

Community Education Department
Durham Public Schools

Camp Fun-tastic



Parent Handbook

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Revised 2/28/24

Welcome to the Community Education Summer Camp Programs!

This handbook is designed to assist parents and families in understanding the philosophy and practices of Durham Public Schools Community Education Summer Camp Programs. Please read this handbook carefully. If you have any questions, please contact the camp site manager or the supervisory staff at Community Education at 919-560-9488.

Please feel free to call with any questions or concerns that you might have. The numbers are listed on each parent newsletter and will be posted at each camp. Please use the Site office number (see pg 19) to contact the site manager for any reason during the camp day.

The camps are designed to enhance the learning and development of all children who attend. Community Education staff members want to work with parents and families to make the summer camp experience the best possible.

POLICIES AND PROCEDURES

All of the Community Education Summer Camp Programs are operated through Durham Public Schools (DPS). All DPS Board of Education policies and procedures and NC licensing regulations must be followed in the camps, including the tobacco-free campus policy. This handbook is designed to supplement the Board of Education Policy Manual. The DPS manual is available in your school's media center or on the DPS website at www.dpsnc.net.

ADMISSION REQUIREMENTS AND ENROLLMENT PROCEDURES

Community Education Summer Camps are open to any rising 1st – 6th grader. To enroll your child in the program, complete the online Summer Camp registration and pay the appropriate fees. Registration can be completed online at www.dpsnc.net/afterschool.

| | |
|------------------|---------------------|
| Mailing Address: | Location: |
| PO Box 1967 | 2107 Hillandale Rd. |
| Durham, NC 27702 | Durham, NC 27705 |

The fees are on our websites www.dpsnc.net/afterschool. If you withdraw from camp, please provide a written notice three weeks in advance to avoid being charged a \$140 cancellation fee (the equivalent of a full-price one-week fee.) Any returned checks will incur an additional \$15.50. Community Education reserves the right to require cash or credit cash payments once a check has been returned for insufficient funds.

Community Education Summer Camps are licensed by the NC Division of Child Development and Early Education and therefore are eligible for daycare vouchers from the Department of Social Services.

Community Education provides Camp 4 Rising K summer program for rising-Kindergarten children of Durham Public Schools for a fee. The fees are listed online. A 3% convenience fee will be charged to customers using a credit card for payment. Information can also be found on the website; www.dpsnc.net/afterschool.

FAMILY OPEN HOUSE

An onsite family orientation will be held on Sunday, June 2nd at 3:00pm-4:00pm. At that time you can meet staff and find out more about programming.

PARENT COMMUNICATIONS AND MEETINGS

We encourage daily communication between program staff and parents. Please feel free to communicate your child's needs to the Summer Camp site management team. We encourage all parents to attend the open house to get information about the program. Parents may schedule individual conferences with the Summer Camp Management team.

ACTIVITIES OFFERED

Community Education Summer Camps offer enrichment-based, recreational programs for all students.

During summer camps, students are given an opportunity to strengthen social, emotional, and physical skills by participating in a variety of fun-filled activities, such as enrichment programs, sports, and games.

Students will:

- Participate in hands-on-resource programs
- Experience recreational and educational activities that incorporate arts and crafts, drama, and music

Students will also participate in field trips during the summer at no additional charge. Students are transported in DPS activity buses by approved bus drivers. Planned field trips will be reviewed at each camp's family orientation session.

PRE-ENROLLMENT AND VISITATION PROCEDURE

Parents who are interested in enrolling their children into a DPS Community Education Summer Camp are encouraged to speak with the Site Manager of the program of interest.

FAMILY PARTICIPATION

Community Education encourages family involvement in all of our programs. Parents may meet with staff to discuss their child's needs and exchange information.

OPERATING HOURS

Summer Camp operates from 7:00 AM until 6:00 PM. Please make arrangements for your child to be picked up at the end of each day. The following policy will be implemented for children who remain after 6:00 PM.

LATE PICK-UP POLICY:

1. Parents are charged \$10.00 for each 10 minutes portion thereof that they are late (1-10 minutes = \$10.00, 11-20 minutes = \$20.00, etc.). Charges are recorded on a form provided by the Community Education office. Once three (3) late pick-ups have accumulated during summer camp, services may be discontinued.
2. The time displayed on the clock in the summer camp office or cafeteria is used to record pick-up times. The summer camp manager will verify the clock time by calling the time and temperature number on a regular basis. The number is 919-683-9696. Children must be signed out and leave the building by 6:00 PM.
3. After 6:00 pm, the site manager will begin calling all emergency numbers. If the site manager cannot reach an emergency contact, the Community Education supervisor will be notified. If we cannot reach an authorized emergency contact, the Durham County Department of Social Services will be contacted.

Please make sure that the summer camp manager has an updated list of emergency contacts and telephone numbers.

PROGRAM PRACTICES/ CHILD SUPERVISION

Summer camp managers and staff members are responsible for supervising children at all times. A central pick-up point or activity schedule is established so that adult family members know where to come each day to pick-up their children.

Daily attendance is kept, and the program schedule is posted so the location of each child is known at all times. Children are allowed to leave the program only with a parent/guardian or with an individual who has been granted permission in writing by the parent/guardian.

Children are never left unattended. They are not allowed to be away from the group alone at any time. For safety reasons, children will not be used as “runners” for messages or to locate other children in the program. Groups of children must always be in full view and voice range of the staff members who are supervising them. Staff members are assigned at a 16 students to 1 staff ratio.

CLEANING SCHEDULE

The Summer Camp programs are operated in Durham Public School facilities. The program areas are cleaned daily by the custodial staff at each school. Any tables used for eating are cleaned by program staff each day before and after breakfast, lunch, and snack times.

FIELD TRIPS and PLAN for TRANSPORTING CHILDREN

Swimming and field trips are planned activities for each of our Summer Camp sites. Please speak with the manager of your child’s camp to learn the field trip days. Trips are approved through the Community Education office. The site manager will provide all information about the trips to families one week prior to the field trip through newsletters or postings. Students will be transported in Durham Public Schools’ buses operated by certified drivers. At times, a charter bus company may be utilized. All charter bus companies meet guidelines for bus driver training, company liability, and vehicle maintenance.

All scheduled field trips are paid for in advance. **Children are not allowed to bring or spend money on field trips.** We will not assume any responsibility for monies held by children.

**Community Education Program
Durham Public Schools**

AQUATIC ACTIVITIES POLICY

This aquatic activities policy addresses all activities that take place in or around a body of water such as swimming, swimming instruction, wading, visits to water parks, and boating. This policy is to be followed by After-School and Summer Camp staff during all aquatic activities.

For every 25 children, there must be at least one person with a current lifeguard training certificate who is not counted in the staff-child ratio.

A staff-child ratio of 1:16 must be met for children 5 years or older.

Regardless of the number of children participating, at least two staff members must supervise aquatic activities.

No staff or children may enter the water without a lifeguard on duty.

Aquatic supervision must be maintained at all times. Half of the program staff needed to meet staff-child ratios must be in the water and the other half must be out of the water.

Staff must be in pre-assigned areas that will allow them at all times to hear, see and respond quickly to children. Staff must escort children to and from the restroom.

Staff must be dressed out in swimsuits and water/pool rules must be reviewed with children prior to entering the water.

During a swim test, one staff person plus one lifeguard must be in the water supervising the test and assisting the child if necessary.

Staff must take a head count every 15 minutes.

No water toys are permitted to be used by children during aquatic activities.

Swimming goggles will be allowed, but Community Education will not assume any responsibility for lost or broken goggles.

T-SHIRTS

Each child registered in our summer camp programs receives a T-shirt. T-shirt sizes can not be guaranteed. T-shirts are available in both youth sizes (YS, YM, and YL) and adult sizes (S, M, L, and XL). We cannot exchange sizes due to limited availability. Additional T-shirts will be available for purchase at the Community Education central office.

We ask that students wear their T-shirts on field trip days. This is an additional security measure we take to ensure the safety of your child. We appreciate your cooperation in this matter.

CHECK-IN PROCEDURE

To ensure the safety of all children, they must be escorted and checked into the program by a parent or guardian. Attendance is taken every morning by 9:00 AM. If you know that your child will be absent, please let the camp manager know by phone, email or by sending a note.

SIGN-OUT PROCEDURE

A sign-out procedure is established for the safety of your child. Children must be signed out each day prior to leaving the program by an adult who is listed on the child's application form. *We do not allow anyone under the age of 16 to sign-out a camper.* Please have a picture identification card available the first few days of camp until we get to know you. Any unknown person will be asked to show identification prior to signing out a child. Authorization from parent/guardian is required in writing when anyone other than the designated person(s) as listed on the child's application arrives to pick up the child. Authorized persons must have a valid photo identification card to show to the site manager for release of the child. Once permission for pick up is approved, that person must be added to the child's application.

LUNCH/SNACKS

Every year Community Education in Durham Public Schools applies to the US Dept. of Agriculture's Summer Feeding programs. This program provides each child with a full breakfast and lunch during the entire summer program. Campers must bring an afternoon snack and healthy drink daily to Summer Camp. Water will be provided at each meal. The menu will be posted on the parent board.

All of our campsites are licensed by the NC Division of Child Development as day care programs. This means that we must monitor the foods that children eat for snack and lunch. Please review the *Meal Patterns for Children in Child Care Programs Chart* and consider it when preparing your child's daily snack and lunch. **Foods such as potato chips, candy, cakes and cookies are not considered to have any nutritional value. These foods can only be served in addition to nutritious meals and snacks.**

NEW Child and Adult Care Food Program Meal Patterns Child and Adult Meals

USDA recently revised the CACFP meal patterns to ensure children and adults have access to healthy, balanced meals throughout the day. Under the new child and adult meal patterns, meals served will include a greater variety of vegetables and fruit, more whole grains, and less added sugar and saturated fat. The changes made to the meal patterns are based on The Dietary Guidelines for Americans, scientific recommendations from the National Academy of Medicine, and stakeholder input. CACFP centers and day care homes must comply with the new meal patterns by October 1, 2017.

New Child and Adult Meal Patterns

Greater variety of vegetables and fruits:

- * The combined fruit and vegetable component is now a separate vegetable component and a separate fruit component; and
- * Juice is limited to once per day.

More whole grains:

- * At least one serving of grains per day must be whole grain-rich;
- * Grain-based desserts no longer count towards the grains component; and
- * Ounce equivalents (oz. eq) are used to determine the amount of creditable grains (starting October 1, 2019).

More protein options:

- * Meat and meat alternates may be served in place of the entire grains component at breakfast a maximum of three times per week; and

- * Tofu counts as a meat alternative.

Age appropriate meals:

- * A new age group to address the needs of older children 13 through 18 years old.

See a side-by-side comparison of the old and new child and adult meal patterns on the other side. For more information on the new CACFP meal patterns visit:

<http://www.fns.usda.gov/cacfp/meals-and-snacks>.

Less added sugar:

- * Yogurt must contain no more than 23 grams of sugar per 6 ounces; and
- * Breakfast cereals must contain no more than 6 grams of sugar per dry ounce.

Making every sip count:

- * Unflavored whole milk must be served to 1 year olds; unflavored low-fat or fat-free milk must be served to children 2 through 5 years Old; and unflavored low-fat, unflavored fat-free, or flavored fat-free milk must be served to children 6 years old and older and adults;
- * Non-dairy milk substitutes that are nutritionally equivalent to milk may be served in place of milk to children or adults with medical or special dietary needs; and
- * Yogurt may be served in place of milk once per day for adults only.

Additional improvements:

- * Extends offer versus serve to at-risk afterschool programs; and
- * Frying is not allowed as a way of preparing foods on-site.

April 22, 2016

Old and New Child and Adult Meal Patterns:



Let's Compare

Breakfast Meal Patterns

| | Ages 1-2 | | Ages 3-5 | | Ages 6-12 & 13-18 | | Adults | |
|----------------------------|-----------|----------|-----------|----------|-------------------|----------|------------|----------|
| | Old | New | Old | New | Old | New | Old | New |
| Milk | ½ cup | ½ cup | ¾ cup | ¾ cup | 1 cup | 1 cup | 1 cup | 1 cup |
| Vegetables, fruit, or both | ¼ cup | ¼ cup | ½ cup | ½ cup | ½ cup | ½ cup | ½ cup | ½ cup |
| Grains | ½ serving | ½ oz eq* | ½ serving | ½ oz eq* | 1 serving | 1 oz eq* | 2 servings | 2 oz eq* |

*Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents

Lunch and Supper Meal Patterns

| | Ages 1-2 | | Ages 3-5 | | Ages 6-12 & 13-18 | | Adults | |
|--------------------------|-----------|---------|-----------|---------|-------------------|---------|------------|---------|
| | Old | New | Old | New | Old | New | Old | New |
| Milk | ½ cup | ½ cup | ¾ cup | ¾ cup | 1 cup | 1 cup | 1 cup | 1 cup* |
| Meat and meat alternates | 1 oz | 1 oz | 1 ½ oz | 1 ½ oz | 2 oz | 2 oz | 2 oz | 2 oz |
| Vegetables | ¼ cup | ⅝ cup | ½ cup | ¼ cup | ¾ cup | ½ cup | 1 cup | ½ cup |
| Fruit | | ⅝ cup | | ¼ cup | | ¼ cup | | ½ cup |
| Grains | ½ serving | ½ oz eq | ½ serving | ½ oz eq | 1 serving | 1 oz eq | 2 servings | 2 oz eq |

*A serving of milk is not required at supper meals for adults oz. ea. = ounce equivalents

Snack Meal Pattern

| | Ages 1-2 | | Ages 3-5 | | Ages 6-12 & 13-18 | | Adults | |
|--------------------------|-----------|---------|-----------|---------|-------------------|---------|-----------|---------|
| | Old | New | Old | New | Old | New | Old | New |
| Milk | ½ cup | ½ cup | ½ cup | ½ cup | 1 cup | 1 cup | 1 cup | 1 cup |
| Meat and meat alternates | ½ oz | ½ oz | ½ oz | ½ oz | 1 oz | 1 oz | 1 oz | 1 oz |
| Vegetables | ½ cup | ½ cup | ½ cup | ½ cup | ¾ cup | ¾ cup | ½ cup | ½ cup |
| Fruit | | ½ cup | | ½ cup | | ¾ cup | | ½ cup |
| Grains | ½ serving | ½ oz eq | ½ serving | ½ oz eq | 1 serving | 1 oz eq | 1 serving | 1 oz eq |

*Select 2 of the 5 components for snack. Oz eq = ounce equivalents

Note: All serving sizes are minimum quantities of the food components that are required to be served.

April 22, 2016

MEDICAL SERVICES

If paperwork is completed in advance, camp managers and assistant managers are authorized to administer medication prescribed to a student by a physician. Please complete and sign a *Durham Public Schools Medication Form* prior to beginning camp. This form requires a physician's signature and date. Insect repellent and sunscreen cannot be administered to children without written documentation from a parent and/or physician.

All Summer Camp staff are certified in CPR and standard First Aid. They are authorized to give emergency health care when reasonably apparent circumstances indicate that a delay would seriously worsen the physical condition or endanger the life of a student.

SICK CHILDREN

If a child becomes sick during camp a family member will be contacted. If the child is not feeling better after having the opportunity to rest, you will be asked to pick-up your child. Children who are feeling sick will have a place to rest that is isolated from the other children.

If your child demonstrates COVID-like symptoms (fever or chills, cough, shortness of breath or difficulty breathing, new loss of taste or smell, sore throat, congestion or runny nose, gastrointestinal issues, nausea, vomiting or diarrhea) during the program they will be moved to an isolated location and the family will be notified for immediate pickup. Once a family member has been called, the parent or emergency contact must pick up the child within 60 minutes.

VOLUNTEERS

Site managers may recruit volunteers for their programs. Volunteers who are 18 years and older must complete a DPS on-line volunteer application and have completed a criminal background check through the DPS Human Resources Department. Volunteer approvals are only valid for two years. Because our sites are licensed school age care programs, the NC Department of Health and Human Services requires that volunteers at licensed programs complete a health questionnaire and receive a TB test. Volunteers assist staff members but are not allowed to be alone with students.

SPECIAL NEEDS

All children are important in Durham Public Schools. The staff members will work with children and families to assure a positive experience in camp in accordance with the Americans with Disabilities Act (ADA). We ask parents/guardians to

inform site managers of any special needs or conditions that require special attention or observation. Please write any needs or conditions on the summer camp application and attach an information sheet if necessary. You may also speak with the site manager directly. The summer camps are not designed to be therapeutic or treatment programs for children. We do not provide one-on-one supervision for students. If your child requires this type of setting, you would be responsible for ensuring that the mentor/counselor is present during the times your child is participating in the program.

ACCIDENT REPORTS

All injuries requiring any kind of attention will be documented and kept on file. The information will be shared with the parent or guardian. An accident report will be completed for any injury requiring more than a simple bandage.

EMERGENCY PROCEDURES

All Summer Camp programs are required to hold a monthly fire drill during the hours of operation. Maps are posted in all areas of the school to assure safe exit. In addition, a tornado drill must be held following the safety guidelines established by Durham Public Schools.

COMMUNICATION

Each site office has a direct telephone line. If you need to contact the management team for any reason, please use this number to contact them directly. Numbers are located at the end of this handbook before the FAQ section.

Each camp will provide families with information about field trips, special projects, activities, staff news and other important information.

Please feel free to speak with any of the managerial staff about questions or concerns that you may have. Daily information about the camp will be posted.

Activity schedules, staff information, and group assignments will be posted on the summer camp bulletin board.

BEHAVIOR MANAGEMENT

All Community Education employees are required to follow our behavior management procedures. Camp managers and assistant managers are the site staff members responsible for ensuring a positive environment. Effective communication between family members, children, and staff members is crucial to avoid misunderstandings about behavior management.

The summer camps comply with all Durham Public Schools' policies and procedures and guidelines of the North Carolina Division of Child Development.

SUSPENSION OF STUDENTS

Students may be suspended if their behavior is creating a barrier to quality programming or if a safety concern develops for the students or staff. Behavior challenges of a persistent nature will be documented and reviewed with the child's parent or guardian. A behavior contract may be implemented to assist with guiding a child's behavior. Student suspensions are reviewed and approved by a supervisor in the Community Education office prior to implementation.

Please review the behavior management policy carefully. If you have any questions or concerns, please feel free to speak with your camp managers or contact the Community Education office at 919-560-9488.

CONCERNS AND QUESTIONS

If you have concerns or questions about the Summer Camp program, we encourage you to speak with the Summer Camp managers. If you feel that your concern has not been addressed, or you have further questions, please contact the Community Education Department and speak with a program supervisor. The program supervisors can be reached at 919-560-9488.

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

What is Child Care

The law defines child care as:

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

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is carried out through the Division of Child Development and Early Education. The purpose of regulation is to protect the health 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.

Star 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 through five-star rated license. The number of stars a program earns is based upon the education levels their staff meet, the program standards met by the program, and one quality point option.

Child Care Centers

Licensing as a center is required when six or more 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 not to be licensed. 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.

Child Abuse or Neglect

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 not in a safe environment. 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. North Carolina law requires any person who suspects child abuse or neglect in a family to report that to the county department of social services.

Parental Rights

- Parents have the right to enter 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 and Early Education to investigate a child care center when there has been a complaint.

Child care providers who violate the law or rules may be fined, issued an administrative action, and 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 child care requirements, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.

Reviewing Files

Reviewing Facility Information

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

<http://ncchildcaresearch.dhhs.state.nc.us/search.asp?lang=English>

A public file is maintained in the Division's main office in Raleigh for every licensed center. These files can be viewed during business hours (8am-5 pm) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division's web site at www.nchildcare.ncdhhs.gov.

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

- **Staff Education and Criminal Records Background Checks**

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 have current certification in CPR and First Aid. All staff must complete health and safety training and a minimum number of ongoing training hours annually, ITS-SIDS training is required of the administrator and any caregiver that works with infants 12 months of age or younger. One staff member must complete the Emergency Preparedness and Response in Child Care training and plan.

Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every three years thereafter.

- **Staff/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. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. A sample staff/child ratio chart can be found on the DCDEE website under “Provider Documents and Forms”.

| Age | Teacher : Child ratio | Maximum Group Size |
|--------------|--------------------------|-----------------------|
| 0-12 months | 1 : 5 | 10 |
| 12-24 months | 1 : 6 | 12 |
| 2 years | 1 : 10 | 20 |
| 3 years | 1 : 15 | 25 |
| 4 years | 1 : 20 | 25 |
| School Age | 1 : 25 | 25 |

Centers located in a residence licensed for six to twelve children may care for up to three additional school-age children, depending on 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. Staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

- **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 age appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

- **Program Records**

Centers must keep accurate records such as children's, staff, and programs. 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.

- **Curriculum**

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

- **Health and Safety**

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. 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 programs to make sure standards are met. All children must be allowed to play outdoors each day (weather conditions permitting) and must have space and time provided for rest. They must provide age-appropriate toys and activities. Centers must complete the Emergency Preparedness and Response in Child Care training and plan.

- **Transportation**

Child care centers 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 ratio must be maintained.

- **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 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 and Early Education that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child Care Resource and referral agencies can provide help in choosing quality care. For more information about choosing quality child care, parent resources and/or the in North Carolina law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829; or visit our homepage at www.ncchildcare.ncdhhs.gov

Division of Child Development and Early Education NC 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 2/28

SUMMER CAMP MANAGEMENT TEAM

Bethesda (919) 287-5670

Co-Manager-Brenda Murphy: brenda_murphy@dpsnc.net

Co- Manager-Shantel Riser: shantel_riser@dpsnc.net

Lyons Farm (919) 560-9449 ext. 49130

Co-Manager- Keshia Woodard: keshia_woodard@dpsnc.net

Co-Manager- Tameka Bridges; tamke_bridges@dpsnc.net

Sandy Ridge (919) 287-5692

Co-Manager-Rasheed Jones: rasheed_jones@dpsnc.net

Co-Manager- Richard Mangum: richard_mangum@dpsnc.net

Community Education

Accounting Office

919-560-9488

Office Hours: 8am-5pm (Mon-Friday)