



In compliance with enrolling my child in Grace Montessori Academy, Inc., I promise to pay the tuition amount agreed to below each week for the 2022-2023 School Year.

- Application Fee: \$20 per child (non refundable) for re-enrollment \$100 per child/new student
- \$425 Matriculation Fee (non-refundable, due no later than Aug 1, 2022)
- Monthly Fee: \$616 monthly fee for Kindergarten (Aug 22, 2022 through May 26, 2023)
- \$616 monthly fee for Elementary (Aug 22, 2022 through May 26, 2023)
- \$40 weekly for After School Care (2:45p-5:30p)

I will pay **monthly payments** of \$_____ for the program(s) selected above with the first payment due the Friday prior to attendance. **All payments not received by 5:30pm on the first of each month will be charged a \$10 per day late fee.** I will continue these payments until the end of the 2022-2023 school year on May 26, 2023.

I will pay **weekly payments** of \$_____ for the after care program selected above with the first payment due the Friday prior to attendance. All payments not received by 5:30pm each Monday will be charged a \$10 per day late fee. I will continue these payments until the end of the 2022-2023 school year on May 26, 2023.

If default is made on any payments covered in this contract, Grace Montessori Academy, Inc. reserves the right to dismiss the child until all financial obligations have been met, with reinstatement only if space is available and if account is paid in full. This document serves as a one year tuition contract with Grace Montessori Academy, Inc. for our Elementary Program. If the parent/guardian removes their enrolled child, they are still financially responsible for all tuition in full until May 26, 2023. There will absolutely be no refunds.

In the event the parent/guardian fails to pay for tuition, that party will be turned over to a collection agency. Payment fees will continue to build up at the daily rate until that balance is paid in full. The responsible party will be accountable for any costs related to the collection of fees, including - but not limited to attorney's fees and court costs.

Child's Name: _____ DOB: ____/____/____

Parent/Guardian (Print) _____

Parent/Guardian (Sign) _____ Date ____/____/____

Parent Email Address: _____

*Grace Montessori Academy will not release any school records, transcripts or report cards until account is paid in full.



Child's Emergency and Identifying Information

Application Date _____

Date of Enrollment _____

Door Code _____

Name of Child _____ Birth date _____
(Last) (First) (MI) (Nickname)

Address _____ Zip Code _____

INFORMATION ABOUT THE FAMILY:

Father/Guardian's Name _____ Cell Phone _____

Address _____ Zip Code _____

Where Employed _____ Business Phone _____

Mother/Guardian's Name _____ Cell Phone _____

Address _____ Zip Code _____

Where Employed _____ Business Phone _____

INFORMATION ABOUT YOUR CHILD:

Does your child have any known allergies:

No ___ Yes ___ Explain: _____

Does your child have any chronic illnesses/conditions: No ___ Yes ___

Explain: _____

EMERGENCY CARE INFORMATION:

Name of child's doctor _____ Office Phone _____

Address _____

Hospital preference ___ Albemarle Sentara Medical Center, Inc. ___ Phone ___ 252-335-0531 ___

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

Name _____ Cell Phone _____ Office Phone _____

Name _____ Cell Phone _____ Office Phone _____

If you cannot call for your child, please give the names of persons to whom the child can be released:

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 physician can be contacted immediately.

(Signature of Parent) (Date)

I, as the operator, do agree to provide transportation to an appropriate medical resource in the event of emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I will not administer any drug or any medication without specific instructions from the physician or the child's parent, guardian, or full-time custodian. Provisions will be made for adequate and appropriate rest and outdoor play.

(Signature of Operator)

(Date)



EMERGENCY MEDICAL INFORMATION

Name: _____
Last First M.I. Nickname

Address: _____ City: _____ State: _____ Zip _____

Date of Birth _____ Home Phone: (____) _____

Male () Female () Child lives with () Mother () Father () other (specify) _____

Moms full name _____ Mom's employer _____
Moms cell # _____ Mom's work # _____ other # _____

Dads full name _____ Dad's employer _____
Dads cell # _____ Dad's work # _____ other # _____

List 2 other adults to contact in case of an emergency, and parents are unable to be reached.

1. _____ relationship to child _____ phone # _____

2. _____ relationship to child _____ phone # _____

List any health concerns (include chronic condition, limitations, medications, special needs, etc)

Child's pediatrician _____ pediatrician's number (____) _____

I hereby authorize officials at Grace Montessori Academy, Inc. to contact directly the persons named on this card and do authorize the physician or his associates to render treatment to my child in the event of an emergency and I am unable to be reached.

I HAVE READ THIS AND AGREE TO THE STATEMENT AS IT IS WRITTEN:

Date: _____ Signature of Parent/Guardian _____



Child's Medical Report

DCD0108
12/99

Name of Child: _____ Birthdate: _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____
2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____
3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____
4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____
5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___; diabetes No ___ Yes ___; convulsions No ___ Yes ___; Heart trouble No ___ Yes ___; Asthma No ___ Yes ___.
If others, what/when? _____
6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____

Any mental disabilities? No ___ Yes ___ If yes, please describe: _____

Signature of Parent or Guardian _____ Date _____

Physical Examination: This examination must be completed and signed by a licensed physician, his authorized agent currently approved by the N. C. Board of Medical Examiners (or a comparable board from bordering states), a certified nurse practitioner, or a public health nurse meeting DHHS standards for EPSDT program.

Height _____% Weight _____%

Head _____ Eyes _____ Ears _____ Nose _____
Teeth _____ Throat _____
Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____
Neurological System _____ Skin _____ Vision _____ Hearing _____
Results of Tuberculin Test, if given: Type _____ date _____ Normal _____ Abnormal _____
Follow-up _____

Developmental Evaluation: Delayed _____ Age appropriate _____
If delay, note significance and special care needed; _____

Should activities be limited? No ___ Yes ___ If yes, explain: _____

Any other Recommendations: _____

Date of Examination _____
Signature of authorized examiner/title _____ Phone # _____



**Grace Montessori Academy, Inc.
Discipline and Behavior Management Policy**

Date Adopted 07/01/2015

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent, 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 encourage positive discipline and positive redirection
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 _____

Grace Montessori Academy Inc.
104 Commercial Blvd
Elizabeth City NC 27909



Consent Waiver and Release

Child's Name _____

Parent's Name _____

Address _____

City _____ Zip Code _____

Phone (____) _____ - _____

- I hereby give permission to Grace Montessori Academy, Inc. to prepare, use, reproduce, publish, and/or exhibit my, and/or my child's picture, portrait, and/or likeness for use in their news, Facebook Page and public relations programs. Any photograph, news report, story, or article may be used without prior examination of the finished product.
- I hereby waive my rights to privacy in connection with the consent above given and I hereby release, discharge and agree to hold harmless all the parties to whom this consent is given from any liability whatsoever and agree that this consent and waiver will not be made the basis of a future claim of any kind.
- I do not give Grace Montessori Academy, Inc. permission to use my child's picture other than in the classroom

Signed _____

Relationship _____

Date _____



Blanket Permission to Administer Sunscreen or Insect Repellent

Name of Child: _____

Time Period of Authorization: While enrolled at Grace Montessori Academy, Inc.

Note: Over the counter topical medications such as sunscreen and insect repellent can be authorized for up to 12 months

Name of Sunscreen or Insect repellent: Rocky Mountain Sunscreen SPF 50

Please label product with child's name and store out of reach of children (5ft or higher). Aerosol products and insect repellent must be kept in locked storage. If using one type of product for entire group, label with facility name.

Amount to be given: (check one)

_____ **Apply liberally to exposed skin**

_____ **Other**

Times to be given: (check one)

_____ **Prior to outdoor play**

_____ **When weather or insect conditions require**

Detailed application instructions: Apply to sun exposed skin prior to outside play to help prevent sunburn.

Signature of Parent/Guardian: _____ **Date:** _____

Received by: _____ **Date:** _____

(staff person receiving medication)



OFF-PREMISE ACTIVITY AUTHORIZATION

Off-Premise activities refer to any activity which takes place away from a licensed and approved space. License and approved space includes primary space, outdoor space, single use rooms, or other administrative areas that have been approved for use.

I, _____ parent/guardian of

_____ give my permission to

Grace Montessori Academy, Inc. for my child to participate in an off-premise activity.

Location of Off-premise activity: **Outside of fenced area**

Purpose of the Activity: **Special Center Events and Fire Drills**

Additional Information: _____

_____ **Parent/Guardian Signature**

_____ **Date Signed**

This authorization is valid during enrollment.



Child Information Sheet

Today's Date: _____

Child's Name: _____ Child's Birthday: _____

Please list all people and their phone numbers that are allowed to pick up your child:

1. _____
2. _____
3. _____
4. _____

Please list any persons who are **FORBIDDEN** to pick up your child:

1. _____
2. _____
3. _____

Please list emergency contacts in the event we are not able to get up with the child's parents:

1. _____ Phone Number: _____
2. _____ Phone Number: _____



PARENTAL ACKNOWLEDGMENT
OF PARENT/STUDENT HANDBOOK
AND CHILD CARE LAW

I have received a Parent/Student Handbook from Grace Montessori Academy, Inc. I have read and understand what is expected of me as a parent, of my child as a student, and Grace Montessori as my child's school. I agree to do my part in helping my child to transition into this Montessori program, making it the best it can be for my child, by cooperating with the teachers and Director. I agree to be supportive in every way I can with the program that is prepared for my child, whether it be in communication with their teacher concerning positive or negative situations, positive verbal promotion in the community, or my financial support in order to keep the school in operation for the future. I have also received a summary of NC Child Care Law and Rules with an opportunity to review and ask questions.

Parent Signature

Date

Parent Signature

Date

Director Signature

Date



Discipline and Behavior Management Policy

“To let the child do as he likes when he has not yet developed any powers of control, is to betray the idea of freedom,”

– Maria Montessori

At Grace Montessori Academy it is our goal to promote each child’s physical, intellectual, emotional, social, and spiritual well-being and growth. The staff believes that self-discipline is the desired goal of all people. To this end, the staff provides the children with clear examples of positive behavior and how to act in specific situations through Grace and Courtesy lessons. We believe that prevention of inappropriate behavior, based on clear expectations, is best. Expectations are developed and discussed with students in an age appropriate manner. We, as a staff, do not believe in threats of reward or punishment. Natural and logical consequence is used as a means of helping the child to develop inner limits. If a child is disruptive or endangers himself or others, we will stop that child. Expectations will be verbally clarified. If these measures should not work and if a child should continue to lack self-control, a teacher will separate the child from the group, but continue to supervise him/her until he/she regains control to resume normal class activity. If a persistent breakdown occurs, parents will be notified. If a child should show some of the behaviors below on a continual basis and it cannot be modified, we may request that the child leave the program. Such behaviors include but are not limited to:

- Constant over activity, undirected toward any specific activity
- Inability to follow even simple instructions or requests
- Uncontrolled emotional state when spoken to
- Being destructive to the room and the materials
- Physical aggression towards other children, staff or danger to self
- Being unable to separate from the parents after one month of attendance
- 2 biting incidents by a child 2 years old and under, 1 biting incident by a child 3 years old and over

When a child demonstrates an inability to respond appropriately to ordinary discipline the following steps will be taken:

1. Parent will be notified and the teacher and Head of School will meet with the child’s parents to discuss concerns.
2. Next offense- Parents will be notified and met with to discuss concerns. Parents will be called to remove the student from school immediately for that day.
3. Last offense- Expulsion from school

The Director of the school reserves the right to review each situation and respond to the needs of our students and staff and serve their best interests while preserving the integrity of our programs.

I, the undersigned parent or guardian of _____ (child’s full name), do hereby state that I have read and received a copy of Discipline and Behavior Management Policy and that the Director (or other designated staff member) has discussed the policy with me.

Date of Child’s Enrollment: _____

Signature of Parent or Guardian: _____

Date: _____



Nutrition Opt Out Form

Effective July 1, 2012, changes occurred to General Statute 110-91(2)h.1 to give parental exceptions that allow a parent or guardian of a child enrolled in a child care facility may: (i) provide food and beverages to their child that may not meet the nutrition standards adopted by the NC Child Care Commission and (ii) opt out of any supplemental food program provided by the child care facility.

Effective December 1, 2012, child care rules were ratified to implement the law. Child Care Rules .0901(c) and 1706 (b) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I _____ plan to provide all meals, snacks and
(Parent/Guardian Print Name)
drinks for my child and do not want his/her meals, snacks or drinks
supplemented to meet the Meal Patterns for Children in Child Care Programs
from the United States Department of Agriculture (USDA), which are based on
the recommended nutrient intake judged by the National Research Council to be
adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I
understand that the program will provide supplemental food and drink.

Parent/Guardian Signature

Date

Meal Patterns for Children in Child Care Programs

The Child Care Commission approved the use of the United States Department of Agriculture (USDA) meal patterns as the minimum amount of food which can be served to comply with the licensing standards for adequate nutrition. The Recommended Dietary Allowance is based on the age, sex, weight, and height of an individual.

	Child Meal Pattern		
Breakfast	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/4 cup	1/2 cup	1/2 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Lunch or Supper	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	3/4 cup	1 cup
Meat/Meat alternate			
Lean meat, poultry, or fish without bone	1 oz	1 1/2 oz	2 oz
OR, Alternate protein product	1 oz	1 1/2 oz	2 oz
OR, Cheese	1 oz	1 1/2 oz	2 oz
OR, Egg (large)	1/2 egg	3/4 egg	1 egg
OR, Cooked dry beans or peas	1/4 cup	3/8 cup	1/2 cup
OR, Peanut butter or other nut or seed butters	2 tbsp	3 tbsp	4 tbsp
OR, Nuts and/or seeds	1/2 oz	3/4 oz	1 oz
OR, Yogurt, plain or sweetened	4 oz	6 oz	8 oz
Vegetable or fruit or 100% fruit juice —serve two different vegetables and/or fruits to equal	1/4 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Cooked pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Snack—select 2 of the 4 components	1-2 year olds	3-5 year olds	6-12 year olds
Milk —must be fluid milk	1/2 cup	1/2 cup	1 cup
Vegetable or fruit or 100% fruit juice	1/2 cup	1/2 cup	3/4 cup
Grains/Breads —must be enriched or whole grain			
Bread	1/2 slice	1/2 slice	1 slice
OR, Cornbread or biscuit or roll or muffin	1/2 serving	1/2 serving	1 serving
OR, Cold dry cereal	1/4 cup	1/3 cup	3/4 cup
OR, Hot cooked cereal	1/4 cup	1/4 cup	1/2 cup
OR, Pasta or noodles or grains	1/4 cup	1/4 cup	1/2 cup
Meat/Meat alternate			
Lean meat, poultry, or fish	1/2 oz	1/2 oz	1 oz
OR, Alternate protein product	1/2 oz	1/2 oz	1 oz
OR, Cheese	1/2 oz	1/2 oz	1 oz
OR, Egg	1/2 egg	1/2 egg	1/2 egg
OR, Cooked dry beans or peas	1/8 cup	1/8 cup	1/4 cup
OR, Peanut or other nut or seed butters	1 tbsp	1 tbsp	2 tbsp
OR, Nuts and/or seeds	1/2 oz	1/2 oz	1 oz
Or, Yogurt, plain or sweetened	2 oz	2 oz	4 oz

The following requirements apply to both centers and homes.

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 ratio must be maintained.

Records

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

Discipline

Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all family child care homes and centers. 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. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

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 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. Check the telephone 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 about quality child care, parents can call 1-800 CHOOSE-1 or visit the Resources in Child Care website at: www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at: <http://www.ncchildcare.net>.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during work hours;
- requested via the Division's web site at www.ncchildcare.net; or,
- requested by contacting the Division at 1-800-859-0829.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development 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 fined up to \$1,000 and may have their licenses suspended or revoked. 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 at 919-662-4499 or 1-800-859-0829.

Child Abuse or Neglect

Abuse occurs 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 919-662-4499 or 1-800-859-0829 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.

Summary: North Carolina Child Care Law and Rules

Division of Child Development
North Carolina Department of
Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603

April 2003



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.

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per 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 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 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 and 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, the history of their compliance with licensing requirements, and the program standards met by the program.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, and an additional three school age children. This includes preschoolers living in the home but the provider's own school-age children are not counted (Individuals caring for one or two children are exempt from being licensed.) Licenses are issued to family child care home providers who meet the following requirements:

- Home providers who received a license on or after January 1, 1998 must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.

- He or she must undergo a criminal records background check.
- As of March 1998, all household members over age 15 who are present in **new** family child care homes when children are in care must also undergo a criminal records background check.
- All family child care home providers must have training in child development and CPR each year. They must also have first aid training every three years.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide age-appropriate toys and activities, as well as nutritious meals and snacks for the children in care.

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. 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.

Licensed centers must meet requirements in the following areas.

Staff

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 training in child development each year and must undergo a criminal records background check.

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.

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

Small centers 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.

Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

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 children must have portions large enough to satisfy their hunger. 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 permitting) and must have space and time provided for rest.