vacancy for the administrator exceeded 12 weeks. When the site level administrator is unable to work, the interim site-level administrator was employed more than 12 weeks and/or did not meet the qualifications in this rule.	.3011(b)	5

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1780	The NC Pre-K teacher does not meet the education requirements as specified for NC Pre-K programs.	.3012(a)(1-7)	5
1781	The NC Pre-K lead teacher employed by nonpublic schools is not enrolled with the Early Educator Support Unit of the Division of Child Development and Early Education.	.3012(k)	1
1935	NC Pre-K teacher with a Lateral Entry B-K License did not make progress toward the NC Professional Educator's B-K Continuing License listed in rule.	.3012(b)(1-4)	5
1950	NC Pre-K teacher with a NC Residency B-K License did not make progress toward the NC B-K Initial or Continuing Professional License.	.3012(c)(1-4)	5
1951	NC Pre-K teacher with a NC Emergency License did not make progress toward the Residency B-K License.	.3012(d)(1-3)	5
1782	The NC Pre-K teacher with a NC Professional Educator's License with a Provisional B-K or Preschool Add-on did not make progress towards clearing the Licensure Add-On provisions as listed in this rule.	.3012(e)(1-4)	5
1936	Teacher did not meet the annual minimum semester hours and did not submit a written request for an extension with the required information listed in rule.	.3012(f)	5
1937	Teacher did not maintain the B-K or Pre-K/K Add-on Continuing License in accordance with NC G.S. 115C-296(b)(1)(4), 115C-296(II), and NC State Board of Education Policy LICN-005.	. 3012(h)	5
1938	Teacher with expired B-K Continuing licenses did not meet the provisions set forth in NC G.S. 115C-296(II).	.3012(i)	5
1939	The site level administrator of a NC Pre-K Program did not maintain documentation of teacher progress toward the required standards specified in Rule.	.3012(j)	5
1783	The teacher assistant does not meet the education requirements and/or documentation was not available for review of the progress toward the required standard.	.3013(1)(2)(a-b)	5
1784	Substitute staff for the teacher did not meet the minimum qualifications.	.3014(a)(1)(A-B)(2)	5
1785	Substitute staff for the teacher assistant did not meet the minimum qualifications.	.3014(b)	5
1786	Substitute staff for the teacher or the teacher assistant exceeded 12 weeks without approval from the Division of Child Development and Early Education NC Pre-K Unit.	.3014(c)	5
1787	NC Pre-K teachers and teacher assistants did not provide child-directed and teacher-directed instructional day-to-day learning activities for children enrolled in the NC Pre-K program for at least 32.5 hours a week.	.3015	2

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1788	Licensed administrators, teachers and teacher assistants employed by public and non-public schools did not participate in professional development consistent with the level of education and type of educator licensure required for employment.	.3016	3
1940	The site administrator did not notify the NC Pre-K Contract Administrator and the local Preschool Exceptional Children Program for assistance when a child's development needs exceeded the program's capacity to address the need by one of the methods listed in rule.	.3017(b)(1)(A-E)	4
1941	A support plan was not created to support a child's placement and participation in a NC Pre-K program when the child has exhibited challenging behavior that has prevented the child's progress in any developmental domain.	.3017(b)(2)	4
1942	The DCDEE was not notified when support plans required an alternative placement and support services for a child.	.3017(3)	4
1943	A site administrator suspended or expelled a child from a NC Pre-K Program before the site administrator had completed the requirements in (1-3) of this paragraph.	.3017(4)	4
1944	A child did not pose a risk of harm to oneself or others and received less than the 6.5 hour NC Pre-K day.	.3017(5)(A-F)	4

ZZ. MISCELLANEOUS ITEMS

Item #	Description of Rule	Rule #	Pts
9995	All other rules must be followed even if there is not a specific violation number listed on this form.	Any rule from NC General Statutes or Child Care Requirements or Sanitation	1-6
9996	All other rules must be followed even if there is not a specific violation number listed on this form.	Any rule from NC General Statutes or Child Care Requirements or Sanitation	1-6
9997	All other rules must be followed even if there is not a specific violation number listed on this form.	Any rule from NC General Statutes or Child Care Requirements or Sanitation	1-6
9998	All other rules must be followed even if there is not a specific violation number listed on this form.	Any rule from NC General Statutes or Child Care Requirements or Sanitation	1-6

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION
CHILD CARE CENTER ITEM NUMBER LISTING**

9999	All other rules must be followed even if there is not a specific violation number listed on this form.	Any rule from NC General Statutes or Child Care Requirements or Sanitation	1-6
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