

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

**A. GENERAL LICENSING REQUIREMENTS**

Item #	Description of Rule	Rule #	Pts
0101	Parents were not allowed unlimited access during operating hours to contact child or evaluate program.	0.0205	3
0102	The license was not posted in a prominent place at all times.	GS 110-99(a)(1)	3
0103	The number of children present was not within permit capacity.	GS 110-91(7) & 1401(a)(3)	6
0107	The center did not comply with the permit restrictions.	GS 110-91 & GS 110-106	3
0108	The operator made an effort to falsify information.	GS 110-91(14)	2
0110	Center staff did not report missing or deceased children to the Division of Child Development and local authorities.	GS 110-102.1 (a-b)	3
0111	The center, licensed for 3-12 children in a residence, was not located in an occupied residence.	0.1304	3
0112	When center moved to a new location, licensee did not obtain a new license prior to occupying the new location.	.0204(b)	3
0113	The center did not report a suspected case of child abuse or neglect as required by the mandatory duty prescribed in GS 7B-301.	GS 110-91	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.	GS 110-98 & GS110- 98.1	3
0118	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.	.2201(d)(2)(A)	2
0119	The written notification did not include the nature of the substantiated complaint or type of administrative action that was issued.	.2201(d)(2)(A-B)	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	.2201(d)(2)(A-C)	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.	.2201(d)(3)	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.	.2201(d)(1)	2
0123	A Division representative was denied access to inspect the child care facility.	GS 110-105(a)	3
1001	A person with certain criminal records or personal habits or behavior which may be harmful to children as described in GS 110-90.2 was not excluded from operating or being employed in the center, and/or the operator gave permission for such persons to be on the premises when the children were present.	GS 110-90.2	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.	GS 110-105.4(a)	3
1810	There was a substantiation of child maltreatment. (Effective January 1, 2016)	GS 110-105.6(a)	3
0123	A Division representative was denied access to inspect the child care facility.	GS 110-105(a)	3
1807	The facility operator failed to follow the protection plan restricting an individual alleged to have maltreated a child or suspending activities.	GS 110-105.3(e)	3
1808	An individual whose name is listed on the Child Maltreatment Registry provided care for a child(ren).	GS 110-105.5(c)	3
1809	The facility operator did not complete the corrective action as specified by the Division.	GS 110-105.6(d)	3

**C. ANNUAL INSPECTIONS**

**D. ADEQUATE AND APPROVED SPACE**

**E. STAFF/CHILD RATIO**

Item #	Description of Rule	Rule #	Pts
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0104	Center has not passed required sanitation inspection.	.0304(b)	<b>3</b>
0105	Center has not passed required building inspection.	.0302(b)	<b>3</b>
0106	Center has not passed required fire inspection.	.0304(a)	<b>3</b>
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0103	The number of children present was not within permit capacity.	GS 110-91 (7)	<b>6</b>
0201	At least 25-sq. ft. of primary space indoors per child in permit capacity was not available.	GS 110-91(6); .1401(a)(3)	<b>6</b>
0203	At least 200 cubic feet of air space per child in single-use room where children rest or sleep was not available.	GS 110-91(6); .1401(a)(1)	<b>6</b>
0209	Children used space that was not approved.	GS 110-91(1)&(4-5)	<b>6</b>
0215	At least 75 square feet of outdoor play area per child in permit was not available.	GS 110-91(6); 1402 (a)	<b>6</b>
0216	The center did not have at least 75 square feet of outdoor space per child present outdoors.	GS 110-91(6);	<b>6</b>
0217	The Center did not have at least 75 square feet of outdoor play space per child for at least 1/2 of permit capacity, and a minimum of 30 children can be accommodated at one	.1402(b)	<b>6</b>
1245	There was not at least 30 sq. ft indoors and 100 sq. ft outdoors per child present, <b>or</b> at least 35 sq. ft. indoors for each child present and 100 sq. ft. outdoors for 50% of children present. <b>[for programs meeting enhanced requirements only]</b>	.2809(a)	<b>6</b>
1405	There was not at least 25 sq. ft. of primary space indoors per child in permit capacity.	GS 110-91(6); .2504(a)	<b>6</b>
1406	A room was routinely occupied by more children than the space can accommodate at 25 square feet per child.	<b>GS 110-91 (7); .1401(a)(3) &amp; .2504(a)</b>	<b>6</b>
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0301	Minimum staff/child ratios and group sizes for the number and ages of children in care were not met.	GS 110-91(7); .0712(a-b); .0713(a)	<b>6</b>
0304	Required staff/child ratios were not maintained during aquatic activities.	.1403(d)	<b>6</b>
0305	The required lifeguard was included in the staff/child ratio.	.1403( c)	<b>6</b>
0306	The only caregiver was responsible for other duties besides direct child care and children under the age of 2 years were in care.	.0712(a)(1);	<b>6</b>
0307	Only one caregiver was required, but the name, address and telephone number of agreed emergency relief was not posted, or a second adult was not on-site for emergency relief.	.0712(a)(2); .0713(i)	<b>6</b>
0308	The required staff/child ratio was not maintained when children 2 years of age and older were transported.	.1004(a)	<b>6</b>
0309	When 3 or more children under 2 years of age were transported, the required staff/child ratio was not maintained.	.1004(b)	<b>6</b>
0315	In any multi-age group situation the staff/child ratio for the youngest child in the group was not maintained for the entire group.	.0713(b)	<b>6</b>
0316	Children under one year of age were not kept separate from children two years and older.	.0713(f)	<b>6</b>
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 or visually supervising all the children and the total number of required staff on the premises and within calling distance of each room occupied by children.	.0714(g)	<b>6</b>
0318	Children between 12 and 24 months of age were grouped with children 3 years of age or older.	.0713(g)	<b>6</b>
1026	Someone less than 16 years old was left alone with children or was counted in the staff/child ratio.	GS 110-91(8); GS 110-106; .0703(b)	<b>6</b>
1120	Ratios were not maintained when children 2 years and older were transported.	.1004(a)	<b>6</b>
1121	The driver was counted in the staff/child ratio when 3 or more children less than 2 years were transported.	.1004(b)	<b>6</b>
1754	Mildly ill and/or medically fragile staff/child ratios and group sizes for the number and ages of children in care were not met.	.2406; .2605	<b>6</b>
1755	Certified developmental day center staff/child ratios and group sizes for the number and ages of children in care were not met.	.2902(d);	<b>6</b>

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1756	Enhanced staff/child ratios and group sizes for the number and ages of children in care were not met.	0.2818	<b>6</b>
1775	NC Pre-K program staff/child ratios and group sizes for the number and ages of children in care were not met.	0.3009	<b>6</b>

**F. SUPERVISION**

Item #	Description of Rule	Rule #	Pts
0303	Children were not adequately supervised at all times.	.0714(f)	<b>6</b>
0321	Children were not adequately supervised while participating in an aquatic activity.	.1403(e)	<b>6</b>
1118	Children were left in a vehicle unattended by an adult.	GS 110-91(13) & .1003(g)	<b>6</b>
1424	School-age children were not adequately supervised.	.2506(d)(1)(A-C) (2) & (3)	<b>6</b>

**G. SAFETY AND HEALTH**

**General Safety Items**

Item #	Description of Rule	Rule #	Pts
0109	The center prevented access to a fire exit.	N.C. Fire Code	<b>3</b>
0437	Teacher-made and home-made equipment, toys, and materials were used that were not safe and/or functional.	.0509(c)	<b>3</b>
0806	A body of water on the premises was not enclosed by a fence and/or was not separated from remaining play area by that fence.	.1403(i)	<b>3</b>
0807	A safe indoor and outdoor environment was not provided for the children.	.0601(a)	<b>3</b>
0809	Hazardous items, materials, and equipment were used without adult supervision.	.0601(b)	<b>4</b>
0810	Firearms and ammunition are prohibited in a licensed child care program unless carried by a law enforcement officer.	.0604(b)	<b>3</b>
0812	Electrical outlets and power strips, not in use which were located in space used by children were not covered with safety plugs unless located behind furniture or equipment that cannot be moved by a child.	.0604(c)	<b>3</b>
0813	Electric fans were not mounted out of reach or did not have a mesh guard to prevent access.	.0604(d)	<b>3</b>
0814	Electrical appliances were not used according to instructions.	.0604(e)	<b>3</b>
0815	Electrical cords were accessible to infants and toddlers.	.0604(f)	<b>3</b>
0817	Extension cords were used that were not approved by a fire inspector.	.0604(f)	<b>3</b>
0818	There were frayed or cracked electrical cords.	.0604(f)	<b>3</b>
0820	A person(s) was smoking on the premises of the child care center.	.0604(h)	<b>3</b>
0822	Fuel burning heaters, fireplaces and floor furnaces were not fitted with a protective screen securely attached to prevent access by children.	.0604(i)	<b>3</b>
0823	Toxic plants were accessible to children.	.0604(j)	<b>3</b>
0828	Air conditioning units were accessible or did not have a guard to keep objects from being thrown into the unit.	.0604(k)	<b>3</b>
0829	Gas tanks, gas, and/or charcoal grills were not in a protective enclosure, making them accessible to children.	.0604(l)	<b>3</b>
0850	The center allowed children whose illness was not within the prescribed guidelines to attend.	.0804(a)(1-11)	<b>3</b>
0855	Fencing included fixed bodies of water.	.0605(g)	<b>3</b>
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(n)	<b>3</b>
NEW-1828	Jump ropes and rubber bands were accessible to children under five years of age without adult supervision.	.0604(o)	<b>3</b>
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(o)	<b>3</b>
0860	Balloons were accessible to children.	.0604(o)	<b>3</b>
0861	Styrofoam and foam rubber products were accessible to children under 3 years of age (except for plates used for food service and large foam rubber used for supervised art activities).	.0604(o)	<b>3</b>

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0885	A first aid kit was not available on site and/or accessible to staff, at all times.	.0604(q)	3
NEW-1829	The location of the first aid kit was not shared with staff.	.0604(q)	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.	GS 110-91	3
1423	First aid equipment was not always available regardless of where activities were provided.	.2506(a)	3
0805	Fire drills were not practiced monthly and or the drill record was incomplete.	.0604(r); .0302(d)(5)	3
1811	Shelter-in-place or lockdown drills were not practiced every three months and or drill record was incomplete.	.0604(s);.0302(d)(8)	3

**Storage of Hazardous Items and Medication**

**Sleeping and Napping**

Item #	Description of Rule	Rule #	Pts
0811	Potentially hazardous items were not stored appropriately or removed.	.0604(a)	5
0819	Materials for starting fires were not kept in locked storage.	.0604(g)	5
0821	Smoking materials were not kept in locked storage.	.0604(h)	5
0840	All hazardous items and those products in aerosol dispensing cans 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 were not used under adult supervision.	.0601(b); .2506(c)	5
1422	Potentially hazardous items were not stored appropriately or removed.	.2506(c)	5
Item #	Description of Rule	Rule #	Pts
0816	Cribs and playpens were placed so that children occupying them had access to cords or ropes.	.0604(m)	3
0867	While sleeping, bedding or other objects were placed in a manner that covered the child's face.	.0714(i)	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(p)	3
0881	The evacuation crib or other approved device did not have wheels or a reinforced bottom.	.0604(p)	3
0882	The evacuation crib or other approved device was not able to fit through the exit door.	.0604(p)	3

**Sleeping and Napping Continued**

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(p)	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(p)	3

**Healthy Practices and Reduction of the Spread of Germs**

**Emergency Preparedness and Response**

Item #	Description of Rule	Rule #	Pts
0616	Mouth contact surfaces of toys in infant and toddler rooms were not sanitized daily or more frequently if necessary.	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
NEW-1830	Potential bio-contaminants were not stored properly (locked storage, removed from premises, or otherwise inaccessible to children).	.0604(u)	3

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0804	There was not a sufficient supply of clean linen on hand.	.0806(c)	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 ill 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 is ill and must leave the center.	.0804(b)(4)	3
0879	The center did not notify the parent of a sick child in care that the child's condition worsened while in care.	.0804(b)(5)	3
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
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 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
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**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0205	Storage space was not available for each child's personal belongings.	GS 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 safe and comfortable bed, crib, or cot, equipped with a firm waterproof mattress at least 4 inches thick, was not provided for each child receiving overnight care ( <b>For overnight care only</b> ).	0.0603	4
0702	Child sized equipment and furnishings, or those adapted for safe and effective use by children, were not provided.	.0601(c)	4
0703	Chairs and tables were not the proper height for the children in care.	.0601(c)	4
0704	All indoor equipment and furnishings were not in good repair and in usable condition.	.0602(a)	4
0705	Indoor equipment and furnishings were not sturdy, stable and free of other hazards.	.0602(b)	4
0707	Broken indoor and outdoor equipment or furnishings were not removed or inaccessible.	.0602(c); .0605(c)	4

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0709	The learning environment (indoor and outdoor areas) did not have age and developmentally appropriate equipment and materials accessible on a daily basis.	.0509(1); .0601( c)	<b>4</b>
1419	All commercially manufactured equipment and furnishings were not assembled and installed according to procedures specified by the manufacturer.	.0602(a)	<b>4</b>

**I. OUTDOOR PLAY AREAS AND EQUIPMENT**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0218	Outdoor play area did not provide an area that is shaded.	.1402(d)	<b>6</b>
0219	Outdoor area was not designed so staff can see and easily supervise the entire area.	.1402(e)	<b>6</b>
0452	Separate outdoor play areas or time schedules were not provided for children under two when more than 15 children were in care.	.0601(d)	<b>3</b>
0709	The learning environment (indoor and outdoor areas) did not have age and developmentally appropriate equipment and materials accessible on a daily basis.	.0509(1); .0601( c)	<b>4</b>
0710	Commercially manufactured outdoor equipment and furnishings were not assembled and installed according to manufacturer's directions.	.0605(a)	<b>4</b>
0712	Gravel was used as surfacing material in areas used by children under 3 years of age.	.0605(h)	<b>4</b>
0713	Children were allowed to play on equipment that was too hot to touch.	.0605(d)	<b>4</b>
0714	Openings in equipment, steps, decks, and handrails were not less than 3 1/2" or greater than 9".	.0605(e)	<b>4</b>
0715	All upright angles were not greater than 55 degrees to prevent entrapment and entanglement.	.0605(f)	<b>4</b>
0716	All stationary equipment, more than 18 inches high, was not installed over an acceptable resilient surface.	.0605(h)(1-4)	<b>4</b>
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(i)	<b>4</b>
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(j)(2)	<b>4</b>
0719	Swing seats were not made of plastic or flexible material.	.0605(k)	<b>4</b>
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(l)(1-3)	<b>4</b>
0721	All outdoor equipment and furnishings were not in good repair and maintained in usable condition.	.0605(a)	<b>4</b>
0722	Outdoor equipment and furnishings were not sturdy, stable and free of other hazards.	.0605(b)	<b>4</b>
0824	Outdoor play area was not enclosed by fence with a minimum height of 4 feet.	GS 110-91(6); 10A NCAC 09.605(g)	<b>3</b>
0825	Children played outside the fenced area without parent's written permission.	.0512(b)(4)	<b>3</b>
0826	Gates to the play area were not securely closed when children are in the area.	.0605(g)	<b>3</b>

**J. GENERAL CAREGIVING ACTIVITIES**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0410	Each child did not have an opportunity to be outdoors daily, if weather condition	GS 110-91(2);.0509(4)	<b>4</b>
0411	Every child was not provided an appropriate time and place to rest.	GS 110-91(2)	<b>4</b>
0439	Space and time for vigorous indoor activities was not provided when children could not play outside.	.0509(4)	<b>4</b>
0902	Each child was not attended to in a nurturing and appropriate manner, or in keeping with the child's developmental needs.	GS 110-91(10)	<b>6</b>
325	Staff did not relate to children in positive ways by helping them feel welcome and comfortable, and treating them with respect, listening to what they say, responding to them with acceptance and appreciation and/or participating in many activities with the children.	.0501(1-4)	<b>4</b>
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)	<b>4</b>

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548	For children 2 years of age and older, a minimum of one hour of outdoor time throughout the day was not provided. Children in care for four hours or less per day was not provided at least 30 minutes of outdoor time throughout the day.	.0508(b)(4)	4
524	Screen time was not offered as a free-choice activity, not used to meet a developmental goal, and/or was not limited to no more than a total of two and a half hours per week, per child.	.0510(7)(a-c)	4
539	Screen time was not offered as a free-choice activity, not used to meet a developmental goal, and/or was not limited to no more than a total of two and a half hours per week, per child. Screen time was not limited to a maximum of 30 minutes per day for children in care for 4 hours or less per day.	.2508(e)(1-4)	4
544	Screen time was offered to children under two years of age.	.0511(e)	4

**Daily Schedules and Lesson Plans**

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

Item #	Description of Rule	Rule #	Pts
0415	A written schedule was not posted for each group of children for easy reference.	GS 110-91(12); .0508(a)	4
0416	The schedule(s) did not show blocks of time assigned to types of activities, and times for indoor and outdoor activities.	GS 110-91(12);	4
0417	The schedule did not balance periods of active play with quiet play or rest.	.0508(b)(1)	4
0418	Children two years and older were in care and the schedule did not reflect daily opportunities for free choice and teacher directed activities.	.0508(b)(4)	4
0419	Activities and allotted times reflected in the schedule were not developmentally appropriate for children in care.	GS 110-91(12);	4
0427	A written plan of developmentally appropriate activities for each group of children in care was not available.	GS 110-91(12); .0508(a)	2
0428	The activity plan was not current and accessible for easy reference by parents and by caregivers.	GS 110-91(12); .0508(d)(1)	4
0429	The activity plan was not designed to stimulate social, emotional, intellectual, and physical development for each group of children in care.	.0508(d)	4

**and Lesson Plans Continued**

*nsored programs operating under G.S. 110-106*

0430	There were no opportunities for children to choose to participate with whole group, part of group, and independently.	.0508(d)(2)	4
0431	The activity plan did not provide at least 4 different activities daily.	.0508(d)(2)	4
499	For children 2 years or older, the schedule did not reflect times and activities that were developmentally appropriate for children in care.	.0508(b)(3)	2
500	The activity plan did not include at least one daily activity for each developmental goal specified in .0508(d).	.0508(d)(2)	2
523	The activity plan did not include a daily gross motor activity which may occur indoors or outdoors.	.0508(d)(3)	2

**K. CAREGIVING FOR INFANTS AND TODDLERS**

**Routine Caregiving, Space and Equipment**

**Diaper Changing**

Item #	Description of Rule	Rule #	Pts
0423	For children under 2 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( c)	2
0424	For children under 2 years of age, individualized caregiving routines such as eating, napping and toileting was not interspersed among the daily events.	.0508( c)	2
0447	Times and space for personal care was not provided according to child's needs.	.0511(b)	4
0451	A safe, clean uncluttered area was not available for infants to crawl/creep.	.0511(a)(1)( c)	4
0490	Caregiver did not interact in a positive manner with each child every day.	.0511(c)	4
0491	Caregiver did not respond promptly to an infant or toddler's physical and emotional needs.	.0511(c)(1)	4

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0492	Caregiver did not recognize special difficulties of infants and toddler separations.	.0511(c)(2)	4
0493	Caregiver or team of caregivers was not assigned to each infant or toddler as primary caregiver.	.0511(c)(3)	4
0494	Caregiver did not make provision for constructive guidance and setting of clearly defined limits.	.0511(c)(4)	4
0495	Every effort was not made to place an infant or toddler, who uses the center frequently for drop in care, with the same caregiver.	.0511(c)(5)	4
0496	Each child under the age of 12 months was not given the opportunity to play while positioned on his/her stomach while awake.	.0511(d)	4
0498	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
0547	Parents were not allowed to provide breast milk for their children and/or 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(j)	2
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
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 and/or on a surface that is smooth, nonabsorbent, easily cleanable, and of tight construction.	15A NCAC 18A .2819(a-b)	3
0403	Training 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.	.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.	.2819(b)	3

**Developmentally Appropriate Activities and Materials**

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

0619	Diaper changing surfaces were not cleaned with a detergent solution and sanitized after each use.	15A NCAC 18A .2819(c)	3
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 variety of outdoor activities for vigorous play and large muscle development.	.0509(4)	4
0434	The materials were not sufficient in quantity to provide a variety of play experiences to stimulate social, emotional, intellectual, and physical development.	.0509(2)	4
0445	There were no developmentally appropriate toys for each child under 2 years of age to promote physical, emotional, intellectual, and social well being.	.0511(a)(1)	4
0482	Caregiver did not make provisions for the promotion of physical development on a daily basis, which included varied, developmental appropriate physical activities.	.0511(a)(1)(c)	4
0485	Toys and activities did not include appropriate books, blocks, dolls, pretend play materials, musical toys, sensory toys, and fine motor toys.	.0511(a)(1)	4
0486	Materials were not kept in identifiable groupings with related equipment.	.0511(a)(1)(A)	4
0487	Materials were not made available to children on a daily basis.	.0511(a)(1)(A)	4
0488	Materials were not in sufficient quantity with duplicates of most popular toys.	.0511(a)(1)(B)	4
0489	Hands-on experiences, including familiar and new activities, were not provided to enable the infant or toddler to learn about himself and the world.	.0511(a)(1)(D)	4
0544	Screen time was offered to children under two years of age.	.0511(e)	4

**Safe Sleep Policies and Practices**

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

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0871	Center staff did not follow 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)(1-8)	3



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0892	The safe sleep policy or a poster about infant sleep practices was not posted in a prominent place in the infant room.	.0606(b)	<b>3</b>
0895	All 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)	<b>3</b>
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's crib, bassinet or play pen.	.0606(f)(1-3)	<b>3</b>
1066	Prior to assuming responsibility for the care of an infant, the center's safe sleep policy for infants was not reviewed with the caregiver.	.0705(f)(5)	<b>1</b>
874	An infant was laid down to sleep with something placed over his or her head or face.	.0606(a)(3)	<b>3</b>
886	The temperature in a room where infants aged 12 months or younger were sleeping exceeded 75 degrees.	.0606(a)(4)	<b>3</b>
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 30 days.	.0606(a)(7)	<b>3</b>

**L. CAREGIVING FOR PRESCHOOL CHILDREN**

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

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0465	Equipment and materials were not available on a daily basis in the following activity area(s): art/creative play, children's books, blocks/block building, manipulatives, family living/dramatic play.	GS 110-91(12); .0510(1)	<b>4</b>
0466	An activity area was not accessible to the children and related equipment and materials were not kept in an orderly fashion.	.0510(2)	<b>4</b>
0467	An activity area did not contain enough materials to allow 3 related activities to occur at the same time.	.0510(3)	<b>4</b>
0468	Equipment and materials were not in sufficient quantity to allow at least 3 children to use the area whether they choose the same or different activities.	.0510(3)	<b>4</b>
0469	Centers with a licensed capacity of 30 or more children did not have at least 4 activity areas available daily in the space occupied by each group of children.	.0510(4)(a)	<b>4</b>
0470	Centers with a licensed capacity of less than 30 children did not have at least 4 activity areas available daily.	.0510(4)(b)	<b>4</b>
0472	The center did not have materials and equipment in sufficient quantity to ensure that activities are made available at least once per month in each of the 5 activity areas.	.0510(5)	<b>4</b>
0473	Music and rhythm activities were not available <b>weekly</b> to each group.	.0510(6)	<b>4</b>
0474	Science and nature activities were not available <b>weekly</b> to each group.	.0510(6)	<b>4</b>
0475	Sand and water play activities were not available <b>weekly</b> to each group.	.0510(6)	<b>4</b>
0479	Centers with a licensed capacity of 3-12 children located in a residence did not have at least 4 types of activities available daily.	.0510(4)(c)	<b>4</b>

**M. DISCIPLINE**

**N. MEDICATION**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0872	The discipline policy was not followed.	.1801(a)	<b>6</b>
0901	Discipline practices were not in writing.	.1801(a)	<b>6</b>
0902	Each child was not attended to in a nurturing and appropriate manner, or in keeping with the child's developmental needs.	GS 110-91(10)	<b>6</b>
0903	Corporal punishment was used. [Omit item 0903 for religious sponsored centers operating under GS 110-106 with an exemption on file with the Division.]	.1801(b)	<b>6</b>
0904	Child was handled roughly.	.1801(b)(1)	<b>6</b>
0905	Child was put in locked confinement.	.1801(b)(2)	<b>6</b>
0906	Discipline was delegated to another child.	.1801(b)(3)	<b>6</b>
0907	Discipline was related to food, rest, or toileting.	.1801(b)(4)(A-C)	<b>6</b>
0908	Discipline was not appropriate for the child's age and development.	.1801(b)(6)	<b>6</b>
0910	Children were disciplined by leaving them alone in a room separated from staff.	.1801(b)(2)	<b>6</b>

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0911	Children were disciplined by assigning chores that require them to be in contact with hazardous materials.	.1801(b)(5)	<b>6</b>
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0842	A drug or medicine was administered without specific instructions from parent or authorized health professional.	.0803(1)(b)	<b>5</b>
0843	A drug or medicine was administered after its expiration date.	.0803(1)(d)	<b>5</b>
0844	Prescribed medicine was not in original labeled container or accompanied by signed and dated written instructions from prescribing physician or health professional.	.0803(2)(a)(i-v)	<b>5</b>
0845	Prescribed medicine was not administered to person for whom prescribed.	.0803(2)(c)	<b>5</b>
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)	<b>5</b>
0847	Parent's medication authorization did not include required information.	.0803(4)&(6-9)	<b>5</b>
0848	Questionable medication instructions from parents were followed without signed written dosage instructions received from physician or authorized health professional.	.0803(5)	<b>5</b>
0849	Leftover medicines were not returned to the parent.	.0803(12)	<b>5</b>
0851	When medication was administered, documentation was not completed or maintained for 6 months.	.0803(13)	<b>5</b>
0863	Providers did not follow written instructions about how medication was to be given.	0.0803	<b>5</b>
0864	Medication was given to children for non-medical reasons.	.0803(1)(e)	<b>5</b>
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)	<b>5</b>
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)	<b>5</b>

**O. NUTRITION**

**General Requirements**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0501	Meals/snacks did not comply with Meal Patterns for Children in Child Care Programs.	.0901(a)	<b>2</b>
0502	Number and size of servings were not appropriate for ages and developmental levels of children in care.	.0901(a)	<b>2</b>
0503	Food brought from home or catered did not meet the nutritional requirements and necessary supplements were not provided by center.	.0901(c)	<b>2</b>
0505	Drinking water was not freely available to children or offered frequently.	.0901(d)	<b>2</b>
0508	Special diet or food allergy information was not posted in food preparation and eating areas.	.0901(f)	<b>2</b>
0509	Food required for any special diet was not provided by parent or center.	.0901(g)	<b>2</b>
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(g)	<b>2</b>
0511	Foods with little or no nutritional value were available often and not just for special occasions.	.0901(h)	<b>2</b>
0512	Meals and snacks for children 2 years or older were not planned according to the number of hours the child is in care.	.0903(1-4)	<b>2</b>
0513	Children 2 years or older went more than 4 hours without being provided a meal or snack.	.0903(5)	<b>2</b>
0514	A nutritious evening meal was not provided for each child in care between 3 and 11	.0903(6)	<b>2</b>
0525	Menus for all meals and snacks were not planned at least 1 week ahead and dated.	.0901(b)	<b>2</b>
0526	Menus for meals and snacks were not current or posted where easily seen by parents.	.0901(b)	<b>2</b>
0527	A variety of foods were not included in meals and snacks.	.0901(b)	<b>2</b>
0528	Food substitution was not of comparable food value or recorded on the menu.	.0901(b)	<b>2</b>

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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(c)	2
1791	The child care provider did not provide the required beverage(s).	.0901(e)(1-6)	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(i)	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
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
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
1725	Meals and snacks were not provided in accordance with Section .0900 of this Chapter unless a child's individualized plan of care specifies otherwise. [for programs serving Medically Fragile children only]	0.2609	2
0547	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	.0901(j)	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

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

Item #	Description of Rule	Rule #	Pts
0540	A written feeding schedule 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 feeding schedule did not include the child's name and was not dated when received by the center.	.0902(a)	2
0542	The feeding schedule 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 DENR.	.0901(d)	2
0601	Refrigerator(s) did not maintain a temperature of 45 degrees F. or below.	15A NCAC 18A .2806(f)	3
0603	All floors and floor coverings were not constructed of nonabsorbent, easily cleanable material.	15A NCAC 18A .2817(a); .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)	<b>3</b>
0617	All openings to the outer air were not protected against the entrance of flying insects.	15A NCAC 18A .2831(c)	<b>3</b>
0620	All walls and ceilings, including doors and windows, were not kept clean and in good repair.	15A NCAC 18A .2825(a)	<b>3</b>
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)	<b>3</b>

**Food Service**

**Bedding and Sleeping**

**Hand Washing**

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

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0611	All beds, cots, or mats with individual linen were not provided for each child.	15A NCAC 18A .2821(c)	<b>3</b>
0612	Each child's bed, cot, or 2" mat was not individually assigned and identified.	15A NCAC 18A .2821(b) & (c)	<b>3</b>
0613	Crib sheets were not changed as needed or at least daily.	15A NCAC 18A .2821(f)	<b>3</b>
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)	<b>3</b>
0615	Beds, cots and mats were not in good repair, properly handled, stored, or clean and sanitized between users.	15A NCAC 18A .2821(a)	<b>3</b>

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0406	All staff did not wash their hands in an approved hand washing lavatory.	15A NCAC 18A .2819(a)	<b>3</b>
0606	Running water, soap and individual sanitary towels, or other approved hand drying devices, were not supplied for children.	15A NCAC 18A .2818(b)&(d)	<b>3</b>
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)	<b>3</b>
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)	<b>3</b>
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)	<b>3</b>

**Q. OFF PREMISE ACTIVITIES**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
0441	Children under the age of 3 participated in off premise activities that involved children being transported in a motor vehicle.	.0512(b)(1)	<b>4</b>
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.	.0512(b)(5)	<b>2</b>
0453	The schedule of off premise activities was not current and/or did not include required	.0512(b)(5)(A-E)	<b>2</b>
0454	Staff did not take a list of children participating in the off premise activity with them.	.0512(6)	<b>2</b>
0476	Staff did not use the list of participating children to check attendance.	.0512(b)(6)	<b>2</b>
0481	A list of all children participating in the off premise activity was not available at the center.	.0512(b)(6)	<b>2</b>
0827	A list of children participating in each off premises activity was not available to staff while supervising the activity.	.0512(b)(6)	<b>3</b>

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**R. TRANSPORTATION**

**General Requirements and Vehicles**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1110	All vehicles did not maintain NC safety inspection standards.	GS 110-91(13)	<b>3</b>
1111	All vehicles were not insured for liability as required by state law.	GS 110-91(13); .1002(b)	<b>3</b>
1112	Vehicles used in hazardous weather did not have appropriate safety equipment.	.1002(c)	<b>4</b>
1113	Provider did not comply with all applicable state and federal laws regarding transportation.	GS 110-91(13)	<b>3</b>
1115	First aid kit was not located in vehicle; kit was not firmly mounted or secured if in passenger area.	.1003(c)	<b>3</b>
1118	Children were left in a vehicle unattended by an adult.	GS 110-91(13); .1003(g)	<b>6</b>
1119	Children were not loaded and unloaded in areas safe from traffic.	.1003(h)	<b>1</b>
1120	Ratios were not maintained when children 2 years and older were transported.	.1004(a)	<b>6</b>
1123	All vehicles used to transport children were not in good repair, safe and free of hazards.	.1002(a)	<b>4</b>
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)	<b>1</b>
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)	<b>1</b>
1733	All vehicles used to transport children were not equipped with emergency medical supplies appropriate to children being transported as well as a fire extinguisher and a functioning cellular telephone or other functioning two-way voice communication device in case of an emergency situation. <i>[for programs serving Medically Fragile children only]</i>	.2610(c)	<b>1</b>

**Restraint Devices and Seating**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1104	More than one person occupied a seat belt or child restraint device.	GS 110-91(13); .1001(b)	<b>3</b>
1105	Seat belts and restraint devices did not meet federal standards.	GS 110-91(13); .1001(b)	<b>3</b>
1106	Each adult and child was not restrained by appropriate individual belt/device.	GS 110-91(13);	<b>3</b>
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)	<b>3</b>
1122	Children were allowed to occupy the front seat of a vehicle equipped with an operational passenger side airbag.	.1001(c)	<b>3</b>

**Emergency Information and Record Keeping**

**Staff/Child Ratios during Transportation**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1124	Emergency and identifying information was not in the vehicle for each child being transported.	.1003(d)	<b>1</b>
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/or the transportation provider.	.1003(i)	<b>1</b>
1127	For routine transport of children to and from the center, staff did not have a list of the children being transported.	.1003(l)	<b>1</b>
1128	For routine transport of children to and from the center, staff did not use the list to check attendance as children boarded and departed the vehicle.	.1003(l)	<b>1</b>
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)	<b>1</b>
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1101	The driver was not at least 21 years old or a duly licensed school bus driver.	.1003(e)(1)	<b>5</b>
1102	The driver had a conviction of Driving While Impaired (DWI) or other impaired driving offense within the last three years.	.1003(e)(3)	<b>5</b>
1103	The driver did not have a valid driver's license of the type required for the vehicle being driven.	.1003(e)(2)	<b>5</b>

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

0308	The required staff/child ratio was not maintained when children 2 years of age and older were transported.	.1004(a)	<b>6</b>
0309	When 3 or more children under 2 years of age were transported, the required staff/child ratio was not maintained.	.1004(b)	<b>6</b>
1121	The driver was counted in the staff/child ratio when 3 or more children less than 2 years were transported.	.1004(b)	<b>6</b>

**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 verifiable child care/early childhood experience, or did not meet one of the alternative qualifications in .0704(a)(2).	.0704(a)(2)& (b)	<b>5</b>
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)	<b>5</b>
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 successful 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)	<b>5</b>
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)(1-4)	<b>5</b>
1008	Administrator did not have NC Early Childhood Administration Credential or equivalent or was not enrolled as specified in GS 110-91 (8).	GS 110-91(8); .0704(a)	<b>5</b>
1009	Administrator of a center licensed for 3-12 children located in a residence did not meet at least lead teacher qualifications when responsible for administering the program and planning and implementing the daily activities.	.0703(f)	<b>5</b>
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 GS 110-91(8).	.2510(a)(1-2)	<b>5</b>

**Administrator Continued**

omit entire section for religious sponsored programs

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 complete BSAC training.	.2510(f)	<b>5</b>
1517	If center only cares for mildly ill children, the administrator did not have the NCECAC or its equivalent prior to assuming administrative duties.	.2408(a)(7)	<b>5</b>

**Teachers and Teachers**

omit entire section for religious sponsored programs

**Aides and Staff working in Religious Sponsored Programs**

**Staff working with School Age Children**

Item #	Description of Rule	Rule #	Pts
1013	At least 1 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)	<b>5</b>
1014	At least 1 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)	<b>5</b>
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.	GS 110-91(8)	<b>5</b>
1021	Individual responsible for a group of children did not meet the preservice requirements for a lead teacher or teacher.	.0710(a-b)	<b>5</b>

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

1023	All teaching staff did not achieve Early Educator Certification within the required timeframe.	GS110-91(8a)	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	GS 110-91(8)	5
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1022	The administrator of a religiously sponsored child care program was not at least 21 years of age and literate.	GS 110-106(e)	5
1015	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.	GS 110-106(e)	5
1016	Someone less than 18 years old had full responsibility for, or was left in charge of a group of children.	GS 110-91(8); GS 110-106(e); .0703(a)	5
1017	All aides or persons responsible to lead teacher or teacher for assisting with planning and implementing daily program were not at least 16 and literate.	GS 110-91(8); GS 110-106(e); .0710(c)	5
1018	An aide had full responsibility for a group of children.	GS 110-91(8); .0714(e)	5
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1426	At least one individual (program coordinator) who was responsible for planning and ensuring the implementation of daily activities 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 was not enrolled in this coursework within 6 months of hire.	.2510(b)(2)	5
1428	Program coordinator was not on site while children were present. <b>Part-time programs</b>	.2510(b)(3)	5
1429	Program coordinator was not on site for two-thirds of the hours of operation. <b>Full-time programs</b>	.2510(b)(3)	5
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
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

**Substitutes and Volunteers**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1011	A teacher substitute was not at least 18 years old and literate.	GS 110-91(8); .0702(d)	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 health standards.	GS 110-91(8); GS 110-106(e); .0703(b)	5

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

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1025	Noncaregiving staff or any persons providing support to operation were not at least 16 and met local food handler requirements when duties were related to food preparation or service.	GS 110-91(8); .0711(b)	5
1101	The driver was not at least 21 years old or a duly licensed school 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

**T. STAFF RECORD KEEPING**

**General**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1030	Application for employment was not on file for all staff.	.0302(d)(1)	1
1031	Documentation of staff's education, training, and experience was not on file.	.0302(d)(1)	1
1043	All staff records, except financial records, were not made available for review.	GS 110-91(9)	1
1534	All personnel records shall be maintained on file at least one year from the date the employee is not longer employed.	.2318 (2)	1
1232	Each employee's personnel file did not contain an annual staff evaluation and a staff development plan. [for programs meeting enhanced requirements only]	.2805(f)	2

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

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. [for programs meeting enhanced requirements only]	.2805(g)(1)	2
1234	Each employee's personnel file did not contain documentation that information concerning the voluntary enhanced standards was included in the employee's orientation. [for programs meeting enhanced requirements only]	.2805(g)(2)	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.	.0607(g)	3

**CPR and First Aid**

Item #	Description of Rule	Rule #	Pts
1048	There was not the required number of staff present who have successfully completed a basic first aid course within the last 3 years, or prior to training expiration date, whichever is less.	.0705(b)	5
1049	There was not at least one person on the premises at all times, and at least one person who accompanied the children off premises, who had successfully completed a certification in CPR appropriate for the ages of children in care every two years or renewed on or before the expiration of the certification, whichever is less.	.0705(d)	4

**CPR and First Aid Continued**

1720	Staff counted in staff/child ratios did not successfully complete a cardiopulmonary resuscitation (CPR) course within 12 months prior to assuming care giving responsibilities. [for programs serving medically fragile children only]	.2607(b)(1)	4
1728	The driver had not successfully completed a cardiopulmonary resuscitation (CPR) course within 12 months prior to transporting children or the course had not be completed annually from the completion of previous CPR course. [for programs serving medically fragile children only]	.2610(a)(2)	4

**Special Training [ITS-SIDS, EPR in Child Care, Playground Safety]**

**Criminal History Checks**

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	In centers licensed for 30 or more children, the administrator, and one other staff person, had not completed 4 hours of safety training.	.0705(e)(2)	3
1062	In centers licensed for less than 30 children, there was not at least one staff person who had completed 4 hours of safety training.	.0705(e)(1)	3
1827	The Center did not have a designated 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.	.0607(b)	3
1065	The center administrator and any child care provider scheduled to work in the infant room, did not complete ITS-SIDS training within two months of employment (administrators) and assuming duties in the infant room (child care providers) and every	.0705(f)	2
NEW-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.	.0705 (f)	2
Item #	Description of Rule	Rule #	Pts
1041	Prior to employment a Criminal Record 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 record check.	G.S. 110-90.2 & .2703(c)	2



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

1798	The person signing the Letter of Intent to Operate pursuant to G.S. 110-106 did not submit all required forms.	G.S. 110-90.2 & .2703(d)	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(f)	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(g)	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(j)	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(j)	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(n)	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 record check (a qualification letter is valid for a maximum of three years from the date of issuance).	G.S. 110-90.2(b) & .2703(k) & (l)	2

**Criminal History Checks Continued**

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(o)	2
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**Medical**

Item #	Description of Rule	Rule #	Pts
1032	All staff did not have a medical statement on file within 60 days of employment that was signed by a licensed physician or authorized health professional. Medical statement was older than 12 months.	.0701(a)	1
1033	Prior to employment, all staff did not provide test results showing that they were free of active TB. TB test was older than 12 months.	.0701(c)	1
1034	All staff did not have an annual medical statement or health questionnaire on file.	.0701(d)	1
1035	All staff did not have required emergency care information on file.	.0701(f)	1
1037	All substitutes/volunteers in staff/child ratio did not have a medical statement on file within 60 days of employment that was signed by an authorized health professional. Medical statement was older than 12 months.	.0702(a)	1
1038	All substitutes/volunteers in staff/child ratio did not have an annual medical statement or health questionnaire on file.	.0702(a)	1
1039	Prior to employment, all substitutes/volunteers counted in staff/child ratio that volunteer more than once per week, did not provide test results showing that they were free of active TB. TB test was older than 12 months.	.0702(a)&(c)	1
1040	All substitutes/volunteers not included in staff/child ratio did not have health questionnaire on file before coming in contact with children or annually thereafter.	.0702(b)	1
1047	There was not at least 1 staff person who was knowledgeable of and able to recognize common symptoms of illness.	.0705(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.	.0707(a)	2
1067	Each new employee did not complete, within the first two weeks of employment, six clock hours of training in recognition of the signs and symptoms of child abuse/neglect and in the employee's duty to report suspected abuse/neglect, review of the center's operational policies (safe sleep policy for infants; prevention of shaken baby and abusive head trauma; EPR Plan and emergency medical care plan) and adequate supervision.	.0707(b)	2

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

**Inservice Training**

Item #	Description of Rule	Rule #	Pts
1050	Prior approval was not obtained for in-service training events not offered by exempt agency or organization specified in .0708(2).	.0708(2)	2
1052	Staff required to receive in-service training had not completed the required number of hours according to their education, experience, accumulated training, and hours of employment.	.0707( c)(1-5)	2
1053	In-service training received was not within the 9 topic areas listed in GS 110-91(11)	GS 110-91(11)	2
1054	Documentation of staff's in-service training was not on file.	0.0709	2
1055	In-service training documentation was not current.	0.0709	2
1068	In-service training documentation did not include all applicable information: subject matter, name of training provider, date training was provided, number of hours of training, and name of staff.	0.0709	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.	GS 110-102	3
0443	Written permission from each child's parent, to walk children off premises for play or outings was not provided for the child to be included in the activity.	.0512(b)(3)	2
1301	Center did not maintain a record of daily attendance.	.0302(d)(3)	2
1327	Accurate records were not maintained for all children.	GS 110-91(9)	1
1328	Children's records were not made available for review.	GS 110-91(9)	1
1431	Children's records are kept in central location, but child's emergency information was not kept on site including authorization for medical care ( <b>Summer camp only</b> )	.2505(a)(3)	1
1734	All children's records except the Medication Permission Slip as referenced in rule .0803 (13), shall be maintained on file for at least one year from the date the child is no longer enrolled in the facility.	.2318 (1)	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 show the names of those to whom the center is authorized to release the child.	.0801(a)	1
1309	Applications were not available and accessible to staff.	.0801(b)	1
1310	Application was not on file on child's first day.	.0801(a)	1
1322	Parents' signed permission for children to play outside fenced area, off-premises, or on field trips was not on file.	.0512(b)(4)	1
1329	Application did not include all required information including but not limited to: <b>child's full name, named to be called</b> , children's date of birth, any particular fears the child has, any allergies the child has, and shows unique behavior characteristics of the child.	.0801(a)(3)	1
NEW-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
NEW-1833	Application was not accessible to caregiving staff during the time the child was in care.	.0801 (d)	1
NEW-1834	Application did not have an 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
NEW-1835	The medical action plan did not contain the required information and/or was not updated on an annual basis.	.0801 (b) (1-4)	1
NEW-1836	Center administrators did not use the information provided in the application to ensure that each individual child's needs are met.	.0801 ( e)	1

**Medical**

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

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(b)	1
1313	Emergency information did not include name, address, and telephone number of parent or other emergency contact person.	.0802(b)	1
1314	Emergency information did not name child's health care professional and preferred hospital.	.0802(b)	1
1315	Emergency information record did not include chronic illness and medicine required.	.0802(b)	1
1316	Emergency information did not contain any information needed for safe medical treatment.	.0802(b)	1
1317	Authorization for emergency medical care was not signed by child's parent.	.0802(c)	1
1318	Medical authorization was not present on child's first day.	.0802(c)	1
1319	Medical authorizations were not accessible to staff.	.0802(c)	1
1320	Medical exam or health assessment record was not on file for each child.	91(1);.0302(d)(2)	1
1321	Medical exam or health assessment was not on file before or within 30 days after admission.	GS 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

**Discipline**

Item #	Description of Rule	Rule #	Pts
1324	Signed and dated statement by parent that discipline policy received and explained at enrollment was not in child's file.	.1801(a)	1
1325	Parent's statement includes the child's name and date of enrollment.	.1801(a)	1
1326	Parent's statement was not in child's file attesting that any changes in the discipline policy were given in writing 30 days prior to effect.	.1801(a)	1

**Safe Sleep**

Item #	Description of Rule	Rule #	Pts
0893	A copy of the safe sleep policy was not given to or explained to the parent of each	.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	.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)(1-3)	1

**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.	GS 110-102	3
124	The center did not maintain accurate records and documentation as described in Rule .0302(c ) and (d), and/or were not made available to the Division for review to verify compliance.	G.S. 110-91(9); .0304(f)	2
125	Daily records of arrival and departure times for children enrolled at the center were not maintained and/or were not made available for review.	.0302(d)(4)	2
0319	Staff/child ratio applicable to a classroom was not posted.	.0712 c; .0713(k); .2818(e)	2
326	Current program records were not maintained on file for as long as the license remains valid.	.2318(3)	2
0801	Written procedures were not established for safe pick-up and delivery of children.	.0604(t)	2
0802	Safe pick-up and delivery procedures were not communicated to parents and/or posted where they can be seen by the parents (Omit posting for centers located in a residence).	.0604(t)	3
0830	A first aid information sheet was not posted in a prominent place for quick referral.	.0705(c)	5

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

0852	Incident reports were not completed, submitted and maintained as required.	.0802(d)	2
0853	Incident logs were not completed and maintained as required.	.0802(e)	2
0859	Monthly playground inspections were not completed.	.0605(n)	2
1735	Current program records for an activity plan, allergy postings, feeding schedule, menu, and SIDS Sleep Chart/visual check shall be maintained on file for a minimum of 30 days from the revision or replacement date as long as the license remains valid.	.2318 (3)(a)	2
1736	Current program records shall be maintained on file for attendance, daily schedule, emergency medical care plan, fire drill log, incident log, playground inspection, safe arrival and departure procedures a minimum of one year from the revision or replacement date for as long as the license remains valid.	.2318 (3)(b)	2
1737	All building, fire, sanitation and pool inspections shall remain on file at the center for as long as the license remains valid.	.2318 (4)	2
1738	Records may be maintained in a paper format or electronically, except records that require a signature of a staff person or parent shall be maintained in a paper format.	.2318 (5)	1
1739	All records required shall be available for review by a representative of the Division.	.2318 (6)	2

**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
0834	The EMC plan did not include the name, address, and telephone number of a health professional or agency available for consultation.	.0802(a)(1)	3
0835	The EMC plan did not include the name, address, and telephone number of the local emergency room or service.	.0802(a)(2)	3
0836	The EMC plan did not designate available emergency transportation.	.0802(a)(3)	3
0837	The EMC plan did not name the person responsible for choosing and taking the appropriate action to obtain appropriate medical care.	.0802(a)(4)(A-C)	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 medical facility, and/or obtaining substitutes.	.0802(a)(5)(A-E)	3
0839	The EMC did not give the location of an available telephone.	.0802(a)(6)	3
0862	The EMC plan was not reviewed during new staff orientation or reviewed with all staff	.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.	0.2818	6
1245	There was not at least 30 sq. ft indoors and 100 sq. ft outdoors per child present, <b>or</b> at least 35 sq. ft. indoors for each child present and 100 sq. ft. outdoors for 50% of children present.	.2809(a)	6

**Enhanced Program Requirements**

**Enhanced Activities**

**Enhanced Operational and Personnel Policies**

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 of the Rated License and/or Program Standards Component of the Rated License.	0.2817	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)(a)	2

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

1240	A variety of activities and experiences were not available in the evening.	.2808(a)	4
1241	Quiet activities were not planned to occur just before bedtime.	.2808(a)	4
1242	Routines were not used to develop good personal care and health habits.	.2808(a)	4
1243	Schedules were not flexible and individually planned.	.2808(b)	4
1244	When possible, children were not left and picked up to minimize sleep disturbance.	.2808(c)	4
1205	Center did not have an area for administrative needs and private conferences.	.2809(b)	2
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
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	GS 110-91(12); .2806(b)	4
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1200	Facility did not follow written operational policies.	.2805(a)	2
1201	Facility did not have written operational policies available.	.2805(a)	2
1202	Operating policies did not contain the required information outlined in this rule.	.2805(a)(1-11)	2
1203	Operating policies were not discussed with parents when inquiring and given to parents at enrollment and they were not notified in writing of any changes.	.2805(b)	2
1204	Operating policy and subsequent changes were not given to staff in writing.	.2805(c)	2
1212	The center did not follow the written personnel policy.	.2805(d)	2
1220	There was no written personnel policy for centers that require more than two staff to meet voluntary enhanced standards.	.2805(d)	2
1221	There was no written job description for each position included in the personnel policy.	.2805(d)(1)	2
1222	There were no written minimum qualifications for positions including reference checks included in the personnel policy.	.2805(d)(2)	2
1223	Personnel policy did not include health and medical requirements.	.2805(d)(3)	2
1224	Personnel policy did not have requirements and provisions for in-service training.	.2805(d)(4)	2
1225	There were no written provisions for leave time and other absences included in the personnel policy.	.2805(d)(5)	2
1226	There were no written procedures for on-going supervision and regular work evaluation included in the personnel policy.	.2805(d)(6)	2
1227	There were no written procedures for resignation and termination included in the personnel policy.	.2805(d)(7)	2
1230	Personnel policies were not discussed with each staff at employment or a copy was not available to all staff.	.2805(e)	2
1231	Staff were not notified in writing of changes to personnel policies.	.2805(e)	2

**Parent Participation**

**Enhanced Staff Records**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1206	Center did not have a plan to encourage parent participation and to inform them about the program and its services.	.2807(a)	2
1207	Parent participation plan was not discussed with parents at enrollment and/or a copy was not given to them or posted.	.2807(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.	.2807(b)(1)	2
1209	Parent participation plan did not describe regular opportunities for communication between caregivers and parents.	.2807(b)(2)	2
1210	Parent participation plan did not describe opportunities for parents to participate in the center's programs individually and in groups.	.2807(b)(3)	2
1211	Parent participation plan did not include a procedure for parents who need information or who have complaints about the program.	.2807(b)(4)	2
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1232	Each employee's personnel file did not contain an annual staff evaluation and a staff development plan.	.2805(f)	2

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION  
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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	.2805(g)(1)	2
1234	Each employee's personnel file did not contain documentation that information concerning the voluntary enhanced standards was included in the employee's orientation.	.2805(g)(2)	2

**X. AQUATIC ACTIVITIES**

**Y. CAREGIVING FOR SCHOOL AGE CHILDREN AND SUMMER CAMP REQUIREMENTS**

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(k)	3
0226	Swimming pool safety rules were not posted in a prominent place visible to staff and children for any swimming pool located on the child care facility premises.	.1403(j)	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(e)	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)(1-4)	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 life jackets while participating in boating, rafting, or canoeing activities.	.1403(l)	3
Item #	Description of Rule	Rule #	Pts
0314	School-age children did not wear bicycle helmets when riding bicycles.	.2506(e)	3
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
1402	The summer camp program licensed for less than 30 children did not meet Residential Building Code as prescribed in Volume 1B of the NC Building Codes <b>(Summer camp only)</b>	.2503(a)(2)(A)	6
1403	The summer camp program licensed for 30-100 children did not meet NC Building Code requirements for Business Occupancy <b>(Summer camp only)</b> .	.2503(a)(2)(B)	6
1404	The summer camp programs licensed for more than 100 children did not meet NC Building Code requirements for Educational or Institutional Occupancy <b>(Summer camp only)</b> .	.2503(a)(2)(c)	6
1407	There was no permanent structure located at home base which is primary site of the day camp activities <b>(Summer camp only)</b> .	.2504(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 <b>(Summer camp only)</b> .	.2504(b)(1)	6
1409	The camp did not have necessary notarized agreements for accommodating children indoors in the event of inclement weather <b>(Summer camp only)</b> .	.2504(b)(2)	6
1415	A written schedule of the off-premises activities was not posted weekly in a conspicuous place at home base, or was not given to parents.	.2509(b)	2
1416	The schedule of off-premise activities was not current or did not include location, purpose, time and date, person in charge, and telephone number or how to contact person in charge.	.2509(c)	2
1417	Equipment and materials were not age appropriate for the children in care.	.2508(d)	4
1418	Drinking water was not freely available to children and offered frequently.	.2505(d)(2)	3
1420	Comfortable provisions were not made for children who wish to rest or were sick.	.2507(e)	3

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION  
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1426	At least one individual (program coordinator) who was responsible for planning and ensuring the implementation of daily activities 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 was not enrolled in this coursework within 6 months of hire.	.2510(b)(2)	5
1428	Program coordinator was not on site while children were present. <b>Part-time programs</b>	.2510(b)(3)	5
1429	Program coordinator was not on site for two-thirds of the hours of operation. <b>Full-time programs only</b>	.2510(b)(3)	5
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
1432	Within the first 6 weeks of assuming responsibility for a 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)	1
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	Staff records are kept in a central location, but staff's emergency care information was not kept on site ( <b>Summer Camp only</b> ).	.2505(a)(3)	1
1443	Programs operating for 3 or fewer hours per day did not make 3 activities available	.2508(c)(1-13)	4
1444	Programs operating for more than 3 hours per day did not make 4 activities available	.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-C)	1

**Z. CAREGIVING FOR SPECIAL POPULATIONS**

**Mildly Ill Children**

Item #	Description of Rule	Rule #	Pts
1501	Center was not approved to care for mildly ill children.	.2403(a)	3
1502	Center did not have approved written policies that contain the appropriate information on the care of mildly ill 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.	.2404(b)(1-7)	3
1506	All children, once admitted, were not assessed and evaluated at least every four hours, or more frequently if warranted based on medication administration or medical treatment, to determine if symptoms continue to meet inclusion criteria.	.2404(c)	3
1507	Written permission from the parent was not required for admission of a mildly ill child.	.2405(a)	2
1508	Each parent had not signed a statement indicating that a copy of the mildly ill policies were given to and discussed with him/her before the child's attendance.	.2405(b)	1
1509	Children were admitted when staff who meet the proper qualifications were not on site and available to provide care.	.2405(e)	5
1511	Mildly ill children used the same outdoor space at the same time as well children.	.2407(b)(1)	6
1512	Indoor space used by mildly ill children was not physically separate, including a separate interior or exterior entrance.	.2407(b)(2)	6
1513	Staff working with mildly ill children did not meet all requirements for pre-service training, in-service training and staff records.	.2408(a)	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

**Mildly Ill Children Continued**

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

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

1520	All children enrolled for mildly ill care did not have all the required records on file as required by GS 110 and the child care requirements.	.2409(a)	<b>1</b>
1521	Each child admitted for mildly ill care did not have a preadmission health assessment completed.	.2409(a)(1)	<b>1</b>
1522	Each child admitted for mildly ill care did not have general admission information completed which includes typical behavior, activity level, patterns for eating, sleeping and toileting.	.2409(a)(2)	<b>1</b>
1523	Each child admitted for mildly ill 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)	<b>1</b>
1524	A daily written record was not maintained for each child and/or a copy was not given	.2409(a)(4)	<b>1</b>
1525	Daily written record did not contain information on eating, sleeping, toileting patterns, medications administered, activity levels, and changes in symptoms.	.2409(a)(4)	<b>1</b>
1526	Children's records were not on file prior to attending the mildly ill care area.	.2409(b)	<b>1</b>
1527	Developmentally appropriate equipment and materials were not available daily to the mildly ill children receiving care.	.2410(a)	<b>4</b>
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)	<b>4</b>
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)	<b>4</b>
1530	Meals and snacks provided for mildly ill children were not in accordance with rules in Item # .0900 of the child care requirements when a child's individual plan of care did not specify otherwise.	0.2411	<b>6</b>
1531	One staff member per group of mildly ill children with Level One symptoms was not knowledgeable of and able to recognize common symptoms of illness.	.2408(a)(2)	<b>1</b>
1532	One staff member per group of mildly ill children with Level One symptoms did not have First Aid training within the last 3 years.	.2408(a)(2)	<b>1</b>
1533	One staff member per group of mildly ill children with Level One symptoms did not have CPR certification within the last year.	.2408(a)(2)	<b>1</b>
1754	Mildly ill and/or medically fragile staff/child ratios and group sizes for the number and ages of children in care were not met.	.2406; .2605	<b>6</b>

**Medically Fragile Children**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1701	Center is not approved to provide services to children who are medically fragile.	.2603(a)	<b>3</b>
1702	Children did not receive care in designated areas used solely for the care of children who are medically fragile.	.2603(a)	<b>6</b>
1703	Children who are medically fragile received pediatric day health care services not prescribed by their primary physician who is licensed with the North Carolina Medical	.2603(b)	<b>3</b>
1704	The center does not have a temporary license with no pending administrative action; or does not have a four star rated license with at least four points in program standards.	.2603(c)(1-2)	<b>2</b>
1707	The center did not develop policies that contain the required items specified in .2604(1-14); as well as maintain all other policies required in Section .2800 of this Chapter.	.2604(1-14)	<b>2</b>

**Medically Fragile Children Continued**

1708	The staff/child ratio and/or maximum group size was not maintained.	0.2605	<b>6</b>
1709	When children were divided into two groups, the space requirements in Rule .2606 and staff qualification requirements in Rule .2607 of this Item # were not maintained.	.2605(b)	<b>5</b>
1710	There was not at least 50 square feet of inside space per child.	0.2606	<b>6</b>
1711	Staff working with children who are medically fragile had not completed all requirements relevant in GS 110 and this Chapter pertaining to pre-service training, in-service training and staff records based on job duties.	.2607(a)	<b>2</b>
1712	The program director is not site at least 50 percent of the total daily hours of operation.	.2607(a)(1)	<b>5</b>



**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION  
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1713	Staff needed to meet staff/child ratios set forth in Rule 10A NCAC 09 .2408 of this Section did not have a minimum of one year full-time nursing experience in pediatric health care.	.2408(b)	<b>6</b>
1714	Each group of children did not have a lead teacher or teacher present as required by Rule 10A NCAC 09 .0714(C) of this Chapter.	.2408(a)(1)	<b>5</b>
1715	The lead teacher did not have Infant/Toddler certification or B-K Licensure with a minimum of two years full-time early childhood work experience prior to assuming care giving responsibilities.	.2607(a)(3)	<b>5</b>
1717	When children are divided into two groups within the same space as specified in Rule .2605(b) of this Item #, the combined groups were not staffed by a licensed Registered Nurse, an additional health care professional, a lead teacher, and a teacher.	.2607(a)(4)	<b>5</b>
1718	A minimum of one licensed Registered Nurse was not with each group of children at all times, except as described in Subparagraph (a)(4) of this Rule.	.2607(a)(5)	<b>6</b>
1719	A physician licensed by the North Carolina Medical Board who is a pediatrician, neonatologist, or who holds another pediatric subspecialty does not serve as the medical consultant.	.2607(a)(6)	<b>3</b>
1720	Staff counted in staff/child ratios did not successfully complete a cardiopulmonary resuscitation (CPR) course within 12 months prior to assuming care giving responsibilities.	.2607(b)(1)	<b>4</b>
1721	Unlicensed personnel counted in staff/child ratios did not complete a course in basic first aid training within 12 months prior to assuming care giving responsibilities.	.2607(b)(2)	<b>5</b>
1722	Each child did not have an individualized plan of care that includes written goals and intervention that address their social, emotional, physical and cognitive needs.	.2608(a)	<b>1</b>
1723	The individualized plan of care was not developed in collaboration with the following, as designated by their signatures: direct caregivers, parents, the child's physician(s), and other individuals providing care or services for the child, such as early intervention coordinators, therapists, and teachers.	.2608(a)	<b>1</b>
1724	The initial individualized plan of care was not developed prior to admission and reviewed and revised every 60 days or when the medical condition of a child changes, whichever comes first.	.2608(b)	<b>1</b>
1725	Meals and snacks were not provided in accordance with Section .0900 of this Chapter unless a child's individualized plan of care specifies otherwise.	0.2609	<b>2</b>
1726	Transportation was not provided in accordance with Section .1000 of this Chapter.	.2610(a)	<b>3</b>
1727	The driver was not at least 21 years old.	.2610(a)(1)	<b>5</b>
1728	The driver had not successfully completed a cardiopulmonary resuscitation (CPR) course within 12 months prior to transporting children or the course had not be completed annually from the completion of previous CPR course.	.2610(a)(2)	<b>4</b>
1729	The driver had not completed a course in basic first aid training within 12 months prior to transporting children or the basic first aid training had not been completed every three years from the completion of previous basic first aid training.	.2610(a)(3)	<b>5</b>
1730	While children were being transported, the staff/child ratio requirements in Rule .2605 of this Section were not maintained.	.2610(b)(1)	<b>6</b>

**Medically Fragile Children Continued**

1732	At least one licensed Registered Nurse who may be counted in the staff/child ratio was not on the vehicle at all times.	.2610(b)(2)	<b>6</b>
1754	Mildly ill children and/or children who are medically fragile staff/child ratios for the number and ages of children in care were not met.	.2406; .2605	<b>6</b>

**Developmental Day Programs [License]**

**Developmental Day Programs [Staff]**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
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(a)	<b>3</b>
1742	The center did not 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(b)	<b>3</b>

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1743	A minimum of two staff members were not on site at all times while children were present at the facility.	.2902(e)	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(d);	6
<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1744	A minimum of one staff who holds an Infant/Toddler Family Specialist certification or who holds a B-K Standard Professional I Licensure or provisional licensure in B-K was not available to provide program oversight and supervision for any caregivers in classrooms serving children ages birth to three years.	.2903(a)	5
1745	During the 10 month school year, each group of preschool children ages three and older did not have at least one lead teacher who holds B-K Standard Professional I licensure or provisional licensure in B-K, or Preschool Add-on licensure.	.2903(b)	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(b)	5
1747	During the 10 month school year, each group of school-age children did not have at least one teacher who holds State certification as a Special Education Teacher.	.2903( c)	5

**Developmental Day Programs [Staff]**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1748	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( c)	5
1749	The center administrator did not have a Level III North Carolina Early Childhood Administration Credential and two years of verifiable work experience with children with developmental delays or disabilities.	.2903)d)	5

**Developmental Day Programs [Program Requirements]**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1537	Children did not participate daily 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

**Developmental Day Programs [Program Requirements]**

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	During the 10 month school year, 75% or more of classrooms with children ages three and older did not maintain an enrollment capacity of 50% or more of typically developing children.	.2904(c )	6

**Developmental Day Programs [Family Services]**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
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**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
1761	The center 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.	.3002 (b)	3

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1763	When a child is absent for more than three consecutive days, the site-level administrator did not contact the family to determine the child's participation status, did not document attempts to contact the family, and/or did not contact the local NC Pre-K contractor to share information related to the child's absence.	0.3003	2
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)	
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
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 and/or did not share results with families.	.3005(b)	1
1771	A developmental screening 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.	.3006(a)	1
1772	The site-level administrator did not review the developmental screening results and/or did not share results with families.	.3006(b)	1
1773	The NC Pre-K program does not use North Carolina's Early Foundations for Early Learning and Development.	.3007(a)	4
1774	The NC Pre-K classroom(s) was not using a curriculum as defined in 10A NCAC 09 .0102.	.3007(b)	4
1775	NC Pre-K program staff/child ratios and group sizes for the number and ages of children in care were not met.	0.3009	6
1776	The NC Pre-K program has not developed a comprehensive plan for family engagement consisting of strategies designed to develop partnerships with families and build reciprocal relationships that promotes shared decision-making.	0.3010	2
1777	The administrator does not meet the education requirements for administrator qualification as specified for NC Pre-K programs.	.3011 (a)(1-2)(A-B)	5

**NC Pre-Kindergarten Services Continued**

1778	The administrator served as the NC Pre-K teacher or teacher assistant.	.3011 (b)	5
1779	A long term vacancy for the administrator exceeded 12 weeks.	.3011 (c)	5
1780	The NC Pre-K teacher does not meet the education requirements as specified for NC Pre-K programs.	.3012 (a)(1-4)	5
1781	The NC Pre-K teacher is not enrolled with the Early Educator Support, Licensure and Professional Development Unit of the Division of Child Development and Early Education.	.3012 (b)	1
1782	The NC Pre-K teacher with a BA/BS degree did not make progress toward B-K licensure by completing a minimum of six documented semester hours, did not achieve the B-K license within three years, and/or did not maintain documentation of the progress toward the required standard.	.3012 (c)	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	A long term vacancy for the teacher or the teacher assistant exceeded 12 weeks.	.3014 (c)	5
1787	Instructional staff did not work in direct contact with children in the NC Pre-K	0.3015	2
1788	Licensed administrators, teachers and teacher assistants in non-public and public schools did not participate in professional development consistent with the NC State Board of Education policy.	.3016 (a)	3
1789	Administrators, teachers and teacher assistants in non-public school settings, working toward Pre-K qualifications did not participate in a minimum of six documented semester hours per year.	.3016 (b)	2

**DIVISION OF CHILD DEVELOPMENT AND EARLY EDUCATION  
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**Z. MISCELLANEOUS ITEMS**

<b>Item #</b>	<b>Description of Rule</b>	<b>Rule #</b>	<b>Pts</b>
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	<b>1-6</b>
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	<b>1-6</b>
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	<b>1-6</b>
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	<b>1-6</b>
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	<b>1-6</b>