

Chapter 1: GETTING STARTED

Purpose Of These Requirements

Part of the Division of Child Development's mission is to increase accessibility to child care. By operating a family child care home and providing quality care, you are allowing another family to work which helps not only themselves and the children, but also the economy.

The purpose of these requirements is to show you what is needed to start a family child care home and how to apply for a license. To ensure the safety of the children in your care, the instructions for criminal record checks as well as selected North Carolina Building Code requirements outlined in rule follow. Also, because the Division recognizes the benefits of education and training on quality care, this chapter outlines how to document your level of education and types of trainings you have completed. Research has shown that focused training and college level coursework is correlated to different aspects of quality child care.

SECTION 1: DEFINITION OF A FAMILY CHILD CARE HOME

NC General Statutes 110-86(3)(b); 110-91(7)(b)

- ★ A family child care home is a child care arrangement, located in a residence, where care is provided for three to eight children, for more than four hours at least once a week.
- ★ Of the children present at any one time in a FCCH, no more than five children can be preschool-age, including the operator's own children.





- ☑ A FCCH can be licensed for 8 children, which includes 5 preschool children and 3 school-age children.
- ☑ The operator's school-age children do not count in the total capacity or number of children in the FCCH, but the operator's preschool children will be counted in the number of preschool children allowed in care at any one time.
- ★ FCCH's wishing to be eligible for the most points available in program standards for the issuance of a Star Rated License, will enroll no more than 3 children under one-year-old.
- ☑ Local zoning ordinances may limit the number of children a FCCH operator may enroll. The Division follows the local zoning ordinance when determining a FCCH's licensed capacity.
- ☑ A child care arrangement does not have to be licensed if the care is provided in the child's own home or if all the children are related to the operator with no more than two additional children in care.



- ☒ During operating hours neighborhood children or friends of your children cannot be at your home unless enrolled in the program.




SECTION 2: PROVIDER REQUIREMENTS

Provider requirements must be met prior to assuming the role as a family child care home operator. The operator takes responsibility for the administration of the family child care home and the direct care of the children.

Age and Education NC General Statute 110-91(8), (8a)

-  You must be at least 21 years of age to operate a FCCH.
-  You must have at least a high school diploma or GED.
-  Licensed FCCH providers in operation as of October 1, 2010 must have your education certified by the NC Institute for Child Development Professionals by July 1, 2012.
-  Licensed FCCH providers that began operating after October 1, 2010 must have your education certified within 60 days of licensing.

- ☒ You will be asked by your licensing consultant to verify your age.
- ☒ Individuals with a High School diploma or GED must be literate in English. Literate is defined as the ability to read and write in English well enough to understand licensing requirements, have the ability to communicate to family and relevant emergency personnel, as well as the ability to read prescriptions and doctor instructions.
-  Refer to the Resource Section for the handout, **Guidelines to High School Diplomas and Equivalents**, for information on options to meeting the high school diploma requirement.
- ☒ By law, you must have your level of education certified by the Institute for Child Development Professionals (Institute) even if you do not have any formal education beyond high school. The certification is a document that verifies your level of education. The lowest level on the scale is a Para-Professional. This level is for the individual who does not have the Early Childhood Credential or who has less than 6 birth to five focused semester hours in college coursework.
-  Refer to the resource section of this chapter for the **NC Early Care and Education Professional Certification Scale** and the **NC School Age Professional Certification Scale**.

- ☒ For programs that began operating after October 1, 2010, the Institute must receive your application and required documentation within 60 days of licensing.
- ☒ Certification must be renewed. The timeline for renewal is based on your assigned certification level.
- ☒ Continuing education is required to maintain your certification. You must complete either four semester hours or six continuing education units or a combination of the two within your validity period.
-  An EEC application, other forms, and more information are available at www.ncicdp.org or by calling the Institute at 919-942-7442.
- ☒ If you were an operator prior to October 1, 2010 you may have completed an Education and Equivalency form for the Workforce Education Unit in order to increase your Star rating. If you have already submitted an Education and Equivalency form and you need to update information on that form prior to your certification, complete the Division's Workforce Change of Information form.
- ★ An operator can achieve points for education standards in the Star Rated License by completing the North Carolina Family Child Care Credential or its equivalent. To receive the Family Child Care Home credential certificate, you must submit to the Division the **North Carolina Division of Child Development Credential Application**. See the Star-Rated License chapter for more information about the requirements for the Star-Rated license.
-  The **North Carolina Division of Child Development Credential Application** is in the Resource Section of *Chapter 4 – Records and Activities*.
-  If you are interested in attaining a 2 to 5 star license, see the document *Rated License for Family Child Care Homes* in the resource section of *Chapter 6 – Star-Rated License* for the education requirements at each point level.

SECTION 3: CRIMINAL RECORD CHECKS FOR FAMILY CHILD CARE HOME OPERATORS

Article 7, Chapter 110, Section 90.2 of the NC General Statutes requires criminal record checks for all child care operators and caregivers in a licensed or regulated child care facility including family child care homes.

NC General Statute 110-90.2 & Child Care Rules .1702(d); .2701; .2702




A criminal history check must be conducted on all persons who provide child care in a licensed or regulated program.

- ☒ The purpose of the criminal history check is to determine, based on your criminal history, if you are qualified to have responsibility for the safety and well-being of children.
- ☒ You must mail the following criminal history check forms to the Division office at the address provided in the instructions before the initial assessment visit by your consultant:
 - Certified Local Criminal History Check(s)
 - Fingerprint Card
 - Identifying Information form with Authority for Release of Information Statement (often called the “bubble sheet” form provided by the Division) The Division will not accept an incomplete packet or items mailed separately.



Criminal Record Background Check Basic Instructions and Supplemental Instructions for Potential

owner/Operator of a Family Child Care Home are located in the resource section of *Chapter 4 – Records and Activities*.

- ☒ You must obtain a local criminal history check and submit it to the Division. The local criminal history check must be obtained from the Clerk of Court’s office in the county you currently live in and from all other counties you have lived in during the past twelve months.
- ☒ The local criminal history check must have been completed within the last 90 days from the date the forms are mailed to the Division.
- ☒ You must complete one fingerprint card for a State Bureau Investigation (SBI) check. If you have not lived in North Carolina for the last 5 years in a row, a state (SBI) and national (FBI) check will be completed. The fingerprint card may be obtained from a local sheriff’s or police department office.
-  A sample **Fingerprint Card** is available in the resource Section of *Chapter 4 – Records and Activities*. Instructions for completing the fingerprint card are located on the back of the form.
- ☒ Fingerprints may also be submitted via Live Scan Technology. Rather than ink, your fingerprints are electronically scanned into a computer. See the **Criminal**

Record Background Check Basic Instructions in the resource section of *Chapter 4 – Records and Activities* for additional information or call the Department of Health and Human Services Criminal Record Check Unit at 919-773-2856 or 1-800-859-0829 (in-state only) for details.



Additional forms are required for Live Scan technology (electronic fingerprinting). Refer to the **Applicant Information** form and **Electronic Fingerprint Submission Release of Information** form in the resource section of *Chapter 4 –Records and Activities*.



The Authority for Release of Information Statement must be signed by yourself as well as by additional caregivers you may hire. The statement is found on the back of the Identifying Information form.



You must keep a copy of your local criminal history check information and the original “Notice Child Care Provider Mandatory Criminal History Check & Prior Conviction Statement” in your files until you receive your qualifying letter from the Division. Your child care consultant will review this information.



A **Notice Child Care Provider Mandatory Criminal History Check** form is in the resource section of *Chapter 4 – Records and Activities*. Instructions for completing the form can be found on the back of the form.



Most of the forms listed above are also available on the Division’s website at www.ncchildcare.net. Click on the DHHS Criminal Record Checks tab.



If you have been convicted of a crime, have a pending charge or indictment, are under deferred prosecution, have received a Prayer of Judgment, or are on probation for a crime, you may submit additional information to the Division for consideration. Pending charges does not mean the Division will automatically disqualify an individual.



After becoming licensed, if you change the location of your FCCH, you must submit a certified criminal history check from the Clerk of Court’s office in the county or counties where you have lived during the previous 12 months. This local criminal history check must be submitted to your child care consultant no later than 10 business days after the location change. A new fingerprint card is not required unless deemed necessary by the Division in making its determination of qualification.

- ☑ If you remain at the same location for three consecutive years after qualification, a form mailed to you from the Division must be submitted for a modified criminal record check. The modified criminal record check must be completed every three years.
- ☑ The Division may complete a new criminal record check anytime there has been an investigation of the child care provider by the Department of Social Services or the Division of Child Development and when other charges or indictments (pending or otherwise) occur after the initial qualification.
- 📁 Refer to the **Criminal Record Background Check Basic Instructions** in *Chapter 4 – Records and Activities* for information on completing a three year re-check for qualification.
- 📁 Use the **2010 Checklist for Child Care Providers** in the resource section of *Chapter 4 - Records and Activities* to assist in submitting criminal record check documents to the Division.
- HH** A letter from the Division will indicate, based on your criminal history check, whether you are eligible to care for children. Keep this letter for review by your child care consultant.

SECTION 4: HEALTH REQUIREMENTS FOR FCCH OPERATORS

Any person wanting to operate a family child care home must meet medical and health standards.

Health Questionnaire

Child Care Rules .1702(d)(4); .1705(a)(1), (b)(1)



The operator must annually complete a health questionnaire giving information about the status of his/her health.

- ☑ You must complete a health questionnaire indicating you are physically and emotionally able to care for children.
- ☑ The health questionnaire must be completed prior to being licensed and once a year for each year in operation.
- ☑ The Division may require a written statement or medical examination report signed by a licensed physician or other authorized health professional if there is reason to believe your health may affect your ability to provide appropriate care of the children.

- ☒ You must mail a copy of the health questionnaire with your application.



You will find a sample **Health Questionnaire** form in *Chapter 4 – Records and Activities*.

Tuberculosis (TB) Test Child Care Rule .1702(d)(3)



A test showing the FCCH operator is free of active tuberculosis is required prior to receiving a license.

- ☒ You must have written proof you are free of active TB.
- ☒ The test must have been completed within the past twelve months prior to receiving a license. You are only required to complete this test when you initially open your FCCH.
- ☒ If your TB skin test is positive, you must complete a chest radiograph (x-ray), and receive documentation from a health care professional stating you are free of active TB.
- ☒ You must mail a copy of your proof of a negative TB test result or documentation to show that you are free of active TB with your application.
- ☒ You must maintain a copy of proof of your negative TB test on file in your home.



You will find a sample **Tuberculin (TB) Test** form in *Chapter 4 – Records and Activities*.

SECTION 5: HEALTH AND SAFETY TRAINING REQUIREMENTS

The family child care home operator is responsible for the safety and health of the children in care. Initial and on-going training is required of the family child care home operator.

First Aid Training Child Care Rules .1702(d)(2); .1705 (b)(2)



You must complete First Aid training within twelve months prior to applying for a license. Once you are licensed, the first aid course must be renewed on or before the expiration date of the certification or every three years, whichever is less.



- Any training you take must be approved by the Division or offered by an agency exempt from needing prior approval. These exempt agencies include credited colleges and universities, government organizations, child care resource

and referrals, local Smart Start partnerships, and state or national professional organizations. For the complete list of exempt training agencies, go to the Division website, www.ncchildcare.net, under the provider tab.



The content of the basic first aid course must cover the following information:

- | | | |
|-------------|---------------------------------|--------------------------------------|
| • Choking | • Bruises | • Bleeding |
| • Burns | • Poisoning | • Allergic reactions |
| • Fractures | • Seizures | • Eye/Nose injuries |
| • Bites | • Scrapes, cuts and lacerations | • Sudden changes in body temperature |
| • Stings | | |
| • Wounds | | |



You must mail a copy of the First Aid course completion card documenting successful completion of the course with your application. The number of actual contact hours should be documented by the trainer on the certificate.



If you take First Aid and CPR together, you must turn in a card indicating successful completion of each part of the course.

HH The child care requirements do not specify the amount of time the first aid training will be, but the training must cover all items listed above.



First Aid training may be counted once every three years towards your in-service training hours, but CPR may not be counted.











Contact the NC Child Care Health and Safety Resource Center at 1-800-367-2229 for a First Aid chart to post in your FCCH for easy reference.





You can find additional information regarding stocking your First Aid kit in *Chapter 2 – Safety*.



Cardiopulmonary Resuscitation (CPR) Training **Child Care Rules .1702(d)(2); .1705 (b)(3)**

-  You must successfully complete a CPR course within the past twelve months prior to applying for a license.
-  CPR training must be renewed on or before the expiration of the certification, or every two years, whichever is less.

-  The CPR course that you complete must be appropriate for the ages of the children that will be in your care.
-  This course must be taught through a training agency approved by the Division.
-  *Successfully completed* means you must have demonstrated the ability to perform CPR. You must receive documentation of your successful completion of the course and mail a copy of the card with your application.
-  There are several types of CPR courses that cover different age groups. The class you take must cover the ages of the children that will be in your care.
-  A list of organizations approved by DCD to teach the CPR and First Aid course is provided in the Resource Section at the end of the chapter.
-  Contact the NC Child Care Health and Safety Resource Center at 1-800-367-2229 for a Choking/CPR chart to post in your FCCH for easy reference.

Sudden Infant Death Syndrome (SIDS) Training **NC General Statute 110-91(15)(c) & Child Care Rule .1705(b)(4)**

-  If you care for children 12 months or younger, you must receive training in safe sleep practices.
-  Within four months of receiving your FCCH license, you must complete training in safe sleep practices.

-  “ITS-SIDS training” means the Infant/Toddler Safe Sleep and SIDS Risk Reduction Training developed by the NC Healthy Start Foundation for the Division of Child Development for caregivers of children ages 12 months and younger. The training lasts at least 1 ½ hours.
-  ITS-SIDS training can also be counted towards annual in-

service training hours once every three years. More details on the requirements for in-service training are provided later in this chapter.

- ☒ While the ITS-SIDS training is not required to be completed prior to receiving a license, the training must be completed within four months of receiving a license if you are licensed to care for children who are 12 months or younger, and completed again every three years from the completion of the previous ITS-SIDS training.



For more information on ITS-SIDS you can go to the Division's website, www.ncchildcare.net. You will find the ITS-SIDS laws and rules; sample safe sleep policies, sleep charts, and alternative sleep position waivers; and the ITS-SIDS trainer list.

SECTION 6: IN-SERVICE TRAINING

In-service training is training that is received during an operator's time of employment. It is considered on-going staff development appropriate to job responsibilities and is intended to expand on previous learning and may enhance education levels of those that participate.

In-Service Training Requirements

NC General Statute 110-91(11) & Child Care Rule .1705(b)(5)

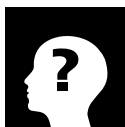


You must complete at least twelve hours of in-service training annually.



Operators with ten or more years of work experience must complete at least eight clock hours of annual training.

- ☒ All child care providers must earn child care training hours each year. These hours may be earned by attending approved workshops or college classes.
- ☒ Training records must include copies of training certificates from workshops and transcripts from college courses that you have attached to a **Record of In-Service Training**.
- ☒ You must maintain training records that include:
 - Subject of training
 - Topic area covered
 - Name of training organization/agency
 - Date the training was provided
 - Number of hours completed
- ☒ You may carry forward in-service training hours that are in excess of the previous year's requirement to meet up to one-half of the current year's required in-service training hours.



Can you give an example of how to properly calculate excess training hours that are carried over to another training year?

The operator is required to have 12 hours of in-service training annually. During one year 30 hours of training was completed. The 12 hours required for the next year's training is subtracted from 30 which leaves 18 remaining hours. Next year's requirement is 12 hours, and the operator may carry forward $\frac{1}{2}$ of that requirement. The operator may carry 6 hours of the 18 extra training hours over to the next year and then have to complete an additional 6 hours of training.

- ☑ Before attending a training session, you can call the Division and request to speak with the in-service training coordinator to determine if the training has been approved.
- ☑ Staff are encouraged to maintain their own professional development file at home that contains copies of all their training sessions and certifications.
- ☑ Training hours received from taking a first aid course and ITS-SIDS may be counted by any staff member, but no more frequently than once every three years.
- HH For information about approved workshops you may contact the Division, your local CCR&R or Smart Start office.
- HH When you attend approved workshop training, you will receive a certificate of attendance for that training.
- HH Prior to signing up for training, you may want to ask if the training has been approved by the Division and if the training hours will count towards your required in-service training.
- 📁 A copy of the sample **Record of In-service Training** form can be found in *Chapter 4 – Records and Activities*.
- 📁 **In-Service Training Frequently Asked Questions** can be found in the resource section of this chapter.
- 💻 Professional development resources have been created by the North Carolina Interagency Coordinating Council (NCICC) Professional Education Committee. Based on an analysis of requirements, standards, and needs in nine key source documents, the NCICC Professional Education Committee has identified top priorities for personnel serving young children. Use this information to plan and prioritize professional development for you and any additional caregivers in your family child care home.
 - Professional Education for Personnel Serving North Carolina's Young Children (0-5)
www.ncei.org/ei/icc/pdf/PECpriorities2007_2009.pdf
 - What do personnel serving young children need to know? www.ncei.org/ei/icc/pdf/PECpersonnel.pdf

Approved Topic Areas for In-Service Training NC General Statute 110-91(11)



Training must be in the following topic areas:

- Planning a safe, healthy learning environment;
- Steps to advance children's physical and intellectual development;
- Positive ways to support children's social and emotional development;
- Strategies to establish productive relationships with families;
- Strategies to manage an effective program operation;
- Maintaining a commitment to professionalism;
- Observing and recording children's behavior;
- Principles of child growth and development; and
- Learning activities that promote inclusion of children with special needs.



Only training in the above listed topic areas may be used toward meeting annual in-service training requirements for a staff member in a child care center.



Training does not have to be formal semester hours. In-service training credit can be received by attending conferences and workshops as long as the training is approved by the Division.



College coursework in any of these topic areas that results in earned semester credit hours may be counted for in-service training hours. The same semester credit hours may also be counted to enhance the education level of the individual for the Star-Rated License.

SECTION 7: HOUSEHOLD MEMBER REQUIREMENTS

Criminal History Checks

NC General Statute 110-90.2 & Child Care Rules .0102(15); .1702 (d)



All household members over 15 years of age must complete a criminal history check.



A household member is any individual who resides in a FCCH where children receive care. The Division determines that an individual lives in a home by the following factors including, but not limited to, maintaining clothing and personal effects at the household address, receiving mail at the household address, using identification with the

household address, or eating and sleeping at the household address on a regular or temporary basis.

- ☒ All household members over 15 years old must obtain a local criminal history check. The local criminal history check must be obtained from the Clerk of Court's office in the county the individual currently lives in and all other counties they have lived in during the past twelve months.
- ☒ The household member(s) must complete at least one fingerprint card for a SBI check. If the household member(s) has (have) lived in NC for less than 5 years from the date the fingerprint card is completed, then the fingerprint card will also be submitted to the FBI for a national check. The fingerprint card may be obtained at the local sheriff's or police department office.
- ☒ You must keep a copy of any household members' local criminal history check information and original "Notice Child Care Provider Mandatory Criminal History Check" form in your file until you receive their qualifying letter from the Division. Your child care consultant will review this information.
- ☒ You must mail the following criminal history check forms to the Division office at the address given in the instructions as soon as you receive a license identification (ID) number. You will receive your ID number from your child care consultant. Do not mail criminal history check forms for household member(s) until you receive an ID number.
 - Certified Local Criminal History Check(s)
 - Fingerprint Card(s)
 - Identifying Information Sheet (DCD-0050)



Criminal Records Background Checks Instructions for Potential Family Child Care Home Providers is the set of forms also used for additional caregivers. The forms are located in the resource section of *Chapter 4 – Records and Activities*.


- ☒ If the household member has been convicted of a crime, has a pending charge or indictment, is under deferred prosecution, received a Prayer for Judgment, or is on probation for a crime, additional information may be submitted to the Division for consideration.
- ☒ If household members remain at the same facility location for three consecutive years after qualification, a form provided by the Division must be submitted for a modified criminal record check. The modified criminal record check must be completed every three years.

- ☒ Individuals over 15-years-old who move into your home must complete a criminal record check within five business days of moving into your home.
- ☒ Residents who have their 16th birthday after the initial licensing of the FCCH must complete a criminal record check within five business days of their 16th birthday.
- ☒ If the FCCH provider changes the location of operation, the FCCH household members over 15 must submit a certified criminal history check from the Clerk of Superior Court's office in the county or counties where the household members have lived the previous 12 months. This local criminal history check must be submitted to your child care consultant no later than 10 business days after the location change. A new fingerprint card is not required unless deemed necessary by the Division in making its determination of qualification.
- HH** Over 15 years of age means that a person has had his/her 16th birthday.
- HH** The household member(s') qualifying letter is used to determine if that household member(s') criminal history will have an impact on your license.
- ☒ If a person has a known criminal record that would exclude the person from being a resident in a Family Child Care Home, the only time the individual is permitted in the Family Child Care Home is if the person is picking up or dropping off a child enrolled in the operator's program or if he/she is conducting brief business with the operator. The individual is not to be left alone with the children.
- HH** For help with the criminal history check process, you can contact your local CCR&R, your child care consultant, or the Division of Child Development.


SECTION 8: ADDITIONAL CAREGIVER REQUIREMENTS

For Staff Who Provide Care More Than Five Hours a Week Child Care Rules .1701(b),(d); .2702



- ★ An individual who provides care for five hours or more in a week, during planned absences of the operator must:
 - be 21-years-old;
 - have a high school diploma or GED;
 - have completed a First Aid and CPR course;
 - have completed a health questionnaire;
 - have proof of negative results of a tuberculosis test;
 - submit criminal record check forms;
 - complete 12 hours of in-service training a year
- ★ Prior to the additional caregiver assuming responsibility for the children, all applicable child care requirements must be reviewed with the additional caregiver.
- ★ The additional caregiver must sign and date a statement stating the review of applicable child care requirements was completed. This statement must be kept on file.

 You may want to consider having additional caregivers complete an **Application for Employment** so that you can document age as well as other information needed for the caregiver's file. A sample application is in the Resource Section of this chapter.




- ☒ The Health Questionnaire must be completed and put in your staff files annually.
- ☒ The tuberculosis test must be completed within 12 months prior to the first day of providing care.
- ☒ Copies of required information must be on file in the home available for review by a child care consultant and can be transferable to other family child care homes where the individual is providing care.


 A sample form to document the review of the applicable child care requirements with the additional caregiver is in the resource section of *Chapter 4 – Records and Activities*.

- ☒ Criminal Record Check forms must be completed no later than five days from the additional caregiver's start date. The completed forms must be submitted to the Division within three business days of receipt by the family child care home operator.

- HH** Even if the Division qualifies an individual who has a conviction, you can still choose not to hire or continue to employ the individual if that is your policy.
- ☒ If a person has a known criminal record that would exclude the person from being an additional caregiver in a Family Child Care Home, the only time the individual is permitted in the Family Child Care Home is if the person is picking up or dropping off a child enrolled in the operator's program or if he/she is conducting brief business with the operator. The individual is not to be left alone with the children.
- HH** If the additional caregiver works for more than one FCCH or child care center, the additional caregiver should leave a copy of their health questionnaire, TB test results, and training records at each location where they work to ensure the information is always available.
- HH** The rules do not address having a second caregiver in the Family Child Care Home when you are present. At minimum that person should submit Criminal Record Check forms, TB test with negative results, and a completed health questionnaire.
-  You will find a **FCCH Operator Checklist** that you can use to familiarize your additional staff with FCCH requirements at the end of this chapter.
-  A checklist of records required for the additional caregiver can be found in *Chapter 4 – Records and Activities*.

For Staff Who Provide Care For Less Than Five Hours a Week Child Care Rules .1701(c), (d); .2702(i)

-  An individual who provides care for less than five hours a week, during planned absences of the operator must:
 - be at least 21 years old
 - be literate
 - have completed a First Aid and Cardiopulmonary Resuscitation (CPR) course
 - have completed a health questionnaire
 - have proof of negative results of a tuberculosis test
 - submit criminal record check forms
-  Prior to an additional caregiver assuming responsibility for the children, all applicable child care requirements must be reviewed with the caregiver.
-  The additional caregiver must sign and date a statement stating the review of applicable child care requirements was completed. This statement must be kept on file.

- ☒ This type of caregiver is someone who provides care during your planned absences, such as a training and scheduled appointments.
Literate is defined as the ability to read and write in English well enough to understand licensing requirements, have the ability to communicate to family and relevant emergency personnel, as well as the ability to read prescriptions and doctor instructions.
- ☒ The Health Questionnaire must be completed and put in your staff files annually.
- ☒ The tuberculosis test must be completed within 12 months prior to the first day of providing care.
- ☒ By the end of the fifth day of substituting for you, the caregiver must submit a criminal history check to you. You have an additional three days to mail the criminal history check forms to the Division at the address provided in the instructions.
- HH** Copies of required information must be on file in the home and available for review by your child care consultant.
- HH** If the additional caregiver works at more than one FCCH or child care center, the individual should leave a copy of their Criminal Record Check qualification letter, health questionnaire, TB test results, and CPR and First Aid cards at each location where they work to ensure the information is always available.
- HH** Prior to the additional caregiver providing care, you should review the individual's local criminal history check.
- HH** Even if the Division qualifies an individual who has a conviction, you can still choose not to hire or continue to employ the individual if that is your policy.
-  You will find a **FCCH Operator Checklist** that you can use to familiarize substitutes with FCCH requirements at the end of this chapter

Emergency Caregiver Requirements Child Care Rules .1701(d), (e); .2702(i)

- ★ Emergency caregivers must
 - be at least 18 years old
 - submit criminal record check forms
- ★ You must review the applicable child care requirements and law with your emergency caregivers prior to them caring for children.
- ★ The emergency caregiver must sign and date a statement stating the review of applicable child care requirements was completed. This statement must be kept on file.

- ☒ An emergency caregiver is someone who provides care during your unplanned absences, such as medical or family emergencies.
- ☒ The emergency caregiver must submit the criminal history check to you by the end of the fifth day of them providing substitute care for you. You have an additional three days to submit the paperwork to the Division at the address in the instructions.
- ☒ The emergency caregiver must sign and date a statement stating the review of applicable child care requirements was completed. This statement must be kept on file.

SECTION 9: BUILDING CODE AND OTHER HOUSEHOLD REQUIREMENTS

Building Codes NC General Statute 110-91(4) & Child Care Rule .1702(c)(1)

- ★ Your home must comply with the North Carolina Building Codes for a FCCH.

- ☒ Your home must meet NC Building Code requirements. If you are in a manufactured home, it must bear a third party inspection label.
- ☒ A third party inspection label is the metal seal on the side of the manufactured home. The label certifies compliance with the Federal Manufactured Home Construction and Safety standards. The manufactured home must have been installed

in accordance with NC Manufactured/Mobile Home Regulations published by the NC Department of Insurance.

- ☑ If you live in a single-wide manufactured home, you will be limited to caring for a maximum of five children and no more than three of these may be preschool-age children. Of the three preschool-age children, no more than two children may be two years of age or younger.

Ground Level Child Care Rule .1702(c)(3)

- ★ All children must be kept on the ground level with an exit at grade at all times.

- ☑ Children must be cared for on the ground level. The ground level could be two different floors if there are exits at grade on both levels.
- ☑ All children, including your own preschool children, must remain on the ground level during operating hours.
- ☑ Apartments may be licensed as a FCCH if they are on ground level of the building.
- ☑ In a split level home, only the levels that have a direct exit at ground level can be used.
- ☑ NC Building Code requires your home to have one exit at ground level.
- 📁 See *Chapter 2 – Safety* for the rule regarding making steps inaccessible to children two-years-old and younger.


Smoke Detectors Child Care Rule .1702(c)(4)

- ★ Your home must be equipped with an electrically operated (with battery backup) smoke detector, or one electrically operated and one battery operated smoke detector located next to each other.

- ☑ You must use a smoke detector which is wired into your electrical system and has a battery backup in it. You can also use two smoke detectors, one that is wired into your electrical system and another that is battery operated. They must be installed next to each other.



- ☒ If you provide overnight care, an additional smoke detector must be installed in each room where children will be sleeping.

Fire Extinguishers **Child Care Rule .1702(c)(5)**

-  You must have at least one 5 pound 2-A:10-B:C type fire extinguisher readily accessible.

- ☒ You must have a minimum of a five pound 2-A:10-B:C type fire extinguisher for every 2,500 square feet of floor area in your home.
- ☒ A larger size fire extinguisher is acceptable to use as long as you can hold and operate the fire extinguisher properly.
- HH** You will need to periodically check to see if the fire extinguisher needs to be charged.
- HH** You may want to have additional fire extinguishers in areas such as the kitchen and playroom. These additional fire extinguishers may be less than five pounds.

Fuel Burning Heaters/Fireplaces/Furnaces **Child Care Rule .1702(c)(6)**

-  Approved fuel burning space heaters, fireplaces and floor furnaces with protective screens are allowed in a FCCH.
-  Unvented fuel burning heaters and portable electric space heaters are prohibited.




- ☒ All approved fuel burning heaters, fireplaces or furnaces must be installed according to manufacturer's instructions and vented to the outside.
- ☒ Space heaters, fireplaces and floor furnaces with protective screens may be used while children are in care as long as your license does not reflect a restriction on the use of these heat sources.
- ☒ Unvented heating sources are not allowed. This includes heating sources that are labeled as "vent free." If you have an unvented heater, such as unvented gas logs or wall heaters, that heater must be disconnected from the gas line. Documentation of the disconnection must be on file for review by your child care consultant.
- ☒ Protective screens must be attached securely to substantial supports around fireplaces and heaters when in operation, to





prevent burns. You need to make sure the screen is far enough from the heat source so that it does not become hot to the touch.

- HH** If your fireplace has a hearth with sharp corners, it is suggested that you use a cushioned bumper to provide protection for the children.

Heating and Ventilation

Child Care Rules .1702(c)(7); 1724(a)(5)





-  All indoor areas used by children must be heated in cool weather and ventilated in warm weather.
-  Hot pipes or radiators that are accessible to children must be covered or insulated.
-  The temperature for areas used by infants 12 months or younger for sleeping must not exceed 75 degrees Fahrenheit.

-  A kitchen stove cannot be used as a source of heat.
-  Woodstoves and fireplaces without protective screens can not be used as sources of heat.
-  All windows and doors that are used for ventilation must be screened.
-  If you care for infants aged 12 months or younger, the temperature of the room where the infants sleep may not exceed 75 degrees Fahrenheit. You will need to have some way of regulating that room's temperature.

Well Water Analysis

Child Care Rules .1720(d)(1); .1702(d)(6)

-  You must have a negative bacteriological analysis completed if your water source is well water.

-  The initial well water bacteriological analysis can be no more than one year old.
-  You must mail a copy of proof of a negative well water bacteriological analysis with your application.
-  You cannot use spring water as your source of water.
-  You must complete the well water bacteriological analysis every two years. A copy of the results must be kept on file in your home for your child care consultant to review.

HH You can contact your local health department or a local certified drinking water laboratory to request a well water bacteriological analysis.



Check this web site from the NC Division of Public Health to review a list of laboratories that are certified to test drinking water (web site is updated periodically).

<http://204.211.171.13/EnvironmentalSciences/Certification/default.asp>



Turn to the local resource section of this notebook and add the contact information for the agency that completed your well water bacteriological analysis.

Pet Vaccinations **Child Care Rule .1702(d)(5)**



You must have up-to-date pet vaccinations for any pets.



If you have a pet you must submit a copy of current pet vaccinations to your child care consultant prior to being licensed.



You must have all household pets vaccinated with up-to-date vaccinations as required by North Carolina law and local ordinances.



You must have proof of current rabies vaccination for any cat or dog over four months of age.



A copy of up-to-date pet vaccinations must be maintained on file in your FCCH for review.







You can find additional information regarding animals in *Chapter 2- Safety*.






Turn to the local resource section of this notebook and add the contact information for your veterinarian's office.

Materials/Equipment

NC General Statute 110-91(6) & Child Care Rules .1718(10); .1719(1)



-  Indoor and outdoor equipment and furnishings must be child size, sturdy and in good repair.
-  Space must be designated for each child's personal belongings.
-  Materials/equipment must be free of hazards that pose a threat of serious injury to children while engaged in normal play activities.
-  Materials/equipment must be available indoors and outdoors to support the activities listed in the written schedule.

-  See *Chapter 2 – Safety* for information about appropriate materials/equipment that you should have available.
-  Children must have a certain space available to store their personal belongings. Examples include cubbies, a shelf, or individual plastic boxes.
-  You will find at the end of this chapter, **Equipment and Material Suggestions for Infants 0-12 Months, 12-36 Months, Preschool-Age and School-Age** which provides examples of age appropriate materials, equipment and toys.


Local Ordinances

NC General Statute 110-91 & Child Care Rule .1702(d)(8)

-  You must comply with any local ordinances that apply to your neighborhood or community.


-  You will need to check with your city and county planning or zoning office, as well as covenants within your neighborhood or home owner's association, to see if there are any requirements you must meet that are in addition to state licensing requirements. Local zoning ordinances must be met prior to licensure.
-  Examples of possible local ordinances are obtaining a fire inspection or a home occupancy permit, limitations to the number of children allowed, a restriction on the hours of operation, specific landscaping, allowable spaces to use for parking, and/or having a fenced-in yard.
- HH** A child care consultant can help the operator identify the proper personnel in the county to contact.

SECTION 10: STEPS TO GET STARTED

 Potential family child care home operators should contact the Division of Child Development at 919-662-4499 or 1-800-859-0829 (in-state only) to request a Basic Information for Potential Family Child Care Home Providers pamphlet. The pamphlet, available free of charge, describes the major child care requirements for operating a family child care home in North Carolina.


HH It is important for family child care home operators to be knowledgeable of all of the child care requirements. Make sure you maintain current versions of the child care requirements because rules change frequently. There are three ways to access a copy of the child care law and rules:


1. From the Division's website at www.ncchildcare.net. The most current versions can be found online.
2. Request a copy of the printed materials order form. You can request the order form from the Division or access it online.
3. Copies of the NC General Statutes and Family Child Care Home Requirements are in the FCCH Handbook.


 The two primary documents you need to know to be in compliance with NC child care law and requirements are the **NC General Statutes** in Appendix A and the **Family Child Care Home Requirements** in Appendix B.

HH Though not required, the Division recommends FCCH operators attend a FCCH pre-licensing workshop. You may want to contact your local CCR&R to see if they offer this training in your area. They also may have other trainings or projects available to help get your FCCH started.

HH The type of business structure you choose, usually sole proprietorship or S-Corporation, affects your budget and personal liability. Contact an accountant or lawyer to determine which structure is best for you.

 Additional information regarding your business classification may be obtained on the NC Department of the Secretary's web site at www.secretary.state.nc.us/corporations.

 Turn to the local resource section of this handbook and add the contact information for your local CCR&R and Smart Start Partnership. To find your local CCR&R office, you may call customer service at the Division of Child Development at 1-800-859-0829 or find it on our website, www.ncchildcare.net.

 Turn to the local resource section of this handbook and add the contact information for your child care consultant. Your child care consultant can be a helpful resource to you. Feel

free to contact your child care consultant if you have any questions.



Contact the Division of Child Development at 919-662-4499 or 1-800-859-0829 anytime you have questions. The Division is located at 319 Chapanoke Road, Suite 120, Raleigh, NC 27603 and is open Monday through Friday from 8am to 5pm. Customer Service Representatives are available to answer your questions or direct you to the appropriate staff.



Additional **Child Care Provider Resources** and **Health and Safety Resources for Child Care** are available in the resource section of this chapter.

Application Packet Child Care Rule .1702(a)



Any individual who plans to operate a family child care home must apply for a license using a form provided by the Division.



You must complete an application to begin the licensing process. You can receive an application packet by contacting the Division of Child Development at 1-800-859-0829 or contacting your local Child Care Resource and Referral (CCR&R) office.



The application packet includes the Application-Facility Profile, FCCH checklist, Criminal History Check forms, rated license program and education requirements for each point level, and an order form for the Family Child Care Home Handbook, Child Care Requirements, NC General Statutes and Infant-Toddler Foundations.

Submitting An Application Child Care Rule .1702(d)



Submit your application, with supporting documentation, to your child care consultant.



Supporting documentation includes:

- Copy of criminal history check from the Clerk of Court's office;
- Copies of documentation of completed First Aid and CPR courses;
- Proof of negative results from your TB test;
- Copy of completed Health Questionnaire;
- Copy of current pet vaccinations (if applicable);

- Copy of negative well water bacteriological analysis (if applicable); and
 - Copies of any inspections required by local ordinances (if applicable).
- ☒ You will mail the application and supporting documentation to the child care consultant who is listed on the cover of your application. The address for your child care consultant is located on the front cover of your application packet.
- ☒ You will mail the original criminal history check forms to:
 DHHS Criminal Record Check Unit
 Child Care Team
 2201 Mail Service Center
 319 Chapanoke Road, Suite 120
 Raleigh, NC 27699-2201
- If fingerprints are being submitted electronically by the law enforcement agency, the envelope must be marked with a large E.
- HH** Contact your consultant to secure inspection forms as well as any other forms the consultant may want you to complete before the initial assessment.
- HH** You will mail the Criminal Record Check forms for the household member(s) over 15-years-old once you receive the license identification number from your consultant.






Initial Visit
Child Care Rule .1702(e)



Your child care consultant will make an announced visit to your home before a license is issued.


- ☒ Once your child care consultant receives your completed application packet and the supporting documentation from you, then he/she will call you to schedule an appointment to visit your home.
- ☒ During the initial assessment, a child care consultant will:
- Provide technical assistance about ways for the operator to achieve and maintain compliance with child care requirements as well as consultation on best practice in the field of early care and education.
 - Assess progress toward achieving satisfactory compliance of child care requirements prior to the issuance of an initial license.

- ☒ During initial assessments, the child care consultant will review the following:
 - Child care law and rules
 - Available equipment and materials
 - Forms and paperwork that will be used in the program
 - Number of children in the family child care home
- ☒ The consultant will bring additional application forms for you to complete during an initial consultation visit.
- ☒ During the initial visit your child care consultant will determine whether or not your home meets all applicable child care requirements.
- ☒ The visit, which will include a review of your files, will determine your compliance with FCCH requirements in order to issue a license.
- ☒ The operator must demonstrate the ability to comply with child care requirements prior to the issuance of a license. If there were requirements that were not met during the visit, your child care consultant will establish a reasonable timeframe for you to comply with the requirements. Once it is determined that satisfactory compliance of requirements have been met, a one star license will be issued.
- ☒ The operator may be asked to prove that the home is occupied as a residence. Documents that will be accepted as proof of residency include:
 - Address given for military purposes
 - Payment of state income taxes
 - Listing of “legal” or “permanent” address on federal tax returns
 - Continuous car registration and address on driver’s license
 - Ownership of a home
 - Approved certificate or other statements indicating a permanent/legal address
 - Mailing address
- ☒ During an initial visit, if the presence of chalking, peeling or flaking paint is detected in a home built prior to 1978, the child care consultant can request an environmental lead investigation. If lead hazards are identified, the Division will not issue a license until remediation has been completed and lead hazards are no longer present in the home.


-  You can find a **Be Lead Safe** checklist at the end of this chapter.
-  The United States Environmental Protection Agency (EPA) requires that the “The Lead-Safe Certified Guide to Renovate Right” lead hazard information pamphlet be provided to owners and occupants of target housing and child-occupied facilities, and to the parents of children under age six that attend child-occupied facilities built prior to 1978.
-  To get a copy of the EPA pamphlet and regulations, visit the NC Lead-based Paint Hazard Management Program web site at www.epi.state.nc.us/epi/lead/lhmp.html or call 919-707-5950
-  Go to this web site from the NC Department of Environment and Natural Resources (Children’s Environmental Health Branch) to learn more about the Childhood Lead Poisoning Prevention Program.
http://www.deh.enr.state.nc.us/ehs/Children_Health/Lead/lead.html
- HH** During the initial visit to your home the child care consultant will review the child care rules with you. This takes time, so we encourage you to have alternative child care available for your children.
- HH** During your initial visit with the child care consultant, please notify her/him of your intent to pursue a one or 2-5 star license. This will help her/him to give you the requirements and assistance needed for the license you want to pursue.
-  To assist with creating files for your family child care home business refer to the file checklists provided in *Chapter 4 – Records and Activities*.


Written Plan of Care

Child Care Rules .1701(i)(1-6),(j),(k)




-  Each operator must develop and adopt a written plan of care for completing routine tasks; including, but not limited to running errands, meeting family and personal demands, and attending classes to ensure that routine tasks do not interfere with the care of children during hours of operation.

- ☒ The plan must specify typical times for completing routine tasks, names of individuals providing care, and how parents will be notified when children accompany the operator off the premises for routine tasks not specified on the written schedule.
- ☒ The plan must be given to parents of children in care on or before the first day the child attends the home. Parents must sign a statement acknowledging the receipt and explanation of the plan.
- ☒ Parents must give written permission for their children to be transported by the operator for specific routine tasks that are included on the written schedule.
- ☒ The acknowledgment and written parental permission must be retained in the child's file for as long as the child is enrolled at the home.
- ☒ If the operator amends the plan, the operator must give written notice of the amendment to parents of enrolled children at least 30 days before the amended plan is implemented.

 A **Written Plan of Care** form is in the resource section of *Chapter 4 – Records and Activities*.

 See sample transportation forms in *Chapter 4 – Records and Activities*.



Issuing a License Child Care Rule .1702(e)(1-3)

-  If all applicable child care requirements are met, a one star rated license will be issued to you.
-  If the applicable requirements are not met but the applicant has the potential to comply, the Division representative must establish with the applicant a time period for the home to achieve full compliance.
-  If all the applicable requirements are not met or cannot be met within the established time, the Division must deny the application. Final disposition of the recommendation to deny is the decision of the Division.

- ☒ An application can be denied if your home is not in compliance, you cannot potentially comply, or if you fail to comply with child care requirements within an appropriate timeframe.

- ☒ After you have been in operation for more than six months, you can potentially earn two to five stars on your license by meeting certain education requirements and program standards.
- HH** To learn more about the voluntary star rated license review *Chapter 6 - Star Rated License*.

Child Care License Fees General Statute 110-90 (1a)

-  Family child care home operators are required to pay an annual licensing fee.
-  The fee does not apply to a religious-sponsored child care that is operated under a Notice of Compliance.

- ☒ A license fee for family child care home operators was voted on and implemented in 2009 by the North Carolina General Assembly.
- ☒ The license fee is an annual charge to maintain the child care license for providing care for children in any type of child care facility.
- ☒ In 2009, the amount of the license fee for family child care home operators is \$52.00. This amount is subject to change based on legislative action.
- ☒ Payments may not be made in person. Instead, payments must be mailed to the Department of Health and Human Services Controller's Office.
- ☒ Failure to pay the annual license fee may result in the revocation of your child care license.
- ☒ All child care operators with an active status on October 1 of each year will be sent a license fee invoice and are required to pay the fee. If a program closes on or prior to September 30 of each year, they will not be charged the license fee for the next year.
- HH** The full amount of the license fee is required by the due date. Partial payment of the license fee will not be accepted, nor will payment plans be established.
- HH** Credit for payment will be given on the date it is received by the Department of Health and Human Services Controller's Office, not the date on the check

Resource Section

Chapter 1: GETTING STARTED

The following pages contain resource materials related to the content in the preceding chapter.

Some of the resources provided are forms created by the Division of Child Development and must be used by licensed Family Child Care Homes. Other materials are provided only as a resource for Family Child Care Homes and may be used at your discretion.

You may also wish to use this section to store additional resource materials that you have related to the chapter or information that is specific to your program.



GUIDELINES TO HIGH SCHOOL DIPLOMAS AND EQUIVALENTS

TO MEET MINIMUM EDUCATION REQUIREMENTS FOR CHILD CARE PROVIDERS

The requirement for completion of high school can be met through a number of options, as described below: High School Diploma, Home School Diploma, Adult High School Diploma, GED Credential.

For additional assistance, please visit the **Provider / Professional Development** section of the North Carolina Division of Child Development website at www.ncchildcare.net.

☒ **High School Diploma:** this award recognizes completion of all state and local graduation requirements from regionally accredited high schools. The diploma may indicate a track (college prep, technical, occupational, etc.) that the student took to meet requirements. The diploma awarded is the same, regardless of the track taken.

High School Accreditation: high schools issuing diplomas must have nationally recognized **regional accreditation** in the United States. This is generally true for public high schools. It may or may not be true for private schools, including online and correspondence high schools. Diplomas from high schools without regional accreditation are not recognized by the Division of Child Development. *An exception will be made when the high school is listed with the NC Division of Non-Public Education for the school year when the applicant graduated.*

The recognized regional accrediting bodies for high school diplomas (and the geographic regions they serve) are:

North Central and Southern Association CASI (commission on accreditation and school improvement) http://www.advanc-ed.org/schools_districts/
Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming, Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia

Middle States Commission on Secondary Schools <http://www.css-msa.org/>
Delaware, the District of Columbia (D.C), Maryland, New Jersey, New York,
Pennsylvania, Puerto Rico and the U.S. Virgin Islands

New England Commission on Public Secondary Schools <http://cpss.neasc.org/> and
New England Commission on Independent Schools <http://cis.neasc.org/> (such as
traditional boarding and day preparatory schools, private elementary schools, schools
serving students with special needs, and religiously affiliated schools of many faiths)
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont

Western Association of Schools and Colleges <http://www.wascweb.org/> (secondary
schools are listed under The Accrediting Commission for Schools)
California and Hawaii, the territories of Guam, American Samoa, Federated States of
Micronesia, Republic of Palau, Commonwealth of the Northern Marianas Islands, the
Pacific Basin, and East Asia, and areas of the Pacific and East Asia where
American/International schools or colleges may apply to it for service

Northwest Association of Accredited Schools
<http://www.northwestaccreditation.org/schools/accredited.html> (distance education,
elementary, foreign nation, high, K-12, middle level, post secondary non-degree granting,
residential, special purpose, supplementary education and travel education schools)
Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington.

☒ **Graduation Certificate and Certificate of Achievement:** these are high school
exit documents for students who do not meet the requirements for a diploma.
These documents are NOT recognized as high school diplomas or equivalents.

☒ **Home School Diploma:** this diploma is issued by a non-public school where the
student receives academic instruction from his/her parent, legal guardian, or a member of
the household in which the student resides. The chief administrator of the home school
issues the diploma.

What is a legitimate home school?

The NC Division of Non-Public Education is authorized by state law to receive
home school notices of intent to begin initial operation and to terminate operation,
and to annually inspect the school's student attendance and nationally
standardized achievement test result records. They provide a list of home schools
by county at this website: <http://www.ncdnpe.org/hhh301.htm>

☒ **Adult High School Diploma (Adult HSD):** this diploma is issued through the
community college system in most states. There are exceptions, and other colleges could

be approved to issue adult high school diplomas. Colleges issuing adult high school diplomas must have **nationally recognized regional accreditation** in the United States.

The nationally recognized regional accrediting bodies for colleges (and the geographic regions they serve) are:

- Middle States Association of Colleges and Schools www.msche.org
Delaware, the District of Columbia (D.C), Maryland, New Jersey, New York, Pennsylvania, Puerto Rico and the U.S. Virgin Islands
- New England Association of Schools and Colleges www.neasc.org
Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island and Vermont
- North Central Association of Colleges and Schools www.ncahigherlearningcommission.org Arkansas, Arizona, Colorado, Iowa, Illinois, Indiana, Kansas, Michigan, Minnesota, Missouri, North Dakota, Nebraska, Ohio, Oklahoma, New Mexico, South Dakota, Wisconsin, West Virginia, and Wyoming
- Northwest Commission on Colleges and Universities www.nwccu.org
Alaska, Idaho, Montana, Nevada, Oregon, Utah, and Washington
- Southern Association of Colleges and Schools www.sacscoc.org
Alabama, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, South Carolina, Tennessee, Texas and Virginia
- Western Association of Schools and Colleges www.wascweb.org (senior colleges and universities) and www.accjc.org (community and junior colleges)
California and Hawaii, the territories of Guam, American Samoa, Federated States of Micronesia, Republic of Palau, Commonwealth of the Northern Marianas Islands, the Pacific Basin, and East Asia, and areas of the Pacific and East Asia where American/International schools or colleges may apply to it for service

☒ **GED (General Education Development) Credential:** the GED Tests measure the academic skills and knowledge expected of high school graduates in the United States. Successfully passing the tests results in award of a GED credential (which may be called a diploma, certificate, credential, or endorsement).

- The only official GED is given by the GED TESTING SERVICE and its approved sites. All approved testing locations are listed at www.GEDtest.org.
- The official GED is **not offered online via the internet**. Currently the GED is a paper and pencil test only. The GED test is a series of 5 tests covering different subjects and takes 7 hours to complete.



NC Early Care and Education Professional Certification Scale

Certification is an acknowledgement of an individual's verified level of educational achievement, based on a standardized scale. It is not permission to work. The following notes apply to multiple levels throughout the scale:

- "Focus" *generally* means coursework with extensive content related to children ages birth to five.
- General education, such as English, Math and Science, is coursework earned toward a two or four year degree.

Valid Period	Level	Education Required
5 yrs	13	Doctorate Degree plus or including at least 18 birth to five focused semester hours
5 yrs 5 yrs	12	Doctorate Degree plus or including at least 12 birth to five focused semester hours <i>or</i> Master's Degree plus or including at least 18 birth to five focused semester hours
5 yrs 5 yrs	11	Master's Degree plus or including at least 12 birth to five focused semester hours <i>or</i> Bachelor's Degree plus or including at least 18 birth to five focused semester hours
5 yrs 5 yrs	10	Bachelor's Degree plus or including at least 12 semester hours in birth to five focused coursework <i>or</i> 90 semester hours toward a Bachelor's Degree including at least 18 birth to five focused semester hours
5 yrs 5 yrs 5 yrs	9	Doctorate Degree plus or including at least 6 birth to five focused semester hours <i>or</i> Master's Degree plus or including at least 6 birth to five focused semester hours <i>or</i> Bachelor's Degree plus or including at least 6 birth to five focused semester hours
5 yrs 3 yrs 3 yrs 3 yrs	8	Associate Degree plus or including at least 24 birth to five focused semester hours <i>or</i> Doctorate Degree (less than 6 birth to five focused semester hours) <i>or</i> Master's Degree (less than 6 birth to five focused semester hours) <i>or</i> Bachelor's Degree (less than 6 birth to five focused semester hours)
3 yrs 3 yrs	7	Associate Degree plus or including at least 18 birth to five focused semester hours <i>or</i> 57 semester hours of general education including at least 24 birth to five focused semester hours
3 yrs 3 yrs	6	Associate Degree plus or including at least 12 birth to five focused semester hours <i>or</i> 45 semester hours of general education including at least 18 birth to five focused semester hours
3 yrs 3 yrs	5	Associate Degree plus or including at least 6 birth to five focused semester hours <i>or</i> 70 semester hours of general education including at least 6 birth to five focused semester hours
3 yrs 3 yrs 3 yrs	4	36 semester hours of general education including at least 12 birth to five focused semester hours <i>or</i> Associate Degree (less than 6 birth to five focused semester hours) <i>or</i> 70 semester hours of general education (less than 6 birth to five focused semester hours)
3 yrs	3	24 semester hours of general education including at least 6 birth to five focused semester hours
3 yrs 3 yrs 3 yrs 3 yrs	2	18 semester hours of general education including at least 4 birth to five focused semester hours <i>or</i> Early Childhood Certificate <i>or</i> CDA Credential (Child Development Associate Credential) earned for at least 12 semester hours <i>or</i> 12 birth to five focused semester hours
3 yrs 3 yrs 3 yrs	1	6 birth to five focused semester hours <i>or</i> Successful completion of NC Early Childhood Credential coursework Successful completion of NC Family Child Care Credential Coursework (for family child care providers only)
3 yrs	PP	Para-Professional – less than the North Carolina Early Childhood Credential or less than 6 birth to five focused semester hours



NC Institute for Child Development Professionals
PO Box 959 Chapel Hill, NC 27514
www.ncicdp.org • info@nceec.org • 919-942-7442

NC School Age Professional Certification Scale

Certification is an acknowledgement of an individual's verified level of educational achievement, based on a standardized scale. It is not permission to work. The following notes apply to multiple levels throughout the scale:

- Of the birth to twelve hours, at least half must be school age focused. "School Age" coursework includes courses in the following categories: School Age, Elementary, Youth Development and Parks and Recreation.
- General education, such as English, Math and Science, is coursework earned toward a two or four year degree.

Valid Period	Level	Education Required
5 yrs	13	Doctorate Degree plus or including at least 18 birth to twelve focused semester hours
5 yrs 5 yrs	12	Doctorate Degree plus or including at least 12 birth to twelve focused semester hours <i>or</i> Master's Degree plus or including at least 18 birth to twelve focused semester hours
5 yrs 5 yrs	11	Master's Degree plus or including at least 12 birth to twelve focused semester hours <i>or</i> Bachelor's Degree plus or including at least 18 birth to twelve focused semester hours
5 yrs 5 yrs	10	Bachelor's Degree plus or including at least 12 birth to twelve focused semester hours <i>or</i> 90 semester hours toward a Bachelor's Degree including at least 18 birth to twelve focused semester hours
5 yrs 5 yrs 5 yrs	9	Doctorate Degree plus or including at least 6 school age focused semester hours <i>or</i> Master's Degree plus or including at least 6 school age focused semester hours <i>or</i> Bachelor's Degree plus or including at least 6 school age focused semester hours
5 yrs 3 yrs 3 yrs 3 yrs	8	Associate Degree plus or including at least 24 birth to twelve focused semester hours <i>or</i> Doctorate Degree (less than 6 school age focused semester hours) <i>or</i> Master's Degree (less than 6 school age focused semester hours) <i>or</i> Bachelor's Degree (less than 6 school age focused semester hours)
3 yrs 3 yrs	7	Associate Degree plus or including at least 18 birth to twelve focused semester hours <i>or</i> 57 semester hours of general education including at least 24 birth to twelve focused semester hours
3 yrs 3 yrs	6	Associate Degree plus or including at least 12 birth to twelve focused semester hours <i>or</i> 45 semester hours of general education including at least 18 birth to twelve focused semester hours
3 yrs 3 yrs	5	Associate Degree plus or including at least 6 school age focused semester hours <i>or</i> 70 semester hours of general education including at least 6 school age focused semester hours
3 yrs 3 yrs 3 yrs	4	36 semester hours of general education including at least 12 birth to twelve focused semester hours <i>or</i> Associate Degree (less than 6 school age focused semester hours) <i>or</i> 70 semester hours of general education (less than 6 school age focused semester hours)
3 yrs	3	24 semester hours of general education including at least 6 school age focused semester hours
3 yrs 3 yrs 3 yrs	2	18 semester hours of general education including at least 4 school age focused semester hours <i>or</i> School Age Education Certificate <i>or</i> 12 birth to twelve focused semester hours
3 yrs 3 yrs	1	6 school age focused semester hours <i>or</i> Successful completion of NC School Age Credential coursework
3 yrs	PP	Para-Professional – less than the North Carolina School Age Credential or less than 6 school age focused semester hours



NC Institute for Child Development Professionals
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Cardiopulmonary Resuscitation (CPR)



When selecting a CPR course to complete, all providers (both center and home) should use the following information to select the appropriate course. **The organizations listed below are currently the ONLY ones that will meet child care requirements and be approved by the Division of Child Development (DCD).** Any person with current instructor certification from one of the approved organizations is eligible to conduct CPR training. If you have questions regarding approved organizations, you should contact the DCD Inservice Training Approval Department at 1-800-859-0829.

- AMERICAN HEART ASSOCIATION
- AMERICAN ACADEMY OF PEDIATRICS
- AMERICAN RED CROSS
- NATIONAL SAFETY COUNCIL
- THE AMERICAN ACADEMY OF ORTHOPEDIC SURGEONS EMERGENCY CARE AND SAFETY INSTITUTE (AAOS ECSI)
- AMERICAN SAFETY AND HEALTH INSTITUTE
- EMERGENCY FIRST RESPONSE
- EMS SAFETY SERVICES
- MEDIC FIRST AID

Course Selection

Only CPR courses that offer official certification can be taken to meet DCD requirements. A written and skills test is usually required and the instructor MUST issue a card that contains the following language:

*“(Participant) has **successfully completed** a course in (name of CPR course)”*

Course Age Ranges

Most CPR certifications have age ranges. You will need to check with the instructor to determine for which ages you will be certified. You must maintain current certification in CPR for the ages of children in your care.

Course Renewal

NC Child Care Rules require recertification in CPR by the expiration of the certification, or every two years whichever is less.

Documentation of Certification

The Division of Child development must verify that all required child care providers have completed an appropriate certification course in cardiopulmonary resuscitation (CPR). It’s the provider’s responsibility to receive the necessary paperwork from the instructor. The provider will need to present a photocopy of the certification card issued by the instructor. *See Course Selection above for information on acceptable certification cards.*

Training Verification

If a provider would like for CPR training to be counted towards annual training requirements, he/she must submit verification of the number of hours of the training. Written verification from the instructor or a Training Verification Slip is required. **This information is only used to document the number of hours that a provider attended training.** It does not verify certification. This form is then attached to a Training Log and maintained in facility files. *A sample training verification slip can be found in the NC Division of Child Development’s Child Care Handbook.*

In-Service Training FAQs

How do I qualify to be a trainer?

The required forms can be mailed to you or you can download them from our website

I completed a curriculum education course (either on-line or in person) at an accredited 2 or 4 year college; can I count those hours toward my in-service hours?

Yes, one semester credit hour is equal to 16 contact hours. The course must relate to one of the nine topic areas in the Law and also relate to your job responsibilities in the child care facility.

I would like to take an on-line continuing education course from an accredited 2 or 4 year college; will this count toward my in-service training hours?

Yes, the course must relate to one of the nine topic areas in the law and also relate to your job responsibilities in the child care facility. This would include correspondence format such as professional journal reading.

Can I take a course from a correspondence school and count the hours for in-service training?

The school or agency must have applied for and received distance learning approval from the Division. The approval should be listed in their printed materials or on their website. Courses taken prior to the approval cannot be used for in-service training hours.

I would like to take an on-line course; will this count toward my in-service hours?

Unless the course is offered by an accredited 2 or 4 year college, the training agency must have applied for and received distance learning approval from the Division. The approval should be listed in their printed materials or on their website. Courses taken prior to the approval cannot be used for in-service training hours.

I lost some of my training certificates; can you replace them?

DCD does not have copies of specific training certificates. You would need to contact the sponsor of the training session or the individual instructor. The rosters from approved training sessions are to be on file at the sponsoring agency for three years. Child care staff are strongly encouraged to maintain their own professional development file at home that contains proof of all their training sessions.

I have a concern about a First Aid/CPR Instructor; who do I call?

First contact the national organization or local training center that certified the instructor. You are also encouraged to call the In-service Training Consultant at (919)662-4567 or toll free 1-800-859-0829 (in state calls only). You may want to contact your own Regulatory Consultant if the concern could result in a Child Care Rule violation.

I have a concern about a training session I attended.

Always complete the evaluation form honestly and give constructive feedback. You can call the In-service Training Consultant to report your concern at (919)662-4567 or toll free 1-800-859-0829.

Application for Employment

(Fully complete both pages)

_____ Date of Application

Please Print

Social Security Number	Last Name	First Name	Middle Name
Address (street number and name)		City	County
State	Zip Code	Phone (home or where you can be reached)	Business Phone

Position Applied For: _____

Date of Birth: ____/____/____ N. C. Driver's License Number _____
(month) (day) (year)

Have you ever been convicted of breaking a law other than a minor traffic violation?

☐ YES ☐ NO If yes, give the date and explain fully on an additional piece of paper if more space is needed

Have you ever had a Department of Social Services (DSS) substantiation?

☐ YES ☐ NO If yes, list county/State and give the date and explain fully on an additional piece of paper if more space is needed

(The offense(s) and how recently you were convicted will be evaluated in relation to the job for which you are applying.)

Education

Circle the highest grade completed: 1 2 3 4 5 6 7 8 9 10 11 12 GED College 1 2 3 4

Schools	Name and Location	Dates Attended	Coursed of Study	Degree/Diploma
High School				
		to		
College or University		to		
		to		
		to		
		to		
		to		
Graduate or Professional		to		
		to		
Educational, Vocational Schools, etc.		to		
		to		
		to		
		to		

Child care training you have completed in the last three years (such as first aid, CPR, CDA, ITS-SIDS, etc.):

References

List the names, addresses and phone numbers of two people who may be contacted as references:

Work History

(List child care/early childhood experience first.)

Current or Last Employer				Address			
Job Title				Supervisor's Name		No. Supervised by you	
Date Employed (mo/yr)		Starting Salary \$ Per		Ending Salary \$ Per	Reason for leaving		May we contact employer? yes no
Date Separated (mo/yr)				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If part time, number of hours per week							

Current or Last Employer				Address			
Job Title				Supervisor's Name		No. Supervised by you	
Date Employed (mo/yr)		Starting Salary \$ Per		Ending Salary \$ Per	Reason for leaving		May we contact employer? yes no
Date Separated (mo/yr)				Duties:			
Full Time	Years	Months					
Part Time	Years	Months					
If part time, number of hours per week							

I certify that I have given true, accurate, and complete information on this form to the best of my knowledge. In the event confirmation is needed in connection with my work, I authorize educational institutions, associations, registration, and licensing boards, and others to furnish whatever detail is available concerning my qualifications. I authorize investigations of all statements made in this application and understand that false information of documentation, or a failure to disclose relevant information may be grounds for rejection of my application, disciplinary action, or dismissal if I am employed, and (or) criminal action. I further understand that dismissal on unemployment shall be mandatory if fraudulent disclosures are given to meet position qualifications.

Signature of Applicant _____ Date _____

FAMILY CHILD CARE HOME OPERATOR CHECKLIST

Instructions: Completion of this checklist will help you in assessing if your family child care home is in compliance with the NC Child Care Requirements. **Keep in mind that this checklist is not all inclusive and you are always responsible for all requirements in the NC Child Care Requirements Section .1700, and in Article 7, Chapter 110 of the North Carolina General Statutes.** An unannounced visit may be made by your child care consultant at any time to verify compliance.

Answer Yes or No to the following statements. You may only answer N/A when the statement does not apply to your home.

- ☐Yes ☐No ☐N/A I comply with any local ordinances that apply to my community or neighborhood. [G.S. 110-91 & .1702(d)] *If applicable, submit a copy of supporting documentation to your child care consultant.*
- ☐Yes ☐No My dwelling meets residential building codes and has a ground level exit. [.1702(c)(1)(A)&(B)]
- ☐Yes ☐No I have at least a 5 pound 2A:10-B:C type fire extinguisher. [.1702(c)(1)(D)]
- ☐Yes ☐No I have a working battery-operated smoke detector and an electric smoke detector located next to each other or an electrically operated smoke detector which has a battery backup. [.1702(c)(1)(C)]
- ☐Yes ☐No ☐N/A I have received a negative bacteriological analysis for any well water used for the children's water supply. *Complete every 2 years.* [.1720(d)(1)]
- ☐Yes ☐No ☐N/A A protective screen is securely mounted around any fireplace, wood heater unit or other space heaters. [.1702(c)(1)(E)]
- ☐Yes ☐No All hot pipes or radiators accessible to children are covered or insulated. [.1702(c)(3)]
- ☐Yes ☐No ☐N/A All stairs and steps used by children are solid and safe, and if there are two or more steps, they are railed. [.1719(6)]
- ☐Yes ☐No ☐N/A I have placed a guard (gate) across indoor stairs with more than two steps if children under three are in care.[.1719(6)]
- ☐Yes ☐No ☐N/A I have securely anchored all stationary outdoor play equipment and the footings which anchor the equipment are not exposed. [.1719(3)]
- ☐Yes ☐No ☐N/A No stationary outdoor play equipment is placed over concrete or asphalt.[.1719(3)]
- ☐Yes ☐No ☐N/A All electric fans are securely mounted out of the reach of children, or each has a mesh guard. [.1719(4)]
- ☐Yes ☐No All electrical outlets are covered with safety caps. [.1719(5)]
- ☐Yes ☐No I am at least 21years old, and have a high school diploma/equivalent. [G.S. 110-91(8)]
- ☐Yes ☐No I have a good variety of first aid supplies and supplies are readily available. (i.e. band-aids, gauze, tweezers, sterile water) [.1720(a)(5)]
- ☐Yes ☐No I provide adequate resting accommodations and individual linens for each child. [.1718(8)]
- ☐Yes ☐No I comply with the Meal Patterns for Children in Child Care [.1718(1)]
(Form included in FCCH Handbook and Sample on the web site.)
- ☐Yes ☐No ☐N/A I have a Feeding Schedule for each child less than 15 months old. [.1718(6)]
- ☐Yes ☐No I keep a working thermometer in my refrigerator, and the temperature is maintained at 45 degrees Fahrenheit or below. [.1720(d)(6)]
- ☐Yes ☐No I lock all cleaning supplies or store them so they are inaccessible to children. [.1720(a)(4)]
- ☐Yes ☐No ☐N/A All firearms are separated from ammunition, and I keep in locked storage. [.1720(a)(1)]
- ☐Yes ☐No All toys and equipment provided are developmentally appropriate for the children in my care and are in good condition. [.1720(a)(7)]

FAMILY CHILD CARE HOME OPERATOR CHECKLIST CONT.

- ☐Yes ☐No I have a working telephone in my home and I have emergency telephone numbers readily available. [.1720(a)(8)]
- ☐Yes ☐No I conduct and keep a written record of monthly fire drills. [.1721(b)(2)]
(Form included in FCCH Handbook and Sample on the web site)
- ☐Yes ☐No ☐N/A I have proof of up-to-date vaccinations for any pets. [.1720(d)(10)]
- ☐Yes ☐No I and any additional caregivers other than emergency caregivers have completed a health questionnaire. Emergency caregivers provide care during unplanned absences of the operator. [.1701 (a)-(e)] **(Form included in FCCH Handbook and Sample on the web site)**
- ☐Yes ☐No I have a Health and Emergency Information form on file for each child, including my own child(ren). Each form is fully completed and signed by the parent. [.1721(a)(3)(A-G)]
(Form included in FCCH Handbook and Sample on the web site)
- ☐Yes ☐No I will maintain a record of when medication is administered and authorization to administer the specific medication according to the parent's or physician's instructions. [.1721(a)(4)] **(Form included in FCCH Handbook and Sample on the web site)**
- ☐Yes ☐No I keep all refrigerated and un-refrigerated medications under lock-and-key storage. [.1720(a)(3)]
- ☐Yes ☐No I have completed an Emergency Procedures Form[.1721(b)(1)]
(Form included in FCCH Handbook and Sample on the web site)
- ☐Yes ☐No Adequate supervision is provided for children who are awake. [.1718(10)(a)]
- ☐Yes ☐No ☐N/A I have established a sanitary diaper change area, and I wash my hands before and after changing each child.[.1720(d)(2)]
- ☐Yes ☐No ☐N/A If more than one child is bottle fed, I label and date all bottles for children. [.1720(d)(7)]
- ☐Yes ☐No I have a means of transportation always available for emergencies. [.1720(a)(9)]
- ☐Yes ☐No ☐N/A If I transport children, the driver has: **(A)** a valid driver's license; **(B)** no DWI or other impaired driving offense within the last three years **(C)** written permission to transport from parent; and **(D)** emergency and identification information for each child in vehicle whenever children are transported. [.1723]
- ☐Yes ☐No ☐N/A When children are transported I ensure that: **(A)** parents are informed of who will be transporting the children; **(B)** each child is restrained by an individual seat belt or child-restraint device; **(C)** all children are attended by an adult while in the vehicle; and **(D)** no child sits in the front seat if there is an operational air bag. [.1723]
- ☐Yes ☐No I do not use any form of corporal punishment as a disciplinary method on children, unless I am a religious sponsored child care home under G.S. 110-106. [.1722]
- ☐Yes ☐No I have covered both indoor and outdoor garbage cans with tight-fitting lids. [.1720(d)(11)]
- ☐Yes ☐No ☐N/A I have enclosed all in-ground swimming pools on premises by a fence no less than four feet high. [.1719(8)]
- ☐Yes ☐No ☐N/A I have locked and secured ladders on all above-ground pools or have stored the ladders in an area inaccessible to children. [.1719(8)]
- ☐Yes ☐No I allow parents unlimited access to my home while their children are in my care. [.1701(g)]
- ☐Yes ☐No I conduct and keep a record of monthly inspections of the outdoor area that is used by the children in my care. [.1721(b)(5)] **(Form included in FCCH Handbook and Sample on the web site)**

FAMILY CHILD CARE HOME OPERATOR CHECKLIST CONT.

- ☐Yes ☐No Incident reports are/will be completed and submitted to my child care consultant any time a child receives medical treatment from a health professional following an incident that occurred in my child care home. [.1721(b)(3)]
(Form included in FCCH Handbook and Sample on the web site)
- ☐Yes ☐No I will record each incident that requires medical treatment on my Incident Log and it is kept in my files. [.1721(b)(4)] **(Form included in FCCH Handbook and Sample on the web site)**
- ☐Yes ☐No I keep a copy of each child's health assessment and immunization records, including my own preschool children. [.1721(a)(1-2)].
- ☐Yes ☐No I keep daily attendance records. [.1721 (b)(6)]
- ☐Yes ☐No I and caregivers who provide care more than five hours a week will complete 12 hours of inservice training yearly. 8 [.1701(b) & .1705(b)(5)]
- ☐Yes ☐No I maintain a record of the annual in-service training activities in which I and any additional caregivers have participated. [.1705(b)(5)(B)]
- ☐Yes ☐No I plan developmentally appropriate activities for the children in my care on a written schedule. [.1718(6)(a-c)]
- ☐Yes ☐No I have materials and equipment available to carry out the activities listed on the written schedule. [.1718(13)]
- ☐Yes ☐No I carry out the activities listed on the written schedule daily. [.1718(13)]
- ☐Yes ☐No I have a copy of my schedule displayed so that parents can see it.
[G.S.110-91(12) & .1718(13)(b)]
- ☐Yes ☐No I have developed and given a copy of a Discipline Policy to the parents of all children that I care for in my home. Parents have signed that they have received their copy of my Discipline Policy. [.1722(a)]
- ☐Yes ☐No I will not care for a child who has a fever of at least 100° degrees axillary or 101° orally, or who has certain symptoms or contagious illnesses (ex: diarrhea, chicken pox, lice, etc. [.1720(b)(1-11)]
- ☐Yes ☐No A parent of each child is given a copy of the NC Summary of the Child Care Law.
[G.S. 110-102]
- ☐Yes ☐No I have posted a copy of the NC Summary of the Child Care Law in a prominent place in my home for parents to view. [G.S. 110-102]
- ☐Yes ☐No ☐N/A I have reviewed all of the child care requirements with any additional caregivers and substitutes and have written verification on file in my home. [.1701(d)]
- ☐Yes ☐No I will provide a safe sleep environment by ensuring that when a child is sleeping, bedding or other objects will not be placed in a manner that covers the child's face, regardless of the age of the child. [.1718(11)]
- ☐Yes ☐No I will not use tobacco products at any time while children are in care. Smoking or use of tobacco products will not be permitted indoors while children are in care or in a vehicle when children are transported. [.1720(f)]
- ☐Yes ☐No I will keep tobacco products out of reach or in locked storage when children are in care. [.1720(a)(6)]
- ☐Yes ☐No ☐N/A Infants aged 12 months or younger, will be placed on his or her back for sleeping unless I receive a written waiver as required by G.S. 110-91(15)(a-c).
[G.S. 110-91(15)]
- ☐Yes ☐No ☐N/A If licensed to care for infants aged 12 months or younger; I will receive ITS-SIDS training within four months of receiving a license. [G.S. 110-91(15) & .1705(b)(4)]
- ☐Yes ☐No ☐N/A If licensed to care for infants aged 12 months or younger, I have developed and adopted a written safe sleep policy that specifies required information found in Section .1724(a)(1-9). [G.S. 110-91(15) & .1724]
- ☐Yes ☐No ☐N/A If licensed to care for infants aged 12 months or younger; a copy of the safe sleep policy or a poster about safe sleep practices will be posted in a prominent place in the infant sleeping room or area. [.1724(b)]

FAMILY CHILD CARE HOME OPERATOR CHECKLIST CONT.

- ☐Yes ☐No If licensed to care for infants aged 12 months or younger, a copy of my safe sleep policy was given and explained to parents on or before the first day the infant attended the home. The parent signed a statement acknowledging the receipt and explanation of the policy. A copy of the acknowledgement will be maintained in the child's record for as long as the child is enrolled at the home. [.1724 (c)]
- ☐Yes ☐No If the safe sleep policy is amended, I will give written notice of the amendment to the parents of all enrolled infants aged 12 months or younger at least 14 days before the amended policy is implemented. Each parent will sign a statement acknowledging the receipt and explanation of the amendment. A copy of the acknowledgement will be maintained in the child's record for as long as the child is enrolled at the home. [.1724(d)]
- ☐Yes ☐No A physician's or parents waiver of the requirement that all infants aged 12 months or younger must be placed on their backs for sleeping contains the infant's name and birth date, is signed and dated by the infant's physician or parent, and specifies the infant's authorized sleep positions. I will maintain a copy of this waiver on file for as long as the child is enrolled at the home. [.1724(e)]
- ☐Yes ☐No I will place infants aged 12 months or younger, in a bassinet, play pen or crib when sleeping. [.1718(8)]
- ☐Yes ☐No I will give infants aged 12 months or younger, the opportunity each day to play while awake while positioned on his or her stomach. [.1718(12)]
- ☐Yes ☐No Prescription or over-the-counter (OTC) medications and topical, non-medical ointment, repellent, lotion, cream or powder will not be administered to any child **(A)** without written authorization from the child's parent; **(B)** without written instructions from the child's parent, physician or other health professional; **(C)** in any manner not authorized by the child's parent, physician or other health professional; **(D)** after its expiration date; or **(E)** for non-medical reasons, such as to induce sleep. [.1720(c)((1))]
- ☐Yes ☐No Any time prescription or OTC medications are administered to a child, I will record the child's name, the date, time, amount and type of medication given, and the name and signature of the person administering the medication. This information will be available for review and maintained on file for at least six months after the medication is administered. [.1720(c)(13)]
- ☐Yes ☐No Each operator must develop and adopt a written plan of care for completing routine tasks; including running errands, meeting family and personal demands, and attending classes, to ensure that routine tasks do not interfere with the care of children. [Refer to Rule .1701(i)(1-6)(j)&(k) for a complete list of items that must be included in the plan of care.] **(Sample form located on web site.)**

***Note: Sample forms are located on the Division of Child Development's web site at www.ncchildcare.net
. From the home page click on provider and then click on provider documents.

This checklist does **NOT** need to be given to your Child Care Consultant. Completing this checklist prior to your consultants visit and from time to time will assist you with maintaining compliance with child care regulations. Keep in mind this checklist is not all inclusive and you are always responsible for all requirements in the NC Child Care Requirements Section .1700, and in Article 7, Chapter 110 of the North Carolina General Statutes.

EQUIPMENT AND MATERIAL SUGGESTIONS FOR INFANTS 0-12 MONTHS

Small Muscle Development	Intellectual/Language Development
bean bags balls tops stacking rings xylophone block push throughs musical rolling pin carpet puzzles water shaker bottle magazines busy box blocks elastic and bells "open-shut" toys "empty-fill" toys shakers rattles crib mobiles stacking cans buckets catalogues	large piece of: sponge carpet silk velvet tops catalogues buckets magazines xylophone CD player shakers recordings of rattles sounds and songs pictures "empty-fill" toys busy box puppets blankets crib mobiles stacking cans elastic and bells books (cloth or laminated) unbreakable mirrors balls (different size and texture) water shaker bottle flannel board "open-shut" toys block push throughs
Large Muscle Development	Social/Emotional Development
blankets buckets tunnel balls cardboard boxes texture cans prop board covered foam mat blocks push-pull toys rubber or soft vehicles with wheels	unbreakable mirrors soft doll board, cloth and vinyl books rocking horse texture cans puppets pictures photographs cardboard boxes blankets/quilts

EQUIPMENT AND MATERIAL SUGGESTIONS FOR TODDLERS 12-36 MONTHS

Small Muscle Development	Intellectual/Language Development
ribbon clay tape paste paints paint brushes sand box water tub jack-in-box shape cutters piece) kaleidoscope bongo drums rolling pins simple picture puzzles clothespins water bottles nesting cans shape sort can	easel large crayons play dough sifters spoons soap suds musical instruments ball stacking toys puzzles (one/two
	sand box water tub rubber people rubber animals shape sort can puppets cars trucks plants rolling pins clothespins water bottle magnets paint brushes news print textured materials records, record player basket of natural objects

Large Muscle Development	Social/Emotional Development
push toys pull toys riding toys balance board broom sand box water tub bongo drums steps plastic shovel rhythm instruments bean bag chair rubber inner tube swings climber	blocks tunnel balls boxes buckets plastic hoe plastic rake rocking boat
	unbreakable mirrors wagons dolls large crayons puppets paper broom bulletin board dustpan ironing board pots and pans large doll bed hats shoes mop flannel board rocking boat play stove play refrigerator

Equipment and Material Suggestions for Children Ages 3 to 5

For Large Muscle Development

Tricycles
Multi-Size Balls
Bubble Blowing Materials
Swings

Low Slides
Boxes
Broomstick Horses
Balancing Boards

Bean Bags
Marching Music
Tumbling Pads

For Small Muscle Development

Pegs and Pegboard
Easy Puzzles
Ringboard with Washers
Buttoning/ Lacing/ Zippers

Geoboard with Rubber Bands
Different Sized Nuts and Bolts
Stringing Beads/String

Plastic Jars/Lids
Small Cubes/Blocks
Vinyl Picture Stick-ons

Intellectual/Language/Social/Emotional Development

Flannel Board with Pictures
Picture Sorting
Pictures
Storytelling
Variety of Musical Instruments
Magnets
Color Shade Cards
Sound Tubs
Shape Sorting Box

Sequence Cards
Puppets
Books with Records/Tapes
Toy House with Furniture
Magnifying Glass
Number Cards
See Through Color Frames
Scratch and Sniff Books

Picture/Match Game
Story Act Out
Word/Name Games
Toy Telephone
Sand and Water Area
Sorting Board
Variety of Smelling Things
Shape Stencils

Suggested Material for School Age Classrooms

Art- A variety of art materials should be available daily for independent use by the children. Children should have freedom to create without the help of teacher directed samples.

- Felt markers
- Pencils and pens
- Crayons
- Water color or tempera paint
- Colored pencils
- White marker boards and non-toxic markers
- Chalk boards and chalk
- Sidewalk chalk for outside
- Variety of paper: plain drawing paper, construction paper, tissue paper
- Scissors
- White glue or glue sticks
- Clay or playdough and accessories
- Collage materials
- Craft supplies

Music- Need a variety of materials.

- CD/Tape Player (battery or plug in) preferably with earphones
- 3 different styles of musical CDs/Tapes (Kid's Dance, Classical, Kid's Rap, etc.)
- Instruments (none that go into the mouth to play) Electronic keyboards, rhythm instruments, etc.
- Dance props: Twirlers, scarves, etc.

Blocks- Need at least 3 different styles of blocks as well as props.

- Lincoln Logs
- Tinker Toys
- Wooden Blocks
- Gears builders
- Marble Runs
- Legos
- Cars
- Vehicle Signs
- Lego Community people
- For FCCs that have 3rd grade or higher you should include at least one or more challenging style, such as: K-Nex, 3-D Puzzles, Magnetics

Dramatic Play- Anything that allows the children to use their imagination, such as:

- Fantasy Props: wand, Bride's dress, shield/armor (no sword), etc.
- Misc. Props- cash register, dolls, dress-up, food, realistic dishes/silverware/pots/pants, etc.
- 3 careers with at least 3 supporting items (Doctor- fake prescription pad, smock, stethoscope, sign-in sheet, etc.; Veterinarian- animals, smock, fake vet kit, etc.; Restaurant- menus, food, dishes, order pad, money, etc.; Mail Carrier- envelopes, mailbox, labels, paper, pencils, stamps (old), mail bag, etc.
- Puppets

Math- Anything that helps the children learn money, numbers, colors, patterns, logic, time, at least three for each age group, such as:

- Scales
- Unifix cubes
- Pattern blocks
- Puzzles of varying difficulty
- Suduko puzzles
- Measuring utensils (cups, spoons, ruler, protractor, projector, compass)
- Paper
- Pencils
- Flashcards (time, money, addition, subtraction, multiplication, division)
- Money learning games
- White Board/Chalk Board
- Bingo (color, shape, etc.)
- Tell Time Clock
- Candyland
- Chutes & Ladders
- Connect Four
- Mancala
- Monopoly Jr, Monopoly
- Memory
- Checkers and Chess
- Uno and other number oriented card games
- Other strategy games like Trouble, Parchesi, etc.

Science: A variety of materials and equipment should be available daily. Materials such as:

- Science related books, posters, games and puzzles
- Plastic animal, reptile, insect or dinosaur collections
- Cards
- Collections of natural items such as rocks, shells, variety of pinecones, leaves, flowers, etc.
- Living things that children can help care for: plants, aquarium, hermit crab, ant farm, etc.

Equipment such as:

- Magnets and items to test
- Magnifying glasses
- Binoculars
- Scales and measuring tools
- Tornado tube
- Color paddles
- Microscope
- Gardening tools (if outdoor garden space can be used)

Language Arts- The books should include appropriate selections for all ages of children in the group. The books should not contain any material that is violent, inappropriate (sex, drugs, alcohol), or that shows risk to a person. Include fiction and non-fiction books and magazines. Choose some that represent diversity in a positive manner: race, ethnicity, sex, special needs, age, etc.

A variety of additional games and materials should be available such as:

- Books and tapes
- Jr. Dictionary
- Writing paper
- Pencils
- Pens
- Letter stencils
- Word puzzles: crossword or word search
- Stamps
- Stickers
- Stationary
- Letter stamps
- Pictionary
- Apples to Apples Junior
- Up-Words
- Scrabble/Scrabble Jr.
- Boggle/Boggle Jr.
- Other language games
- White Board with dry erase = markers and eraser

Child Care Provider Resources

Resource and Contact Information

Child Care Resource and Referral Agencies

Technical assistance programs designed to help providers develop quality child care programs. Your local agency may also be able to assist you in finding out about local funding sources or resources to assist with program improvements. Specific programs vary by county. All counties do not have their own agency; some agencies cover multiple counties. Contact your local agency serving your area.

NC Subsidized Child Care System

Allows licensed Child Care Centers and Family Child Care Homes to receive payment for child care services provided for families who are eligible for child care subsidy services through a locally administered state-supervised voucher system. Contact your local department of social services.

Smart Start Partnerships for Children

Provides support to improve the quality, accessibility and availability of child care for NC children and families. Also provides health and family support services to ensure children are healthy and ready to succeed in school. Services vary by county. Many partnerships provide grants and technical assistance to improve the quality of care. Call 919-821-7999 or visit www.ncsmartstart.org for the name and contact of your local partnership.

Child and Adult Care Food Program (CACFP)

Provides reimbursement to licensed caregivers for meals and supplements (snacks) served to children enrolled in a Child Care Center or Family Child Care Home.

Contact information: Nutrition Services Branch, 1914 Mail Service Center, Raleigh, NC 27699-1914, Phone: 919.707.5799 or www.nutritionnc.com for information on your local contact.

Self-Help Credit Union

Provides loans to help child care providers get started, expand, buy equipment and real estate, and upgrade quality. Providers serving children receiving subsidy may qualify for a special low-interest loan program. Call 1.800.476.7428 or www.self-help.org for more information.

T.E.A.C.H. Early Childhood® Project

Comprehensive scholarships help pay the cost of tuition, books, and travel, may insure paid release time, require compensation incentives and encourage retention for child care providers working on a credential or degree in early childhood education or child development.

Child Care WAGES®

Salary supplements that are linked to the education level of participants are paid every six months as long as participants remain in child care program.

T.E.A.C.H. Early Childhood® Health Insurance Program

A portion of the cost of health insurance is reimbursed in child care programs that have all highly educated staff or participate in the T.E.A.C.H. Early Childhood® Project.

Contact information: Child Care Services Association 919.967.3272 or www.childcareservices.org

Child Care Provider Resources

Partnerships for Inclusion

Provides technical assistance to support the inclusion of young children with disabilities, ages birth through five, in all aspects of community life, including child care. Call 919.962.7356 or visit www.fpg.unc.edu/~pfi.

NC Institute for Child Development Professionals

Provides information on educational opportunities and financial assistance for child care employees to improve the quality of child care. Visit www.ncchildcare.org

American Association of Poison Control Centers

Promotes the reduction of injury, illness, and death from poisonings through public and professional education and scientific research. Promotes universal access to certified regional poison centers. 1.800.222.1222 or visit their website at <http://www.aapcc.org>

More at Four Pre-Kindergarten Program

More at Four is a community-based education initiative designed to prepare at-risk four-year-olds in North Carolina for success in kindergarten. Pre-kindergarten classrooms are provided in diverse settings such as public and private schools, Head Start centers, and community-based child care centers and preschools. Contact the North Carolina Office of Early Learning at 919.981.5300 or visit www.osr.nc.gov/

NC Child Care Health and Safety Resource Center

Promotes safe and healthy environments for children in child care settings. Information, resources, and referrals to child care programs are provided in both English and Spanish. We provide consultation and technical assistance for Child Care Health Consultants and other professionals working with child care programs. Call toll free, 1.800.367.2229 or www.healthychildcarenc.org, for the name/contact of Child Care Health Consultants, health and safety information and resources.

The National Center for Missing & Exploited Children's (NCMEC)

The mission is to help prevent child abduction and sexual exploitation; help find missing children; and assist victims of child abduction and sexual exploitation, their families, and the professionals who serve them. Hotline: 1-800-THE-LOST (1-800-843-5678) or visit www.ncmec.org/

Health and Safety Resources for Child Care



Child Care Health & Safety

Buckle Up NC

www.buckleupnc.org

Provides information on the use of child safety seats and seat belts, occupant restraint laws in North Carolina, as well as training opportunities and statewide resources/contacts.

Carolinas Poison Center

www.ncpoisoncenter.org 800-222-1222

Offers emergency telephone resource for poisoning questions and information.

Consumer Product Safety Commission

www.cpsc.gov 800-638-2772

TTY 800-638-8270

Lists all recalled consumer products, including toys and materials that contain lead.

Emergency Preparedness in Child Care

http://ncchildcare.dhhs.state.nc.us/providers/pv_emergency.asp 800-859-0829

Provides information on emergency preparedness in child care and pandemic flu.

Healthy Child Care America

www.healthychildcare.org 888-227-5409

Health professionals, child care providers and families working together to improve the health and well being of children in child care settings.

Healthy Childcare®

www.healthychild.net

Offers bimonthly publication for child care programs devoted to health and safety issues.

Healthy Kids, Healthy Care®

www.healthykids.us

Provides parents of children who attend child care programs ways to partner with providers in the promotion of healthy and safe child care.

ITS-SIDS Project

http://ncchildcare.dhhs.state.nc.us/providers/pv_itssidsproject.asp

Provides information about the Infant Toddler Safe Sleep and SIDS Risk Reduction in Child Care, sample forms, policies and training information.

National Resource Center for Health and Safety in Child Care and Early Education

<http://nrc.uchsc.edu> 800-598-5437

Provides access to:

- *Caring For Our Children: National Health and Safety Performance Standards for Out-of-Home Child Care*
- NC Child Care Regulations

NC Air Awareness Program

www.ncair.org/airaware

Provides educational materials and teacher resources on air quality and connects to the Air Quality Forecast.

NC Child Care Health and Safety Resource Center

www.healthychildcarenc.org 800-367-2229

Call for answers to child care health and safety questions. Website has information, resources, and a Directory of Child Care Health Consultants.

NC Children's Environmental Health Branch

www.deh.enr.state.nc.us/ehs/Children_health/index.html

Provides access to Childhood Lead Poisoning Prevention, Child Care Sanitation and School Sanitation.

Prevent Child Abuse NC

www.preventchildabusenc.org 800-244-53736

Offers family-oriented, community-based prevention, awareness, education, and training programs.

Safe Kids USA

www.usa.safekids.org

Provides information to prevent accidental injury to children.

Toxic Free NC

www.toxicfreenc.org

Provides resources for child care providers, including information about Integrated Pest Management (IPM).



Child Health

American Academy of Pediatrics

www.aap.org

Advice about finding pediatricians, access to the Academy's many programs, and their publications.

American Heart Association

www.americanheart.org 800-242-8721

Provides information on heart health, physical activity in adults and children, and getting exercise regimens into children's lives.

Center for Disease Control and Prevention

www.cdc.gov

CDC works to prevent and control infectious and chronic diseases, injuries, workplace hazards, disabilities, and environmental health threats.

Center on the Social Emotional Foundations for Early Learning

www.vanderbilt.edu/csefel

Promotes the social emotional development and school readiness of young children birth to age 5.

Healthy Smiles Healthy Children

www.aapd.org/foundation

The American Academy of Pediatric Dentistry's Healthy Smiles, Healthy Children has hints and news about children's oral health.

Immunize North Carolina

www.immunizenc.org 919-707-5550

The NC Immunization Branch exists to promote public health through the identification and elimination of vaccine-preventable diseases.

KidsHealth

www.kidshealth.org

Provides doctor-approved health information about children from before birth through adolescence.

NC Oral Health Section

www.communityhealth.dhhs.state.nc.us/dental

Provide prevention and education services on dental health for children.



Inclusion of Children with Special Needs

Asthma and Allergy Foundation of America

www.aafa.org 800-727-8462

Provides information and resources on asthma and allergies.

Family Support Network of North Carolina

<http://fsnnc.med.unc.edu> 800-852-0042

Provides family support for children with special needs through community based programs, training, and a resource directory.

National Dissemination Center for Children with Disabilities

www.nichcy.org 800-695-0285 (voice and TTY)

Provides information on IDEA, effective educational practices, and disabilities in infants, toddlers, children, and youth.

Partnerships for Inclusion

www.fpg.unc.edu/~pfi

Supports the inclusion of children with disabilities, from birth through age five in North Carolina.

Together We Grow

www.ncei.org

Provides NC's early intervention services, programs and resources for children birth through 5 years of age.

The Food Allergy and Anaphylaxis Network

www.foodallergy.org 800-929-4040

Provides information and resources on food allergies. Has a downloadable Food Allergy Action Plan.



Nutrition and Physical Activity

Child and Adult Care Food Program (CACFP)

www.nutritionnc.com/snp/cacfp.htm

Reimburses licensed caregivers for meals and snacks served to children.

Eat Smart Move More

www.eatsmartmovemorenc.com

A statewide initiative that, through policy and environmental change, promotes increased physical activity and healthy eating.

Nutrition NC

www.nutritionnc.com

The Nutrition Services Branch promotes sound nutrition habits for infants, children and women in their childbearing years. Has information on support for breastfeeding.

Outdoor Learning Environments

www.osr.nc.gov/EducRsrc/outdoorLearning.asp

Provides information and resources on outdoor learning environments from the NC Office of School Readiness.

Be Lead Safe!

Check your environment for the following possible sources of lead poisoning:

- ☐ Bare soil, especially near major roads, and near drip line of house
- ☐ Old painted playground equipment
- ☐ Vinyl playground equipment
- ☐ Car batteries
- ☐ Vinyl mini-blinds, vinyl telephone cords, and other vinyl products
- ☐ Water contaminated from lead solder or brass pipes
- ☐ Old painted wooden cribs, old painted toys, and painted antiques
- ☐ Painted walls that are peeling or chipping
- ☐ Lead-based paint on the walls inside or outside of the building (dust)
- ☐ Imported crayons, pottery, toys, candies, canned goods, and printed materials
- ☐ Vinyl children's toys
- ☐ Water coolers (drinking fountains)
- ☐ Stained glass
- ☐ Brass (figurines, bells etc.), bullets and fishing weights
- ☐ Artist paints and lead glazes

If you have checked any of the above, keep children away from the area or object until you can confirm that lead is present and take the appropriate actions to prevent lead poisoning.

Follow these basic steps to help prevent children from being lead poisoned:

- ☐ Have your water, soil, paint, and dust tested for lead by an Environmental Health Specialist at the local Health Department
- ☐ Cover bare soil with six inches of lead free soil or mulch, and plant grass or bushes over the bare soil
- ☐ Supervise children at play to prevent them from eating soil or paint chips
- ☐ Remove and replace old painted or vinyl playground equipment
- ☐ Keep items such as old car batteries and old paint containers from children's reach
- ☐ Remove vinyl mini-blinds and replace them with certified lead free mini-blinds
- ☐ Use only cold water that has run for a few minutes for cooking, drinking, or making baby formula
- ☐ Do not let children chew on painted surfaces such as porch rails and old baby cribs
- ☐ Don't vacuum paint chips or dust. Always damp mop or wipe. If you must vacuum lightly spray the carpet before vacuuming to keep lead dust from spreading
- ☐ Maintain painted surfaces to control flaking, chipping, peeling paint
- ☐ Don't let children eat or use imported items unless they have been tested and proven to be lead free
- ☐ Store food in lead safe containers such as plastic or glass not in cans
- ☐ Wash children's hands before eating, sleeping, and after outside play
- ☐ Remove shoes before coming into the building from outside
- ☐ Don't let children use vinyl children's toys or brass objects
- ☐ Encourage parent's to have their children tested for lead poisoning
- ☐ Learn more about lead poisoning and how to prevent it