

Children's file checklist

Name of child: _____ Date of enrollment _____

The following items must be present in each child's file.

Item	Date Received
___ Application	_____
___ Immunization record	_____
___ Discipline Policy	_____
___ Permission for Play Outside Fenced Area	_____
___ Documentation of receipt of Policies	_____
___ Documentation of Receipt of Summary of Child Care Law	_____
___ Copies of incident Reports	_____

** Please make sure that you have attached a copy of your child's Immunization records.

TOP Registration Form
PO BOX 2179
GARNER, NORTH CAROLINA 27529
TELEPHONE: 779-7563

CHILD'S NAME _____ Name called _____

School _____ Grade _____ Track _____

CHILD'S BIRTHDAY _____ Age _____

Father's Name _____ Work Place _____

Work Number _____ Home Number _____

Cell Number _____

MAILING ADDRESS _____
Street City State Zip

Mother's Name _____ Work Place _____

Work Number _____ Home Number _____

Cell Number _____

MAILING ADDRESS _____
Street City State Zip

LIST OTHER CHILDREN IN FAMILY AND THEIR AGES: _____

Information About Your Child

Does your child have any know allergies: No _____ Yes _____

Explain: _____

Please give any information concerning your child which will be helpful in his experience in group setting
(such as play, eating, special fears, special likes or dislikes). _____

Emergency Care Information:

Name of child's doctor _____ Office Phone _____

Address _____

Name of child's dentist _____

Address _____

*Hospital preference _____

Insurance Carrier _____ Policy # _____

If neither father nor mother (or guardian) can be contacted, call (please list relationship)

Name _____ Home Phone _____ Work Phone _____

Name _____ Home Phone _____ Work Phone _____

I agree that the operator may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family can be contacted immediately.

Parent signature _____ Date _____

I, as the operator, do agree to call 911 in a medical emergency. I will not administer any drug or any medication.

Operator signature _____ Date _____

I give permission for the following persons to pick up my child (other than father or mother) :

Name	Number	Relationship
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_____	_____	_____
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_____	_____	_____
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TOP Policy Form

Child's name _____
Please read each of the following policies and sign below to indicate your understanding of these policies.

Track _____

Waivers/Permissions:

- Field Trips** - I permit my child to leave Garner United Methodist Church on authorized trips under the supervision of the Garner United Methodist Church Track Out Team. I may review a written schedule of activities.
- Car Seats** - We at GUMC-TOP have your child's safety in mind at all times. Therefore, for fieldtrips, if your child uses a car seat, we require that you supply a car seat/booster seat for your child.

Payment Policies

- Insufficient Funds** - If my check is returned due to insufficient funds, immediate payment is required to keep my child's account up to date. I understand that I will be charged \$25 for each returned check. After two insufficient funds checks, I will need to send cash, money order or a certified check for remainder of payments.
- Cancellations** - I understand that I must cancel, in writing, 30 days prior to date of your child's track out spot.
- Refunds** - I understand that non-attendance does not entitle me to a refund. I understand that no refunds or adjustments are granted for illness, vacation, or when GUMC Track Out Programs are cancelled due to inclement weather.
- Hours of operation** - Hours of operation are 7:30am to 5:30pm daily. Please pick your child up promptly by 5:30pm. If your child is not picked up on time, a \$5 late fee will be charged and \$5 for each additional five minutes late. This is to be given to the staff member that stays with your child.

Medical Treatment Policies

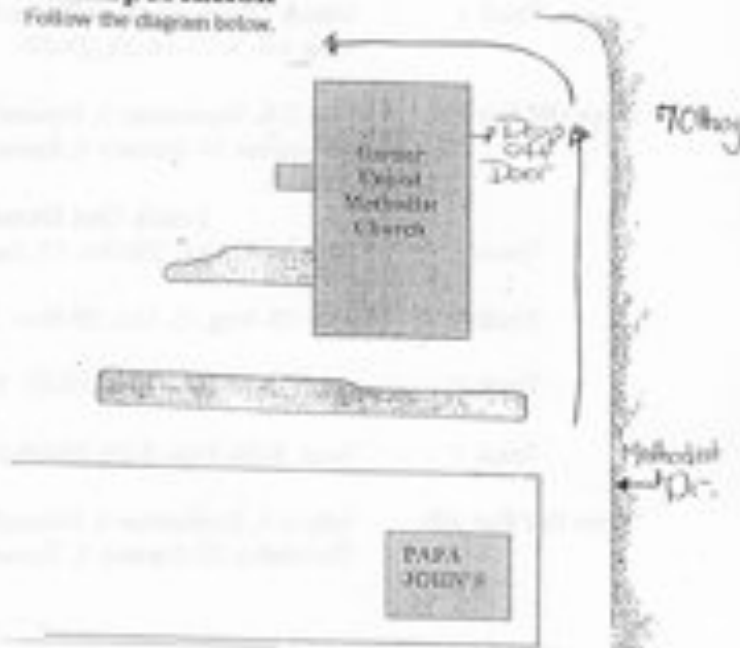
- Accident Insurance** - Participants are responsible for their own accident insurance when using Garner United Methodist Church Track Out Program and when participating in GUMC-TOP off site.
- Medication** - GUMC-TOP only administers medication when directed in writing by the child's parent or guardian.

Program Policies

- Inclement Weather** - I understand that programs are not available when school is closed due to inclement weather. Please watch channel 5 for a list of closings.
- American Red Cross Shelter** - The church may be called to be an American Red Cross Shelter. If this happens a decision will be made as to whether to operate the TOP program or to close because of the safety concerns for the children (so many people having access to the church).
- I understand that the GUMC-TOP is not responsible for any personal items lost or stolen at our program.
- Drop off and pick up** - Drop off and pick up is located in the front of the building facing 70thwy. All children must be walked to the Track Out rooms and signed in and out daily.

Transportation

Follow the diagram below.



I have read and understand all the policies stated here.

Parent/guardian signature: _____

Date: _____

TRAVEL AND ACTIVITY AUTHORIZATION

REV 200

SAMPLE FORM

- Blanket permission for this activity
 Special 1-time permission only
 Blanket permission for all given activities

I, _____ parent/guardian of
_____ give my permission to
_____ for my child to participate in the
following activities

Trips in the van/automobile (facility or parent-owned)

_____ Explain planned activity — where and when

Field trips away from the facility

_____ Explain planned activity — where and when

I understand that the facility will use the appropriate child restraint devices and abide by all the safety rules in Rule 1000 when my child is transported in a vehicle. The facility will also notify me each time that my child is to participate in an activity that would involve transportation.

_____ Parent/Guardian Signature

_____ Date Signed

This authorization is valid from ____/____/____ to ____/____/____

In addition, if the facility has planned activities outside the fenced area of the facility,

_____ I will allow my child to play outside the fenced area; or

_____ I will not allow my child to play outside the fenced area.

_____ Parent/Guardian Signature

_____ Date Signed

This authorization is valid for the duration of my child's enrollment.

File in child's folder

Name of Center: _____

Discipline and Behavior Management Policy

Date Adopted _____

Praise and positive reinforcement are effective methods of the 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 of 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 use short supervised periods of "time-out"
12. DO stay consistent in our behavior management program.

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.

I, the undersigned parent or guardian of

(child's full name), do hereby state that I have read and received a copy of the facility's Discipline and Behavior Management Policy and that the facility's director/coordinator (or other designated staff member) has discussed the facility's Discipline and Behavior Management Policy with me.

Date of Child's Enrollment: _____

Signature of Parent or Guardian _____ Date _____

Distribution: one copy to parental signed copy in child's facility record

Summary of the North Carolina Child Care Law for Child Care Centers

What is Child Care?

- The law defines child care as:
 - care or care provided to children under 13 years of age
 - involving care from a non-relative
 - on a regular basis, of at least one hour
 - for more than two hours per day but less than 24 hours.
- It is only when all of these conditions about the regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 1, Chapter 110. The North Carolina Child Care Commission is responsible for enforcing rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

State Rated Licenses

Centers that meet the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two star through five star license. The number of stars a program earns is based upon the education levels of staff, care and the program standards set by the program.

Child Care Centers

Licensing is a process it is required when six or more children are cared for in a residence or when five 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 not to be licensed. 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 licensed at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Child Abuse or Neglect

Accidents occur when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. North Carolina law requires any person who suspects child abuse or neglect to report the case to the county Department of social services. In addition, any person can call the Division of Child Development at 919-852-4873 or 1-800-625-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Parental Rights

- Parents have the right to meet a 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.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider has not license requirements here, or if you have questions, please call the Division of Child Development at 919-852-4873 or 1-800-625-0829.

Reporting Files

A public file is maintained in the Division's main office in Raleigh for every licensed center. These files can be viewed during work hours or requested via email. The Division's web site at accu.cdhhs.gov is updated by contacting the Division at 1-800-359-0829.

Licensed centers must, at a minimum, meet requirements in the following areas:

Staff
The attendance of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administrator Certificate 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 technical 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 annually including IT5-0205 training for any staff member that works with infants 12 months of age or younger. All staff must also undergo a criminal record background check.

Babies

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

Age	Teacher/Child Ratio	Maximum Group Size
0-1 years	1:3	10
12-24 months	1:4	15
2 years old	1:7	20
3 years old	1:11	25
4 years old	1:15	31
School age	1:25	31

When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

• Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child and 15 square feet per child outdoors. Outdoor play space must be fenced. Outdoor equipment must be clean, safe, well-maintained, and age appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazardous or toxic injury children.

Records

Centers must keep accurate records such as children's problems, communications, and emergency phone numbers. A record of monthly fire drills practiced with full evacuation of children must also be maintained.

Curriculum

The Division of Child Development does not require or require any specific curriculum for the care of the children provided. Activity plans must be available to parents and must show a balance of active and quiet activities. Plans must be designed to encourage children to explore and use materials to their own.

Health and Safety

Children must be immunized or vaccinated. Each licensed center must ensure the health and safety of children by monitoring water and equipment used by children. Meals and snacks must be nutritious, well children must have portions kept through to identify their hunger. Food must be offered at least once every four hours. Lunch, snack, bedtime, and fire inspections visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have lunch and one provided for use.

Transportation

Child care centers providing transportation for children must meet all state vehicle laws, including inspection, insurance, license, and operator requirements. Children may never be left alone in a vehicle and child-seat seats must be maintained.

Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in 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. Religious sponsored programs which notify the Division of Child Development that corporate punishment is part of their religious training are exempt from this part of the law.

The law and rules are developed to establish minimum requirements. Many centers would like to meet even more laws. Child care centers and related agencies can provide help in choosing quality care.

For more information about quality child care, please call the Division of Child Care website at accu.cdhhs.gov. For more information on the law and rules, contact the Division of Child Development at 919-852-4873 or 1-800-625-0829, or visit our homepage at accu.cdhhs.gov.

This summary shall be posted for the public to view in accordance with GS 138-182

Division of Child Development

NC Department of Health and Human Services

315 Chappawake Road

Raleigh, NC 27603

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