

Solomon's World After School/Summer Enrichment 2013-2014

1301 Alamance Church Road Greensboro, North Carolina 27406

(336) 373-4251 office (336) 373-4224 fax

Enrollment Application

(State Licensed Approved † DSS approved)

Current Date _____ Enrollment Date _____

Student Information

Student First Name: _____ Middle: _____ Last: _____

Address: _____ Zip: _____ Gender: _____

Preferred nickname: _____ Date of Birth: _____ Age: _____

Receive DSS Assistance? Yes No (If you checked yes, please see the Director for more details)

Grade Level: _____ School Attending: _____

Parent/Guardian Information

Name: _____ Name: _____

Relationship to student: _____ Relationship to student: _____

Address: _____ Address: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

Cell Phone: _____ Cell Phone: _____

Email: _____ Email: _____

Emergency Contact List (If parent/guardian cannot be reached)

Name: _____ Name: _____

Relationship to student: _____ Relationship to student: _____

Home Phone: _____ Home Phone: _____

Employer: _____ Employer: _____

Work Phone: _____ Work Phone: _____

Cellular Phone: _____ Cellular Phone: _____

Solomon's World After School and Summer Enrichment Programs are operated as an inseparable, religious/educational ministry and integrated auxiliary of Mount Zion Baptist Church of Greensboro, Inc.

**Other than parent/guardian, my child may be released only to the persons indicated below.
At least 2**

Name: _____ Name: _____

Relationship to student: _____ Relationship to student: _____

Name: _____ Name _____

Relationship to student: _____ Relationship to student: _____

Medical Information

Name of child's doctor: _____ Office Phone: _____

Doctor's Address: _____

Name of child's dentist: _____ Office Phone: _____

Dentist's Address: _____

Hospital Preference: _____

Medical Insurance Company _____ Policy Number: _____

Describe medical and behavioral problem(s) of which the staff should be aware. Please include all food allergies, fears, and physical conditions:

I, hereby give permission that my child be given emergency treatment to include first aid and CPR by a qualified staff member of Solomon's World After School/Summer Enrichment Program. I further authorize and consent to medical surgical and hospital treatment procedures to be performed by my child's regular physician, or when that physician cannot be reached by a licensed physician or hospital when deemed necessary or advised by the physician to safeguard my child's health if I cannot be contacted. I also give permission for my child to be transported by ambulance or car to an emergency center for treatment.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Agreement

In order to record my understanding of my rights and responsibilities as Parent/Guardian of _____, who is enrolled in Mount Zion After School Program/Summer Enrichment Program. I agree to abide by the requirements written below and all policies in the Parent/Guardian Handbook. In return for this promise of continual fulfillment of all policies, the Mount Zion After School Program/Summer Enrichment Program agrees to provide care for the above-named student which meets the standards and guidelines as set forth below and in the Parent/Guardian Handbook. There will be no prorated fees.

If my child is not picked up by 6:00pm, I will pay the required late fee. I understand that there is no automatic reduction of fees when my child is on vacation or gone from the Mount Zion After School Program/Summer Enrichment for any other reason.

At least **two weeks advance**, written notice to the Director is required when withdrawing a child from the Mount Zion After School Program/Summer Enrichment Program. If two weeks advance notice is not given, I pay two weeks from the time notice is given.

Note: Weekly tuition must be turned in the week before your child attends the program by Friday 6pm

Travel and Activity Authorization

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

I, _____ parent/guardian of _____ (name of child) give me permission to _____ (name of facility) for child to participate in an off premise activity.

Location of off-premise activity: Atrium, library and chapel. Purpose of the activity: group activities.

Authorization is from 1/2013 to 1/2014

I understand that North Carolina state law requires that all children who are not over age 8 or do not weigh at least 80lbs. must be restrained in a booster or car seat appropriate for the child's weight and height. I will provide the child restraint for my child on field trip days. I understand that if I do not do so, my child will not be able to attend the field trip.

Please remember to label your child's care seat with name and teacher.

My child is _____ years of age and weighs _____ pounds. **(Please circle one) does/does not** need to be seated in a child restraint.

In addition, I release Solomon's World After School/Summer Enrichment Program to photograph and/or video my child when participating in daily activities, and to use the photographs and/or videos in photograph displays or other publications showing daily activities.

Parent/Guardian Signature _____ Date _____

Discipline Policy

Discipline is approached in a positive manner. All children will be encouraged continuously to exhibit self-control, positive actions and Christian behavior. More importantly, we strive to treat them with respect. Our rules and regulations emphasize safety as well as respect for God, self, and others. Appropriate behavior is taught and is expected. There are positive incentives for good behavior.

In order for our program to be orderly and for learning to take place, it is necessary for children to be aware of the rules they must follow. Listed below you find the rules which the school considers to be important in the overall daily operation of Mount Zion Solomon's World:

Show respect for each other
Respect the property of others
Follow safety rules

Remember to keep hands to self
Demonstrate good behavior throughout the school

Finally, we realize that sometimes a child's energy may need to be redirected. Behavioral interventions will be in a positive, nurturing, and Godly manner. When a problem arises, it will be dealt with first by the after school instructor. If the problem persists (after 3 times), the Director may intervene for assistance. The parent will be contacted if the student continues not to follow the directions of the program. Suspension is an action, which may be taken in severe cases.

We feel that these measures will assure a positive learning environment for all participants and teachers.

Please sign below and return this entire form to the Director.

Thank you!

I have received a copy of the NC Childcare Summary Law.

I have read and understand the Discipline Policy of Mount Zion After School Program/Summer Enrichment Program.

Parent/Guardian Signature

Date

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 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 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 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.

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.

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.

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 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 fails to meet the requirements here, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every regulated center. These files can be viewed during work hours or requested via the Division's web site at www.ncchildcare.net or requested by contacting the Division at 1-800-859-0829.

Centers must, at a minimum, 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 mths	1:5	10
12-24 mths	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.

• Records

Centers 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.

• 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.

• 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

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 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. 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 www.ncchildcare.net.

This summary shall be posted for the public to view in accordance with GS 110-102



Division of Child Development
 NC Department of Health and Human Services
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