

The following provides a cursory exploration of the regulatory overlays in North Carolina. It helps to emphasize the following:

- LOCATION, LOCATION, LOCATION! The greatest strength of our business model (from a consumer demand perspective) is the convenience of childcare and work being under the same roof. However, state regulations governing “Child Care Centers” make this union difficult. It is important to find a workspace that meets the following:
 - > 250 sq/ft
 - > 75 sq/ft of fenced outdoor space
 - access to restrooms & sinks
 - On-Site Administrator (director). This is a licensed role requiring a “NC Early Childhood Administration Credential”. I could fulfill these requirements in 2 semesters of course work at a Community College (and/or) our first teacher can fulfill these requirements.
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State Rules for “Child Care Centers” (facilities) in North Carolina:

- ☐ **three or more children** less than 13 years old receive care on a regular basis of **at least once a week for more than four hours** from persons not related to the children in care
- ☐ >25 sq/ft per child

<u>Ages of Children</u>	<u>Minimum Staff Child Ratio</u>	<u>Maximum Group Size</u>
0 to 12 months	1/ 5	10
12 to 24 months	1/6	12

- ☐ **>75 square feet of fenced outdoor** play space per child is required.
- ☐ building must meet current building, sanitation, and fire code requirements and be located in an area free of hazards
- ☐ may use domestic kitchen equipment if it meets heating, cooling, and storing requirements as determined by the Division of Environment and Natural Resources
- ☐ outdoor play area must be free of equipment, litter, animals or other objects that may be hazardous to the children
- ☐ Playground equipment must meet all applicable requirements
- ☐ must be **one toilet per 15 children and one sink per 25 children**

State Rules for Operations:

- ☐ adequate supply of diapers, clean linens, and an individual bed, cot or mat for each child
- ☐ Child-size furnishings must be provided and kept in good repair
- ☐ There must be a **working telephone** on the premises (cell phone?)
- ☐ Nutritious meals and snacks which contain the food groups outlined in the Meal Patterns for Children in Child Care must be provided
- ☐ Arrangements must be made for special diets.
- ☐ Menus must be planned a week in advance and posted
- ☐ Individual written feeding schedules must be followed and posted for children under 15 months of age
- ☐ a schedule posted for easy reference by staff and parents which shows the usual routine of care and the time periods assigned to different activities.

- ☐ balance between active play and quiet times or rest.
- ☐ stimulate the following developmental domains, in accordance with North Carolina Foundations for Early Learning and Development:
 - ☐ emotional and social development
 - ☐ health and physical development
 - ☐ approaches to play and learning
 - ☐ language development and communication
 - ☐ cognitive development
- ☐ **must have the opportunity for outdoor play** on a daily basis,
- ☐ Infants and Toddlers (children under 2 years of age):
 - ☐ There must be developmentally appropriate toys and activities for each child in care.
 - ☐ • Each child must eat, sleep, play, and be diapered according to his own needs, and be toilet trained according to his individual readiness.
 - ☐ • The schedule must include regular daily events such as the arrival and departure of the children, free-choice times, outside time, and teacher-directed activities.
 - ☐ • A safe, clean, uncluttered area must be available for infants to crawl or creep and for toddlers to move around.
 - ☐ • The caregivers must interact in a positive manner with each child every day.
 - ☐ • A caregiver or team of caregivers must be assigned to each infant or toddler as the primary caregiver.
 - ☐ • Children must be held for bottle feeding until the child can hold his own bottle.
 - ☐ • Children twelve months of age and younger must have daily opportunities for “tummy-time” to play while on their stomachs.
- ☐ For children under three years of age:
 - ☐ • There must be developmentally appropriate toys and activities for each child including books, blocks, dolls, pretend play materials, and musical toys, sensory toys, and fine motor toys.
 - ☐ • Materials must be displayed in a prominent place and available to implement the scheduled activities.
 - ☐ • Four of the following activity areas must be available daily: art and other creative play, children's books, blocks and block building, manipulatives, and family living and dramatic play.
 - ☐ • An open area that allows freedom of movement shall be available, both indoors and outdoors.
 - ☐ • Hands-on experiences must be provided to enable the infant or toddler to learn about himself and the world both indoors and outdoors.
 - ☐ • Screen time, including television, videos, video games, and computer usage, is prohibited for children under three years of age.
- ☐ Records (children) - Each child in care must have a file containing the following information:
 - ☐ A completed application for enrollment
 - ☐ Medical action plan, if applicable
 - ☐ A medical report
 - ☐ Immunization record
 - ☐ Signed statement that the parent or guardian received a copy of the center discipline policy
 - ☐ Documentation of Receipt of Summary of Child Care Law
 - ☐ Transportation Permission and/or Off-Premise Activity Form

- ☐ Incident report
- ☐ Instructions from the parent or physician when medicine is to be administered
- ☐ Infant feeding schedule for any child up to 15 months old (if applicable)
- ☐ Supplemental food opt-out form (if applicable)
- ☐ Documentation of the Receipt of Safe Sleep Policy on file on or before first day of enrollment of a child 12 months of age or younger.
- ☐ Documentation of the Receipt of Prevention of Shaken Baby Syndrome and Abusive Head Trauma policies
- ☐ Records (staff) -
 - ☐ An application for employment
 - ☐ Criminal Background Check Information
 - ☐ Medical report
 - ☐ Health Questionnaire
 - ☐ Evaluation of Emotional and Physical Fitness (as applicable)
 - ☐ Negative TB test or screening result Emergency information on staff
 - ☐ Documentation of staff orientation
 - ☐ Documentation of on-going training
 - ☐ Documentation of CPR/ First Aid certification, EPR training, Recognizing and Responding to Suspicions of Child Maltreatment training, Playground Safety training (if applicable), ITS-SIDS training (if applicable) and BSAC training (if applicable)
 - ☐ Copy of Criminal Background Check Qualification Letter
- ☐ Records (Center):
 - ☐ An evacuation plan and fire drill records.
 - ☐ Emergency drill records
 - ☐ Attendance records
 - ☐ Daily schedule/Activity Plan
 - ☐ Menu
 - ☐ An incident report (completed when a child is injured while in the care of the center and must seek medical attention) and incident log
 - ☐ Manufacturer's instructions for equipment and furnishings
 - ☐ Monthly playground inspections Safe Sleep policy if licensed for infants 12 months of age and younger.
 - ☐ Prevention of Shaken Baby Syndrome and Abusive Head Trauma Policy for children 5 years old and younger
 - ☐ Discipline Policy
 - ☐ Aquatic activity policy (if applicable)
 - ☐ Emergency Medical Care Plan
 - ☐ List of and identifying information of children transported (if applicable)
 - ☐ Schedule of off-premise activities (if applicable)

State Rules for staff:

All:

- ☐ must obtain medical exams, tests and/or screenings showing each to be **free of active TB, annual medical statements or health questionnaires, and emergency medical information**
- ☐ **criminal background check** prior to the 1st day of employment ([background check portal](#) - \$26.50)
- ☐ complete **certification in First Aid** & one staff member present must have successfully completed **CPR training** (\$120/person = first aid/CPR/AED)
- ☐ one child care provider who has completed **ITS-SIDS training** shall be present in the infant room while children are in care. (\$10/person)
- ☐ child care administrator and all staff members must complete **Recognizing and Responding to Suspicions of Child Maltreatment** (free - online)
- ☐ One person must complete the **Emergency Preparedness and Response in Child Care**
- ☐ All staff who will be in contact with children must receive at **least sixteen hours** of a prescribed course of **orientation** within the first six weeks of employment
- ☐ child care administrators and staff members must complete **health and safety training** within one year of employment

On-Site Administrator (director):

- ☐ **NC Early Childhood Administration Credential** (or) one of the following:
 - ☐ two years of full-time child care experience in a child care center or early childhood work experience
 - ☐ 12 semester hours in child development, child psychology, early childhood education or a directly related field
 - ☐ [community college curriculum program](#) in the area of child care or early childhood
 - ☐ ...and one of the following:
 - ☐ completed two semester hours or 32 clock hours of training in the area of early childhood program administration
 - ☐ enrolled in two semester hours or 32 clock hours of training in the area of early childhood program administration
 - ✓ one-year experience performing administrative responsibilities
- ☐ must be on site at each center for a minimum number of hours (varying with center size) each week

Lead Teachers and Teachers:

- ☐ **NC Early Childhood Credential** (or) one of the following:
 - ☐ One year of experience in a center or two years of experience in a family child care home
 - ☐ Completed a two-year high school program of Early Childhood Education in Family and Consumer Sciences Education

Teacher's Aide or Aide:

- ☐ monetarily compensated, must be at least 16 years old and less than 18 years old

Month 0-3 (prelaunch)

- ☐ Put together training/orientation curriculum (>16 hours material)
- ☐ Create onboarding process to capture child/staff records (as listed above)
- ☐ Research any local &/or federal requirements
- ☐ Price liability coverage
- ☐ Research zoning restrictions
- ☐ Determine business structure (Benefit Corp?)

Month 3-6 (launch)

- ☐ Attend ["Pre-license workshop"](#) (\$135)

Capacity of Center	Maximum Fee
12 or fewer children	\$52.00
13-50 children	\$187.00
51-100 children	\$375.00
101 or more children	\$600.00

- ☐ Pay licensing fee (\$52):

Month 6-12 (improvement)