



# First Baptist Early Childhood Ministry

2022-23 Year  
Handbook

First Baptist Church  
606 N. Walnut Street, Lumberton, NC 28358  
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[fbclumbertonnc.org](http://fbclumbertonnc.org)

*January 2022*

## **“Loving Care Makes Happy Children”**

Dear Parents,

Thank you for the opportunity of teaching and loving your child in our Early Childhood Ministry. Each child is very special to us and we take pride in treating each one as the unique individual he/she is.

We base our philosophy on Luke 2:52. Just as “Jesus grew in wisdom and stature, and in favor with God and Man,” we help your children to grow physically, mentally, socially, and spiritually. Our curriculum is designed to help them develop self-concepts, to become independent individuals and to use their eager minds to explore their world. All of this takes place in an atmosphere of Christian love.

First Baptist Church supports this ministry and wants to serve your family.

In Christian Love,  
ECM Staff

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## Disclosure

The 2022-23 edition of the ECM’s handbook has been revised based on January 2022 regulations and procedures imposed by DCDEE, DHHS, and ECM Administration due to COVID-19. For the most up-to-date information, contact the ECM as additional guidance is provided by DCDEE.

## 2022-23 Year Calendar

Staff Development Day	August 2022	Closed—To be announced
Open House	August 2022	To be announced
New ECM Year Begins	August 2022	Traditionally same first day of school as PSRC
Labor Day	Sept. 5, 2022	Closed
Thanksgiving	Nov. 24-25, 2022	Closed
Christmas	Dec. 23, 26, 27 2022	Closed
Easter	April 10, 2023	Closed
Memorial Day	May 29, 2023	Closed
Independence Day	July 4, 2023	Closed

Inclement weather closures, health-related closures, and special event dates will be announced as they occur.

### **Open House**

We hold open house at the beginning of each new year for parents and children to meet the teachers. A video tour of the facility is available on the ECM's Facebook page.

### **Spring & Fall Portraits**

Daycare portraits are taken each Fall and Spring. Class pictures are taken in the Spring. We take pictures during the year to show parents about our program.

### **Field Trips**

Parents are notified in advance when children will be on a field trip. Field trips are taken by church van and church policies are followed. Emergency transportation forms for each child are taken on all field trips. A signed permission form for each child is on file in the ECM Office.

## **ECM Staff**

ECM Office: 910-738-6608

Director: Mrs. Michelle Prevatte  
Secretary: Mrs. Paula Lewis  
ECM Office, General Inquires

michelleprevatte@fbclumbertonnc.org  
paulalewis@fbclumbertonnc.org  
ecmoffice@fbclumbertonnc.org

ECM Billing: Kandace Ramsey

kandaceramsey@fbclumbertonnc.org

### Two-Year-Olds

Benita Justice and Evelyn Vincent  
Lisa Hardin and Debbie Kerns  
Beth Seimers and Sandra Cox

### Three-Year-Olds

Vanessa Villanueva  
Amanda Osborne

### Four-Year-Olds

Debbie Strickland and Billy Carroll  
Sheila Caulder and Sherry Pierce

### Afterschool Classes

Audrie Hunt  
Carolyn Burney

### Staff

Kitchen: Helen Lawson and Nova Lewis  
General Floaters & Substitutes: Elizabeth Andrews, Marie Hunt

## **First Baptist Church Ministerial Staff**

All day care and afterschool families are invited to worship with us at First Baptist. Notices of special services and seminars for all ages will be posted in the preschool area. Feel free to pick up information from the Director or Church Office. We welcome you!

Rev. Josh Owens, Senior Pastor  
Rev. Tim Little, Minister of Music and Facilities  
Rev. Doug Reedy, Associate Pastor of Youth, Young Adults and Missions

# Mission Statement

First Baptist Early Childhood Ministry is an extension of First Baptist Church, seeking to lead children to grow physically, mentally, socially, and spiritually in an atmosphere of Christian love and to work closely with the parents to develop the whole child.

## Basic Operation

First Baptist Early Childhood Ministry operates 12 months a year. Hours of operation are from 7:00 a.m. until 6:00 p.m., Monday through Friday. We are a Four Star center.

We follow the regulations set forth by the North Carolina Division of Child Development and Early Education, [ncchildcare.ncdhhs.gov](http://ncchildcare.ncdhhs.gov).

We offer classes for ages 2 through 4 and afterschool for K-6. Children who will be two years old by August 31st may register for the new year. However, they cannot start attending until they are 2 years old.

We serve breakfast, hot lunch, and an afternoon snack.

We maintain the following Staff/Child ratio:

2 year olds	1 adult/9 children
3 year olds	1 adult/10 children
4 year olds	1 adult/13 children
K-1st Grade	1 adult/14 children
2nd-6th Grade	1 adult/19 children

We use the W.E.E. Learn Curriculum for the 2 and 3 year olds and Pearson for the 4 year olds. This is supplemented by other age-appropriate activities. We do incorporate Bible stories and the teaching of Christian morals.

In keeping with our mission statement, we help the children to:

- Function in a group socially
- Follow instructions
- Show respect for others
- Complete tasks
- Share and take turns

Preschoolers learn by doing, by repetition, by imitating, by making choices, by using their senses, by pretending, by relationships and by satisfaction. Playing in our activity centers allows them to be happy, well-rounded learners.

Each week our thoughts center around a unit theme. In addition to emphasis on social adjustments, children are introduced to colors, shapes, numbers, alphabet, days of the week, months, seasons, music and art. You will receive a copy of the year's units for your child's age group at the beginning of the ECM's school year, typically during open house.

We are a participant in the federal food program and are sponsored by Cape Fear Tutoring, Inc.

# Arrival & Departure Procedure

Parents will be allowed to enter our building to drop-off/pickup their children, with the following conditions:

- Please be alert for any symptoms of COVID and keep your child at home if they or anyone else in the household is showing ANY signs of illness or if you have been exposed to COVID.
- If you have tested positive for COVID or are still in your isolation period, you MAY NOT enter our building.
- You must maintain social distancing of 6 feet from others AT ALL TIMES.
- Everyone entering the building must wear a face covering AT ALL TIMES.
- Only 1 (ONE) person will be allowed to accompany children inside or to pickup children at the end of the day. If siblings or other minors are in the car, a responsible adult should be left with them. Please do not leave unaccompanied minors in the vehicle.
- Curbside drop-off and pick-up will no longer be available.
- If possible, the same person that drops off should pick up.
- **Morning drop-off is 7:00 a.m. to 9:00 a.m. Your child must be inside the building by 9:00 a.m. to attend class, no exceptions.**
- **Afternoon pick-up will start at 3:00 p.m. If you need to pick up your child before 3:00 p.m., you will need to ring the doorbell for service.**
- Please park your car in designated parking spaces. DO NOT park under the shelter. All parents will enter the building at the ECM entrance. Parents of 2 and 3 year olds will exit the side door near the ECM office, near the Post Office. Parents of school-age children and 4 year olds will exit the door at the end of the 4 year old hallway.
- The parent MUST complete a health screening with temperature check and must sanitize their hands before permitted to enter the building.
- The parent MAY NOT enter the classroom. Teachers will greet you and your child at the classroom door and will take your child's temperature and perform a health screening before you may leave your child. Parents may not leave children until the screening is completed and passed.
- The parent cannot remain inside the building for more than a total of 15 minutes in one day. Please no standing around talking. If you feel you need to have a conversation with the teacher or other staff, please ask to be contacted by phone. Congregation of parents at arrival and departure is prohibited.

## Parent-Teacher Contact

Parents are encouraged to contact the center and set up a conference with the Director before registering the child. Staff are also available to talk to parents daily upon drop-off or pick-up, or by phone during the day.

We send information electronically by email using MailChimp, through the Remind text messaging app, and on the ECM's Facebook page. We ask that each family provide an email address that is checked regularly. Please update your contact information (address, phone numbers, email address) if there is a change.

# Basic Daily Schedule

A daily calendar and weekly planning chart is available in each classroom. A copy may be made for parents by request.

## **Breakfast Time**

Breakfast time allows children to start the day with a nutritious meal. Breakfast is served in the classroom.

## **Free-Choice Center Time**

During free-choice center time, children choose to play in learning centers that include blocks, art, science, home living, books, and manipulatives. Children are encouraged to rotate through each center.

## **Group Time**

Group time is teacher-led time which may include storytelling, sharing time, singing, drama, and school-readiness activities.

## **Snack Time**

Snack time allows children to take turns being helpers and serve each other a nutritious snack. Snack is served in the classroom.

## **Outdoor Play**

Our playground includes opportunities for running, jumping, climbing, sliding, riding wheeled toys, and playing ball to help develop physical coordination.

## **Lunch Time**

Lunch is a happy time of conversation as we eat nutritious food and practice table manners, such as how to use eating utensils, how to drink from a cup, and how to clean-up. Lunch is served in the classroom.

## **Naptime or Quiet Time**

Naptime or quiet time is welcomed after a structured morning. A cot cover is used to make the raised cots more comfortable and is sent home daily for laundering. You may send a small blanket or towel instead. The lights are off and soft music is played. Each child is encouraged to lay quietly on his or her cot. Teachers spend moments with each child, sitting by his or her cot and gently rubbing his or her back, encouraging rest and sleep.

## **Afternoons**

Afternoon time includes outside play, time in the garden, stories, games and free-choice activities.



# Health and Wellness Information

## **Facility Sanitation**

Even before this pandemic, we sought to keep our facility clean and our children healthy through regular cleaning, hand washing, and other preventative measures. In response to the increased regulations, you can also be assured that the following protocols will be followed:

- Daily health screening of staff.
- Meals will be eaten in the classrooms.
- Increased cleaning of bathrooms, rooms, and common touch points.
- Sanitizing of playground equipment in between classes.
- Increasing air circulation in classrooms.

## **Outside Play Considerations**

- We follow the recommendations from Child Care Weather Watch (<http://www.c-uphd.org/documents/wellness/weatherwatch.pdf>).
- We take the children outside daily except in the case of inclement weather, using discretion in extremely hot and cold weather.

## **Medicine Administration**

- We must have a completed, signed Medication Administration Permission form on file. This form is available from your child's teacher. Medications must be in their original packaging with pharmacy label.
- Notify staff during drop-off if your child will need medication administered during the day.
- Over-the-counter medications may not be administered.

## **Health & Illness Prevention**

- A medical form is required by the state for each child within 2 weeks of enrollment.
- Before your child is admitted in to the facility, a health check will be performed. Additional health checks are performed throughout the day.
- We will call you to pick up your child if he or she has:

a temperature over 99.0°F	Sore throat
Fever/chills	Congestion
Cough	Runny Nose
Shortness of breath or difficulty breathing	Headache
Fatigue	Nausea/Vomiting
Muscle or body aches	Diarrhea
New loss of taste or smell	Rash
Generally feeling unwell	

In order to return, your child must be symptom-free at home for at least 72 hours before returning to class.

## **Child Abuse**

We are required by law to report suspected child abuse to the appropriate agency.

## **Custody Procedures**

When parents are separated or divorced, we need the name of the parent who has primary custody. This person is responsible for seeing that payments are made and informing us for the legal rights of the other parent regarding picking up the child. Any court orders concerning your child that are important to his or her safety should be provided with your application.

# Personal Belongings

## Preschoolers (2s, 3s, 4s) Will Need:

- at least one change of weather-appropriate clothing for your child to keep in their cubby in case of an accident. Please include at least one pair of undergarments and a pair of socks. Bring the change of clothing in a labeled zip-lock storage bag.
- Diapers or pull-ups with Velcro sides and a package of wipes, if needed. In order for 2s to move to 3s, children must be potty trained.
- A Cot Cover for nap time in a labeled XL zip-lock storage bag. Cot covers are sent home weekly for laundering, so you may bring a small blanket or a towel instead.

## School-age Children Will Need:

- at least one change of weather-appropriate clothing for your child to keep in their locker in case of an accident. Please include at least one pair of undergarments and a pair of socks. Bring the change of clothing in a labeled zip-lock storage bag.
- School-aged children 5 years old or older are required to wear a face mask. Please provide your older school-age child with a mask that is comfortable to wear.

**Any clothing to be removed, such as coats or hats, should be clearly labeled with your child's name.**

## Toys & Electronics

We ask that no outside toys or electronic devices be brought to class.

# General Procedures

## Messages and Child Pick-Up

- All general messages should be by phone or in writing. We cannot accept verbal message from a child, or a change of authorized pick up person over the phone.
- Only parents/guardians, or those designated by the parents/guardians on the application, may pick up your child. If a person not listed on the application needs to pick up your child, a signed note must be provided to the director to go in the child's file, and picture ID will need to be provided. We cannot accept pick up notes over the phone. If a person needs to be added to your child's pick-up or emergency contact list, they must be added in writing or face-to-face in the office.

## Inclement Weather Information

If safe travel is possible, we will open for parents who must work. When there is doubt, call the center (738-6608), check the center's Facebook page, Remind app, and your email.

## Television & Video

Children are to watch television on a very limited basis and varies based on age group. TV may be watched during:

- Early arrival time
- Late departure time
- Preschoolers: no more than 30 minutes in the afternoon & occasional use on rainy days.
- Afterschoolers: quiet time after lunch

Television programs are limited to cartoons and other children's programs approved by the Director.

## **Birthday Parties & Holidays**

Your child's birthday will be recognized through conversation and song. If you would like to send cupcakes or treat bags for the occasion, please notify the teacher in advance.

Staff will notify you of any holiday parties in your child's classroom. If you wish to send treats for special holidays, contact your child's teacher for a list of items to bring.

All foods must be store-bought and candies/treats must be individually wrapped. Special consideration is given for students with food allergies or sensitivities.

## **Tobacco and Drug Use Policy**

First Baptist Early Childhood Ministry is a non-smoking, non-vaping, tobacco and drug-free environment. This policy applies during operating hours, on vehicles used to transport children, and during off premise activities.

## **Fire & Lock-Down Procedures**

The ECM adheres to emergency procedures required by DCDEE. Fire drills are performed once monthly. Lock down drills are performed once a quarter.

In the event children must be transported away from the facility in the event an emergency, emergency transportation cards completed during registration are used to contact a parent or guardian.



**[facebook.com/FirstBaptistECM](https://www.facebook.com/FirstBaptistECM)**

# Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, non-violent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. **Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:**

## **We:**

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences for their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO stay consistent in our behavior management program.
12. DO use effective guidance and behavior management techniques that focus on a child's development.
13. DO use short supervised periods of time-out sparingly.

## **We:**

1. DO NOT spank, shake, bite, pinch, push, pull, slap or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

## **Our program's goals for helping children develop self-control and learn acceptable forms of social behavior are:**

To help children grow physically, mentally, socially, and spiritually. Our program is designed to help children develop self-concepts, and to become independent individuals and to use their eager minds to explore their world.

## **We help children resolve conflict and develop problem solving skills with peers by:**

Teachers model conflict resolution in the classroom through their interactions with children, parents and teachers. Children are encouraged to resolve minor conflicts themselves. Teachers observe and step in to assist when needed.

## **We ensure staff follow the programs discipline and behavior management policies and practices and use behavior management strategies appropriately by:**

The director and ECM committee take responsibility for making sure that discipline and behavior management policies are followed by every staff member. When problems arise, staff is to immediately report to the director so the issue can be handled without any further complications. If the director is not onsite, staff members will contact the ECM Committee Chair or a supervising Minister. Staff members should also contact the director so that she knows of the situation via her cell phone. If the director is unable to help resolve the issue then the supervising Minister and/or ECM committee may be asked to assist. An observation/evaluation is conducted on every staff member of the facility yearly.

**Local resources that can assist with services and support when persistent challenging behaviors continue to occur are:**

Riverbend Services, Shining Stars, and Robeson County Partnership for Children/Smart Start. These services have been utilized in the past and continue to be excellent resources. If, at any point, there is an indication/suspicion that a child may have special needs, ECM is required to make referrals to the appropriate agency for assessment and assistance.

**Center’s administration response to all reports of inappropriate discipline, care, or treatment of children are:**

The center’s administration will immediately handle all reports made to them by the teacher or parents that involve injuries, allegations regarding discipline, or any other allegations that is possible child maltreatment. Minor reports, those violating facility policies, complaints that do not involve injuries, or possible maltreatment, will be handled within one business day. If the director deems it appropriate, DCDEE will be contacted by administration within one business day. All allegations that involve injuries, discipline, or any other possible child maltreatment, will be reported to DCDEE immediately.

**A plan for regular review of the discipline policies and procedures with all staff members, including the review of the policies and procedures in the orientation of new staff members before they assume child care responsibilities:**

Policies and procedures are discussed, explained and signed during orientation of all new staff members prior to assuming child care responsibilities and kept in their file. A regular review of the discipline policies and procedures will be conducted during staff meetings, held at least twice a year. These meetings will also be a time to educate staff and offer opportunities to discuss and share ideas or helpful tips for classroom management. Outside resources may be asked to provide training during the staff meetings.

**Time Out**

“Time out” is the removal of the child for a short period of time, one minute per year of age, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The time out space, usually a chair, is located away from classroom activity but within the teacher’s sight. During time out, the child has a chance to think about the misbehavior. After no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Behavior will be managed properly depending on the age group. Two year olds may be redirected, with the possibility of a very short time out period. Three year olds may be redirected, with the possibility of a short time out period. Four year olds and up may be redirected, with the possibility of a time out period. In the cases of continued discipline problems, parents are called in for a conference so the parent and teacher can work together to encourage correction of the problem. All conferences will be documented. After 3 conferences with the parent, teacher, director, minister, or ECM committee the parents may be asked to withdraw the child due to unresolved issues. Behavior problems which may require parent conferences are as follows but not limited to:

- |                          |   |                                    |
|--------------------------|---|------------------------------------|
| *Fighting                | *Vulgar Conversation                      | *Bad Language                      |
| *Disrespect for Teachers | *Hurting Others                           | *Continually Disrupting Activities |
| *Defiant Attitudes       | *Biting/Scratching/Hitting                | *Aggressive Violent Behavior       |
| *Bullying                | *Other Misbehavior Determined by Director |                                    |

**Acceptable ways to handle children, situations and issues in the classroom:**

- Always pick a child up by the trunk or under their arms.
- Give positive reinforcement.
- Model the right behavior.
- Provide direct guidance and explain your reasoning.
- Prevent bad behavior before it happens and seek out support (assistant).
- Monitor your tone of voice and your word choice.
- Be consistent with your expectations.
- Give attention to the behavior you like-not the behavior you don’t.
- Redirect, Redirect, Redirect
- Build a relationship with your children and parents.

# Dismissal Policy

It is our desire to provide the best of care for each child who enters our program. There are times when expectations between the center and parents differ. If for any of the following reasons it is not working out for either party, steps will be taken to solve the problems. If these steps are unsuccessful, parents may choose, or be asked to, find another center that will better meet their needs.

**Children may be dismissed (“dropped”) from the ECM for any of the following reasons:**

1. ***Failure to follow and adhere to the Early Childhood Ministry’s Payment Policy.*** This policy is outlined in our application and acknowledged by signature by a parent or guardian.

2. ***Continued discipline problems***

- This policy is outlined in our manual and acknowledged by signature by a parent or guardian.
- Parents are called for a conference so the parents, teachers, and director may work together to encourage correction of the problem.
- All conferences will be documented.
- After the third conference, the parent may be asked to withdraw the child.
- Behavioral problems which may require parent conferences are, but not limited to:

Fighting	Hurting Others
Bad language	Continually disrupting activities
Vulgar conversation	Defiant attitudes
Disrespect for teachers	Biting
Other misbehavior determined by Director	

3. ***Parent-Center Concerns***

We encourage parents to discuss with us any concerns about our program in connection with their child. After 3 documented specific, unresolved concerns by either center or parents, the parents may choose to withdraw the child; or we may suggest the parents find a daycare or seek outside services that will better meet their needs.

## **Traditional School Year Registration Process**

Registration will typically be announced to begin in February of each year for the school year to begin in August of the year.

Registration for the ECM will take place in the following order:

- 1st Priority      ECM families in good-standing with payments and have maintained a cooperative spirit with daycare policies may re-register for the year.
- 2nd Priority      First Baptist Members. At least one parent must be a church member to register on this date.
- 3rd Priority      Open to Public. We will make those arriving for registration aware of the number of openings available for each age group.

Parents of enrolled children must have their bill paid in full before registering their child(ren) for another year. Registration is subject to administrator approval.

Traditional school year registration allows the child to attend from August of the year to August of the following year. Students will be allowed to drop for the summer if at least a 2-week notice is provided to administration. For students staying for the summer who already are enrolled for the traditional school year, a separate summer registration fee will not be due.

## **Summer-Only Registration Process**

Registration for summer-only care will typically be announced to begin in late March or early April. Summer-only care begins when school is out of session. The date of the first day will be announced and your child's start date is subject to class spaces available. Children enrolled just for the summer will be able to attend from the time PSRC dismisses for the summer through until the first day of school for PSRC.

An annual summer activity fee is also due for school-age children enrolled for summer care. This fee varies based on the field trips and activities scheduled. An activity calendar will be provided.

## **Registration Fees**

A non-refundable annual registration fee is to be paid with the submission of application.

Full Day Care .....	\$75.00
After-School/School-Age Care .....	\$75.00
Summer Care Only.....	\$50.00

## **Application Submission Requirements**

Applications for childcare are available in the ECM office by appointment, or on First Baptist's website. Applications are updated annually during registration. In addition to the application, a parent/guardian will need to complete and submit within the necessary time:

- An emergency contact card,
- An emergency transportation card,
- Medical report,
- Immunization record,
- Federal Food Program enrollment form,
- Medication Administration form, if applicable,
- Medical Action Plan, if applicable,
- Other applicable information necessary for the care and safety of your child, such as court orders.

Applications are accepted when completed and with non-refundable registration fee attached. Incomplete applications or applications submitted without a registration fee will not be accepted.

### **Policy Acknowledgements**

On the application, you will be asked to acknowledge receipt and agreement with the ECM's policies and procedures, outlined in this handbook, including:

- General Policies and Procedures;
- Discipline and Behavior Management Policy;
- Dismissal Policy;
- Fees and Regulations;
- Payment Policy;
- Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy;
- Tobacco and Drug Use Policy;
- DCDEE Summary of North Carolina Child Care Law and Regulations.



# Notes

**Fee Schedule for Traditional School Model**  
**School-age children in School — attend after school dismisses**  
**Weekly Fees Effective for the 2022-23 Year**

1 child— 2 years old .....	\$111.00
1 child—3,4,5 years old.....	\$109.00
2 children in family — both 2 years old .....	\$200.00
2 children in family— both 3 or 4 years old.....	\$196.00
2 children in family— 2 year & 3 or 4 year old.....	\$198.00
1 child afterschool .....	\$57.00
1 child (a 2 year old) & 1 afterschool .....	\$151.00
1 child (a 3 or 4 year old) & 1 afterschool.....	\$149.00
1 child (a 2 year old) & 2 afterschool .....	\$203.00
1 child (a 3 or 4 year old) & 2 afterschool.....	\$200.00
2 children (both 2 year old) & 1 afterschool.....	\$251.00
2 children (both 3 or 4 year olds) & 1 afterschool .....	\$248.00
2 children (a 2 yr old and a 3/4 year old) & 1 afterschool..	\$249.00
2 children afterschool, same family.....	\$103.00
3 children afterschool, same family.....	\$154.00

During a year with a traditional school-model, on teacher work days, school holidays, or inclement weather days, afterschool children who are here all day pay \$10.00 per day due in addition to weekly fee.

To receive a family discount, the children must be enrolled at the same time and must live in the same household.

**Fee Schedule for Summer/No School**  
**School-age children out of School or attend remotely (attend full-day)**  
**Weekly Fees Effective for the 2022-23 Year**

1 child— 2 years old .....	\$111.00
1 child—3,4,5 years old .....	\$109.00
2 children in family — both 2 years old.....	\$200.00
2 children in family— both 3 or 4 years old.....	\$197.00
2 children in family— 2 year & 3 or 4 year old .....	\$198.00
1 child afterschool .....	\$109.00
1 child (a 2 year old) & 1 afterschool.....	\$198.00
1 child (a 3 or 4 year old) & 1 afterschool.....	\$196.00
1 child (a 2 year old) & 2 afterschool.....	\$225.00
1 child (a 3 or 4 year old) & 2 afterschool.....	\$294.00
2 children (both 2 year old) & 1 afterschool .....	\$297.00
2 children (both 3 or 4 year olds) & 1 afterschool.....	\$294.00
2 children (a 2 yr old and a 3/4 year old) & 1 afterschool ..	\$296.00
2 children afterschool, same family.....	\$196.00
3 children afterschool, same family.....	\$294.00

To receive a family discount, the children must be enrolled at the same time and must live in the same household.

## **Payment Policy**

In an effort to keep all payments current and collection efforts to a minimum, please adhere to these policies.

1. Payments are accepted daily.
2. Payments are accepted by check, cashier's check, money order, or bank draft. Write your child's full name in the memo line of your check or on a payment envelope.
3. Pre-payments are accepted.
4. A late fee of \$5.00 will be charged if payment due is not received by 9:00 a.m. on Friday of the current week of care.
5. If your account is two weeks or more past due, you will be considered to be out of compliance with the payment policy and full payment will be required or your child will be dismissed from the program. If your account is out of compliance three times in a year, you will not be allowed to re-enroll.
6. If you are past due and out of compliance three times in a 90 day period, your payment will be required before you leave your child. In other words, you will have to prepay. You may be able to return to usual and customary payment procedures after a satisfactory 90 day period, subject to approval by an administrator.
7. Accounts receiving a subsidy from the Department of Social Services will be due in full by the 15th of the month, or the due date determined to be the closest to the 15th of the month. If payment is not received by the 15th of the month, a \$5.00 late fee will be charged the following week. If payment is not received by the last day of the current month, your child will be dismissed from the program.
8. Full fees are due whether your child attends or not, including during times of illness, inclement weather, vacation, and holidays.
9. If a child is picked up after 6:00 p.m. a fee of \$1.00 for each minute late will be charged.
10. A two-week notice is required before withdrawing your child from the program. This allows the center time to fill the vacant spot. You will be responsible for fees incurred during the notice.
11. Bank draft is available.

This policy is important in order for us to provide our excellent childcare. It will be enforced by the Early Childhood Ministry Committee.

## **Billing during periods of quarantine**

The Early Childhood Committee has approved an amendment to the payment policy to include language concerning billing during periods of quarantine. Effective Wednesday, September 1, 2021, the following changes will be enforced if a classroom, age-group, or the center must be closed due to COVID exposure:

- The full weekly rate will be charged if a child attends a partial week. For example, if a class is closed due to COVID exposure on Wednesday of the week, the full fee will still be due.
- If a class is closed by the center a full-week, half of the weekly fee will be due.
- If a class is still open and a child is quarantined due to an exposure outside of the center, the full weekly fee will be due.

## **Additional Payment Specifics**

A receipt will be provided by email once your payment has been posted to your account.

If a balance is due for the current week of care, a statement will be provided by email listing the amount due and due date.

When your child has been absent one week, your day care fees have not been paid, and you have not notified us why your child is absent, we will contact you. If we have not had a response by the end of the second week, your child's enrollment will be terminated due to non-payment. You will be responsible for those two weeks of fees.

Parents of enrolled children must pay their balance in full before returning or registering their children for another year.

All fees must be paid in order to receive an annual statement of receipts ("tax statement").

If you are having difficulty paying your daycare bill, contact us about being placed on a payment plan.

## **Returned Payment Policy**

***Returned Check & Returned Draft Fee = \$36.00***

*The returned check/draft fee will be charged for each returned payment.*

After 2 returned checks within a calendar year, we will require cash payment for your account for a satisfactory 90 day period. If cash payment is made in a satisfactory manner for 90 days, you will be allowed to pay with other methods going forward.

After 2 returned bank drafts within a calendar year, you will be taken off of bank draft and will need to self-pay.

**First Baptist Church**  
**Bank Draft Authorization Form**  
*ECM Fees/Teacher Work Days*

Type of account:

Checking  
 Savings

Name on account \_\_\_\_\_  
Financial Institution \_\_\_\_\_  
Account # \_\_\_\_\_  
Bank Transit/ABA # \_\_\_\_\_

Enclose (or scan and email) a voided check, deposit slip or copy of either. Any information received pertaining to the Bank Drafts will be handled by the Financial Coordinator and billing staff.

I hereby authorize First Baptist Church to draft the checking or savings account I have indicated in the amount equal to two weeks ECM fees on the 5<sup>th</sup> and 20<sup>th</sup> of each month.

Four times per year there will be 5 billing weeks per month. During these months, I authorize First Baptist Church to draft two weeks due on the 5<sup>th</sup> draft and three week due on the 20<sup>th</sup>.

For parents with after school children: I authorize First Baptist Church to draft on the 20<sup>th</sup> draft any teacher work day charges incurred.

I understand that I will not incur late charges while participating in this program.

I understand that this authorization will remain in effect until I complete a "Stop Bank Draft Authorization Form".

\_\_\_\_\_  
Name - Please print

\_\_\_\_\_  
E-mail address (required)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

- 
- A \$36 returned item fee will be charged for any ACH transaction unable to be processed. More than one of these charges in a calendar year will result in termination from the bank draft program.
  - All transactions will be processed on the 5<sup>th</sup> or 20<sup>th</sup> of each month. If the draft date falls on a weekend or bank holiday your account will be drafted on the next business day. You will be reminded by email before your draft.

At least 14 working days are required to set up drafts. You will be notified by email before your drafts begin. You should continue making payments until you receive verification your draft is in place.

Email Steve Goins, [sgoins@mbservicesllc.net](mailto:sgoins@mbservicesllc.net), with questions.

**Draft forms are also available in the church office  
or on First Baptist's website.**

## NC Pre-K

PreK is a separate application than to the ECM. To apply to NC PreK, submit an application at Robeson County Partnership for Children, located 210 E. 2nd Street. For a list of requirements, call 910-738-6767 or visit <http://www.robesonpartnership.org/>.

The school day begins at 8:00 am and ends at 2:30 pm. If the child is left after 2:30 pm, then you will be charged \$1.00 per minute until the child is picked up. If your child needs to come before 8:00 am and/or stay after 2:30 pm, you will need to enroll in wraparound care. Registration for wraparound care is \$75.00. See ECM's fee schedule and payment policy for more information.

During the NC Pre-K portion of the day, NC Pre-K funds are not used to pay for religious worship, instruction/proselytization activities or equipment/supplies for religious worship.

## Transportation

During the traditional school model, the ECM follows the general transportation schedule below.

### Transportation for Afterschool Children

Afterschool children will be picked up and brought to our center as follows:

Currently being picked up:

- Tanglewood Elementary: Children are picked at the front of the school at 3:25 pm, where they are brought to us by a teacher. The last load arrives by 3:40 pm.
- Rowland-Norment Elementary: Children are picked up from the supervising teacher at 3:10 pm and arrive back at the center at 3:15 pm.
- Carroll Middle: Children are picked up from the supervising teacher at 3:10 pm and return to the center at 3:20 pm.

May be picked up, depending on interest during Registration:

- East Robeson Elementary: Children are picked up from the supervising teacher at 3:00 pm and arrive back at the center at 3:15 pm.
- Littlefield Middle: Children are picked up from the supervising teacher at 3:00 pm and return to the center at 3:20 pm.
- Southeastern Academy: Children are picked up from the supervising teacher at 3:00 pm and returns and return to the center at 3:20 pm.

The schedule listed above is subject to change due to fluctuations in dismissal times, van capacity, and enrollment. Qualified substitute drivers are available when the designated drivers are out.

Emergency transportation forms for each child are brought with van drivers on school pick-up routes.

# Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy

## **BELIEF STATEMENT**

We, First Baptist Early Childhood Ministry, believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

## **BACKGROUND**

SBS/AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09.0608, family child care homes, 10A NCAC 09.1726), each child care facility licensed to care for children up to five years of age shall develop an adopt a policy to prevent SBS/AHT.

## **PROCEDURE/PRACTICE**

Recognizing:

- Children are observed for signs of abusive head trauma including irritability and/or high pitched crying, difficulty staying awake/lethargy or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor feeding/sucking, no smiling or vocalization, inability of the eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or from hitting the head.

Responding to:

- If SBS/ABT is suspected, staff will:
  - Call 911 immediately upon suspecting SBS/AHT and inform the director.
  - Call the parents/guardians.
  - If the child has stopped breathing, trained staff will begin pediatric CPR.

Reporting:

- Instances of suspected child maltreatment in child care are reported to Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing [webmasterdcd@dhhs.nc.gov](mailto:webmasterdcd@dhhs.nc.gov).
- Instances of suspected child maltreatment in the home are reported to the Robeson County Department of Social Services by calling (910) 671-3500.

## **PREVENTION STRATEGIES TO ASSIST STAFF IN COPING WITH A CRYING, FUSSING, OR DISTRAUGHT CHILD**

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change or bathroom break. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

In addition, the facility:

- Allows for staff who feel they may lose control to have a short, but relatively immediate break away from the children.
- Provides support when parents/guardians are trying to calm a crying child and encourage parents to take a calming break if needed.



# Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy, Continued

## PROHIBITED BEHAVIORS

Behaviors that are prohibited include, but are not limited to:

- Shaking or jerking a child
- Tossing a child into the air, or into a crib, or car seat
- Pushing a child into walls, doors, or furniture

## STRATEGIES TO ASSIST STAFF MEMBERS UNDERSTAND HOW TO CARE FOR INFANTS

Staff Reviews and Discusses:

- The five goals and developmental indicators in the 2013 North Carolina Foundations for Early Learning and Development, [ncchildcare.nc.gov/PDF\\_forms/NC\\_Foundations.pdf](http://ncchildcare.nc.gov/PDF_forms/NC_Foundations.pdf)
- How to Care for Infants and Toddlers in Groups, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups](http://www.zerotothree.org/resources/77-how-to-care-for-infants-and-toddlers-in-groups)
- Including Relationship-Based Care Practices in Infant-Toddler Care: Implications for Practice and Policy, the Network of Infant/Toddler Researchers, pages 7-9, [www.acf.hhs.gov/sites/default/files/opre/nitr\\_inquire\\_may\\_2016\\_070616\\_b508complaint.pdf](http://www.acf.hhs.gov/sites/default/files/opre/nitr_inquire_may_2016_070616_b508complaint.pdf)

## STRATEGIES TO ENSURE STAFF MEMBERS UNDERSTAND THE BRAIN DEVELOPMENT OF CHILDREN UP TO FIVE YEAR OF AGE

All staff take training on SBS/AHT within first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment as well as the brain development of children up to five years of age. Staff review and discuss:

- Brain Development from Birth video, the National Center for Infants, Toddlers and Families, [www.zerotothree.org/resources/156-brain-wonders-nuturing-health-brain-development-from-birth](http://www.zerotothree.org/resources/156-brain-wonders-nuturing-health-brain-development-from-birth)
- The Science of Early Childhood Development, Center on the Developing Child, [developingchild.harvard.edu/resources/inbrief-science-of-eed/](http://developingchild.harvard.edu/resources/inbrief-science-of-eed/)

## RESOURCES

First Baptist Early Childhood Ministry Committee, Chair;

Michelle Prevatte, First Baptist Early Childhood Ministry, Director: 910-738-6608.

### Parent web resources

- The American Academy of Pediatrics: [www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx](http://www.healthychildren.org/English/safety-prevention/at-home/Pages/Abusive-Head-Trauma-Shaken-Baby-Syndrome.aspx)
- The National Center on Shaken Baby Syndrome: <http://dontshake.org/family-resources>
- The Period of Purple Crying: <http://purplecrying.info/>

### Facility web resources

- Caring for Our Children, Standard 3.4.4.3 Preventing and Identifying Shaken Baby Syndrome/Abusive Head Trauma, <http://cfoc.nrckids.org/StandardView.cfm?StdNum=3.4.4.3&=+>
- Preventing Shaken Baby Syndrome, the Centers for Disease Control and Prevention, [http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing\\_SBS\\_508-a.pdf](http://centerforchildwelfare.fmhi.usf.edu/kb/trprev/Preventing_SBS_508-a.pdf)
- Early Development and Well-Being, Zero to Three, [www.zerotothree.org/early-development](http://www.zerotothree.org/early-development)

### References

1. The National Center on Shaken Baby Syndrome, [www.dontshake.org](http://www.dontshake.org)
2. NC DCDEE, [ncchildcare.dhhs.state.nc.us/general/mb\\_ccrulespublic.asp](http://ncchildcare.dhhs.state.nc.us/general/mb_ccrulespublic.asp)
3. Shaken Baby Syndrome, the Mayo Clinic, [www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461](http://www.mayoclinic.org/diseases-conditions/shaken-baby-syndrome/basics/symptoms/con-20034461)
4. Pediatric First Aid/CPR/AED, American Red Cross, [www.redcross.org/images/MEDIA\\_CustomProductCatalog/m4240175\\_Pediatric\\_ready\\_reference.pdf](http://www.redcross.org/images/MEDIA_CustomProductCatalog/m4240175_Pediatric_ready_reference.pdf)
5. Calming Techniques for a Crying Baby, Children's Hospital Colorado, [www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques](http://www.childrenscolorado.org/conditions-and-advice/calm-a-crying-baby/calming-techniques)
6. Caring for Our Children, Standard 1.7.0.5: Stress, <http://cfoc.nrckids.org/StandardView/1.7.0.5>

# **Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy, Continued**

## **APPLICATION**

This policy applies to children up to five years of age and their families, operators, early educators, substitute providers, and uncompensated providers.

## **COMMUNICATION**

Staff:

- Within 30 days of adopting this policy, the child care facility shall review the policy with all staff who provide care for children up to five years of age.
- All current staff members and newly hired staff will be training in SBS/AHT before providing care for children up to five years of age.
- Staff will sign an acknowledgment form that includes the individual's name, the date the center's policy was given and explained to the individual, the individual's signature, and the date the individual signed the acknowledgment.
- The child care facility shall keep the SBS/AHT Staff Acknowledgement Form in the staff member's file.

Parents/Guardians:

- Within 30 days of adopting this policy, the child care facility shall review the policy with parents/guardians of currently enrolled children up to five years of age.
- A copy of the policy will be given and explained to the parents/guardians of newly enrolled children up to five years of age on or before the first day the child receives care at the facility.
- Parents/guardians will sign an acknowledgement form that includes the child's name, date the child first attended the facility, date the operator's policy was given and explained to the parent, parent's name, parent's signature, and the date the parent signed the acknowledgment.
- The child care facility shall keep the SBS/AHT Parent Acknowledgement Form in the child's file.

Effective Date

February 2, 2017

## **Multi-Media Consent and Release**

Throughout the year, children may be highlighted in efforts to promote ECM activities and achievements. For example, children may be featured through printed photographs in classrooms, in newsletters, on the web, in videos, in brochures, in class displays, and other types of media. A copy of the consent and release form is completed by a parent or guardian in the child's application.

## Worship at First Baptist

At FBC, we believe that discipleship and faith formation begin at a young age. As such, our children's ministry strives to help children learn what it means to follow Jesus through a holistic approach that includes worship experiences, Bible study, mission learning and opportunities, music classes, fellowship activities, and more. We'd love to get to know your family and minister to you and alongside you. Come check us out on a Sunday morning or a Wednesday night!

For more information concerning upcoming events, please contact the church office at 739-4336 or visit our website..

### Sunday Schedule:

9:30 am Sunday School

10:30 am Worship (via Facebook Live or in-person in the Sanctuary)

### Wednesday Schedule:

6:00 pm

Prayer Service in the Fellowship Hall

Wednesday Night Live (Grades 1-5)

Music Makers Choir (Grades 1-3)

Young Musicians Choir (Grades 4-5)

Music Munchkins Choir and Mission Friends (ages 3-K)

Youth Doing Missions (Grades 6-12)

**Church Office:** 739-4336

**Website:** [www.fbclumbertonnc.org](http://www.fbclumbertonnc.org)

**Facebook:** [www.facebook.com/firstbaptistlumbertonnc/](http://www.facebook.com/firstbaptistlumbertonnc/)

**YouTube:** [www.youtube.com/user/lumbertonfbc](http://www.youtube.com/user/lumbertonfbc)





NC DEPARTMENT OF  
**HEALTH AND  
HUMAN SERVICES**  
Division of Child Development  
and Early Education

# Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

**Division of Child Development  
and Early Education**

North Carolina Department of  
Health and Human Services  
333 Six Forks Road  
Raleigh, NC 27609

Child Care Commission  
<https://ncchildcare.ncdhhs.gov/Home/Child-Care-Commission>

Revised June 2019

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

### Additional Staff/Child Ratio Information:

Centers located in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff/child ratios and group size must be met for the youngest child in the group.

### Reviewing Facility Information

From the Division's Child Care Facility Search Site, the facility and visit documentation can be viewed.

A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at [www.ncchildcare.ncdhhs.gov](http://www.ncchildcare.ncdhhs.gov).

### How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and/or may have their licenses suspended or revoked.

Administrative actions must be posted in the facility. If you believe that a child care provider fails to meet the requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.

### Space and Equipment

There are space requirements for indoor and outdoor environments that must be measured prior to licensure. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

### Licensed centers must also meet requirements in the following areas.

#### Staff Requirements

The administrator of a child care center must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must complete a minimum number of training hours, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also undergo a criminal background check initially, and every three years thereafter.

#### Staff/Child Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 to 3 years old	1:10	20
3 to 4 years old	1:15	25
4 to 5 years old	1:20	25
5 years and older	1:25	25

directory or talk with a child care provider to see if there is a Child Care Resource and Referral agency in your community. For more information, visit the Resources page located on the Child Care website at: [www.ncchildcare.ncdohhs.gov](http://www.ncchildcare.ncdohhs.gov). For more information on the law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: [ncchildcare.ncdohhs.gov](http://ncchildcare.ncdohhs.gov).

#### **Child Abuse, Neglect, or Maltreatment**

Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. This occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. It may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. It also occurs when a child does not receive proper care, supervision, appropriate discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

#### **Transportation**

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratios must be maintained.

#### **Record Requirements**

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

#### **Discipline and Behavior Management**

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in the discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers and family child care homes. Religious-sponsored programs which notify the Division of Child Development and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

#### **What is Child Care?**

The law defines child care as:

- three or more children under 13 years of age
- receiving care from a non-relative
- on a regular basis - at least once a week
- for more than four hours per day but less than 24 hours.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the health, safety, and well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110.

The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

#### **Family Child Care Homes**

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

#### **Child Care Centers**

Licensure as a center is required when six or more preschool children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose to meet the standards of the Notice of Compliance rather than the Star Rated License. Recreational programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

#### **Parental Rights**

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone

#### **Training Requirements**

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

#### **Curriculum and Activities**

Four- and five-star programs must use an approved curriculum in classrooms serving four-year-olds. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans and schedule must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. A written activity plan that includes activities intended to stimulate the development domains, in accordance with North Carolina Foundations for Early Learning and Development. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

#### **Health and Safety**

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCCHs, meals and snacks must be nutritious and meet the Meal Patterns for Children in Child Care. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

#### **Two through Five Star Rated License**

Centers and family child care homes that are meeting the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program, and one quality point option.

#### **Criminal Background Checks**

Criminal background qualification is a **pre-service requirement**. All staff must undergo a criminal background check initially, and every three years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.



First Baptist Church  
606 N. Walnut Street, Lumberton, NC 28358  
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