COVID-19 DISCLAIMER: All Cumberland County Schools district-level and school-based communications or guidance (e.g., handbooks, websites, social media communications, etc.) are subject to change at any time due to changing COVID-19 conditions and related health or safety guidance. A copy of the most updated version of the Prime Time handbook can be accessed at primetime.ccs.k12.nc.us.
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INTRODUCTION

Welcome
Thank you for allowing us to care for your child(ren) this year! This handbook will give you an overview of the Prime Time program's goals and philosophies and our policies and procedures for the 2021-2022 school year. Please feel free to meet with the Site Director or contact the Prime Time office to discuss any content listed in this handbook. Please Note: You will be asked to sign a statement indicating that you have read and understood this handbook at the time of registration.

Mission Statement
Prime Time’s mission is to help children develop their fullest potential by providing a safe and healthy environment that supports and strengthens family and school relationships for children in the Cumberland County Community.

Objective and Goals
Prime Time’s objective is to provide a comprehensive before & after school care program for children. Our goals are as follows:

★ To help children develop to their fullest potential by focusing on:
  ○ Physical and recreational skills;
  ○ Self-awareness, confidence, and feelings of self-worth;
  ○ Promoting creativity and self-expression;
  ○ Promoting independence and decision making;
  ○ Interpersonal relationships.
★ To provide a safe and healthy environment where children can have fun.
★ To support and strengthen the family unit and school relationships by focusing on:
  ○ Improving communications
  ○ Involvement through parents, clubs, and family programs.

Eligibility
All children in Cumberland County Schools beginning kindergarten (no younger than five by August 31st) through grade five (no older than 12) who can benefit from the program are eligible to attend.

Notice to Parents
★ It is your responsibility to keep us informed of any change of employment, e-mail address, mailing address, telephone numbers, hours of work, and emergency contacts, so we will be able to contact you.
★ The registration fee covers your child's daycare until the end of the school year OR until your child is withdrawn from the program, whichever comes first.

★ If your child requires medication during Prime Time, please fill out all necessary medication forms and return them (with the child's medication) within 14 days to the Site Director. These forms are available at the Prime Time Administrative Office or at your child's Prime Time site.

★ If you have a credit on your child's account, you can request a refund by writing or calling the Prime Time Administrative Office up to 6 months after the de-enrollment date. After six months, credits will remain on the account for up to 1 year to use for future Prime Time services. No refunds will be given after one year. You may use the money after one year as a credit on your account.

★ Prime Time follows the Cumberland County School district's calendar and operates during inclement weather when the Cumberland County School employees are allowed to be in school buildings.

★ All paperwork will be kept on file at your child's school until the end of the school year. After this time, paperwork will be shredded and properly disposed of.

★ Prime Time values good customer service and interaction among staff and families. Prime Time expects the Prime Time Site Director at your child's school to introduce themselves to you and the Group Leaders in the program. To ensure this is completed, please contact the Prime Time Administrative Office if you have not been personally introduced to the staff working at your child's school.

★ We are limiting exposure to the children in our program through outdoor drop-off and pick-up. If you'd like a tour of the Prime Time operational areas, please speak with your child's Site Director to set up an appointment.

★ Prime Time is not responsible for children's personal belongings that are lost, damaged, or stolen. Please keep your child's valuables at home.

Staff Qualifications
When it comes to staff, Prime Time's standards are as high as yours. All staff undergo a criminal background fingerprint check before hire and every three years thereafter. They are required to have a physical exam, tuberculin test (TB), and complete a 15-hour orientation before working with children. All staff is expected to become certified in Infant, Child, and Adult First Aid/CPR and maintain the certification throughout their employment.

Based on education and training, Prime Time staff must qualify with the North Carolina Division of Child Development and Early Education (NCDCDEEE) for their position (Group Leader or Site Director) and must complete a minimum of 15-hours of ongoing professional development annually. Annual training is reviewed by the DCDEE licensing consultants annually during compliance visits to each Prime Time program.
GENERAL INFORMATION

Discipline
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 how children learn and grow, this facility will provide the following discipline and behavior management policy.

We DO:
★ Praise, reward and encourage the children
★ Reason with and set limits for the children
★ Model appropriate behavior for the children
★ Modify the program environment to attempt to prevent problems before they occur
★ Listen to the children
★ Provide the children with natural and logical consequences for their behaviors
★ Provide alternatives for inappropriate behavior to the children
★ Treat children as people and respect their needs, desires, and feelings
★ Ignore minor misbehaviors
★ Explain things to children on their level
★ Stay consistent in our behavior management program
★ Use short, supervised breaks when children are outside

We DO NOT:
★ Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children
★ Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse children
★ Shame or punish children when bathroom accidents occur
★ Deny food as punishment
★ Relate discipline to eating
★ Leave children alone, unattended, or without supervision
★ Leave children in locked rooms, closets, or boxes as punishment
★ Criticize, make fun of, or otherwise belittle children, their parents, families, or ethnicity

Appropriate behavior is expected of all children. Inappropriate behavior is dealt with by reasoning with the child, encouraging the use of the Reflection Table (please see below), and requesting parental reinforcement from home. Persistent behavior problems, which disrupt the program for other children, may be cause for a child’s suspension or expulsion from the program. If a child is removed from the program due to a behavioral problem, no refund will be given for the unused week of care that has been paid by the parent(s).
We have a zero-tolerance policy for fighting, threats to harm children or staff, and bullying, so children who participate in these behaviors may be suspended or expelled from the program. A child’s dismissal from the program will be at the Director’s discretion and based upon the severity of the incident(s).

We do not share information regarding the discipline of other children, and parents are not permitted to approach another child in the program regarding discipline matters.

**Reflection Table**

The Reflection table is a place where children can do self-directed activities to help themselves manage their behavior and calm down. Children will be at the Reflection Table no longer than five minutes. Our policy is not to punish children but to guide them using discipline techniques. When a reflection table is not available (i.e., during outdoor time), children may be asked to take a break away from their activity by standing with the Prime Time staff to calm down or reflect.

**Abusive Head Trauma Policy**

Prime Time believes that preventing, recognizing, responding to, and reporting Abusive Head Trauma (AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

AHT is the name given to a form of physical child abuse that occurs when an infant or small child is violently shaken and/or there is trauma to the head. Shaking may last only a few seconds but can result in severe injury or even death. According to North Carolina Child Care Rule (child care centers, 10A NCAC 09 .0608, family child care homes,10A NCAC 09. 1726), each child care facility is licensed to care for children up to five years of age shall develop and adopt a policy to prevent AHT.

**Procedure/Practice:**

★ Children are observed for signs of abusive head trauma, including irritability and/or high pitched crying, difficulty staying awake/laziness or loss of consciousness, difficulty breathing, inability to lift the head, seizures, lack of appetite, vomiting, bruises, poor eating, no smiling or vocalization, inability of eyes to track and/or decreased muscle tone. Bruises may be found on the upper arms, rib cage, or head resulting from gripping or hitting the head.

**If AHT is suspected, staff will:**

★ Call 911 immediately upon suspecting AHT and inform the program supervisor/director.
★ Call the parents/guardians.
★ If the child has stopped breathing, trained staff will begin pediatric CPR.
Reporting:
Instances of suspected child maltreatment in child care are reported to the Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by e-mailing webmasterdcd@dhhs.nc.gov.

Prevention strategies to assist staff in coping with crying, fussing, or a distraught child:
Staff first determine if the child has any physical needs, such as being hungry, tired, or sick. If no physical need is identified, staff will attempt one or more of the following strategies:
- Talk to the child in a soothing voice.
- Gently rub or stroke the child's back.
- Offer the child a favorite toy to play with.
- Turn on music or white noise.

In addition, Prime Time will:
- Allow for staff who feel they may lose control to have a short but relatively immediate break away from the children.
- Provide support when parents/guardians are trying to calm a crying/upset child and encourage parents to take a calming break if needed.

Behaviors that are prohibited include (but are not limited to):
- Shaking or jerking a child
- Pushing a child into walls, doors, or furniture
- Tossing a child

To ensure staff members understand children's brain development up to 5 years of age, all staff take training on AHT within the first two weeks of employment. Training includes recognizing, responding to, and reporting child abuse, neglect, or maltreatment and the brain development of children up to five years of age.

Photography
Cumberland County Schools use photographs, slides, videos, or illustrations of students for many purposes. Some examples include, but are not limited to, newsletters, annual reports, print media, presentations, videos, news stories produced by the school system onto our website and other news media, or in other similar forms of communication. At the time of registration, you will be asked to approve or disapprove of your child being photographed. You can update your response at any time by contacting the Prime Time Administrative Office.

Pick-Up/ Drop-Off Procedures
To reduce the rate of COVID-19 transmission, this year, a staff member will greet parents and children outside as they arrive at the program. At this time, all children will undergo a health screening per NCDCDEE and Cumberland County School’s guidelines. Children who display COVID-19 symptoms, have tested positive for COVID-19, or have recently had close contact
with a person diagnosed with COVID-19 will be asked to return home to isolate. For more information on health screening, please visit page 19.

After the health screening, children will be asked to wash their hands in a sink or use hand sanitizer with at least 60 % alcohol if a sink is not available.

At pick-up, parents will be greeted at the door with the sign-out sheet, and their child(ren) will be escorted outside to them.

All children MUST be signed in by their parent/guardian, and children attending the afternoon program must be signed out of the program. It would be helpful if all parents would provide pictures on the parent portal. This will help us identify quickly who is allowed to pick up a child.

Only authorized persons 16 or older whose names appear on either the pick-up or emergency contact list will be allowed to pick up children from Prime Time. NO EXCEPTIONS TO THIS RULE. If you need to add, change or delete someone on the pick-up list, this can be done on your EZChildTrack Parent Portal, or you can contact the Prime Time Administrative Office. We care about your child and never want to release them to an unauthorized person.

Masks will be required for all children to remain at the Prime Time program. Parents should wear masks while dropping off and picking up their children.

Confidentiality and Ethics in Reference to Children’s Records
Prime Time employees working at the Prime Time locations and the Administrative Office will be privileged to confidential information as they work with children and their families. A strict code of ethics will be maintained to ensure the private nature of divulged information.

Confidentiality of Records
1. All records about children and families are locked up when the program is not in operation.
2. Often files are kept in two areas-One with the confidential family information, to which only Cumberland County Schools and Prime Time employees and Administrative personnel have access via Cumberland County Schools Power School & EZChildTrack software systems, the other with materials such as emergency contacts, phone numbers and other pertinent information to which any Prime Time staff can have instant access on-site, during the hours of program operation, these files are kept in a file box. Emergency Information sheets are kept in a binder near the phone for quick access.
3. All children’s files must be available for review by a North Carolina Division of Child Development representative at all times per NC General Statute 110-91(9).
4. Records should never be removed from a Prime Time location unless being returned to the Prime Time Administrative Office to be destroyed or summoned by a court of law.
5. At the end of each school year, all children’s files are returned to the Prime Time Administrative Office. All files are destroyed/shredded, and discarded securely by Cumberland County Schools.
In most cases, a parent’s written and signed authorization is required before information concerning a child can be disclosed to individuals outside of Cumberland County Schools Prime Time Before and After School Care. Below are some of the cases in which the law dictates that a parent’s signed authorization may not be required in order for Cumberland County Schools Prime Time Before and After School Care to release information:

★ If a Cumberland County Schools Prime Time staff believes that the student is likely to harm himself/herself and/or another person, the staff may take action necessary to protect the student or others by contacting the appropriate authorities or medical provider.

★ If a Cumberland County Schools Prime Time staff has cause to believe that the student has been or may be abused or neglected, the staff is required to make a report to the appropriate state agency.

★ If a child’s records are requested by a valid subpoena or court order, Cumberland County Schools Prime Time must respond.

In cases where Prime Time receives a request for information to be released, the Director will verify validity as well as ensure, if necessary, with the Cumberland County School Board Attorney that Prime Time is acting within the legal limits of the law. A copy of any request will be provided to parents and maintained in the child’s file.

**Ethical Considerations**

1. Prime Time will get written permission to photograph or video children. The permission informs parents that the images of children may be used in slides, videos, or as illustrations in newsletters, training materials, annual reports, marketing materials, or news stories.

2. Without written permission from the parent, information regarding students enrolled in Prime Time will not be released unless Prime Time is required to do so by law.

3. Prime Time will only break a strict code of confidentiality when a child is endangered within areas of health, neglect, or abuse. Prime Time may need to report heretofore confidential facts without permission to the authorities, only in the child’s best interest.

4. When children impart information to a Prime Time employee that implies neglect or abuse, Prime Time is legally obligated to report the information to the appropriate authorities.

5. Prime Time employees will not discuss one family with another family.

6. Both children and parents have the right to be spoken to in private. Prime Time employees will not correct or speak of personal matters in front of other staff members, visitors, parents, caregivers, or children. Incorrect behavior should be discussed privately with parents.

7. Children have the right to display feelings. If children lose control, they have the right to be allowed a private place for expressing their emotions, with a Prime Time employee nearby to give reassurance when needed.

8. It is unethical for a Prime Time employee to pursue personal business while being paid to supervise children.
9. Questions that a Prime Time employee may have regarding a policy or personal matter of a child’s family should be asked of the supervisor or the Director of Prime Time rather than of a Prime Time co-worker to avoid the potential for gossip.

10. Prime Time employees working with children should refer to their supervisors or the policies set forth in the Employee Handbook to avoid the inappropriate discipline of a child.

11. Personal information about families such as a newly instituted separation or divorce, an arrest, a serious illness, or job loss, should be divulged to other Prime Time employees working with the specific child being affected, however only to the extent of what they need to know to support the child. Those who seldom have contact with that child may not need to know family details. Careful judgment must be made by the supervisor.

12. Prime Time employees will avoid repeating stories about families that children share. This information should always be treated as privileged information. Prime Time employees are encouraged to document such information, and this documentation should be kept confidential and secured at all times.

13. Prime Time employees will avoid judging a family or imposing his or her own values on a child if there is a difference between the staff’s beliefs and that of the child’s family.

14. Prime Time staff will follow the National Afterschool Association Code of Ethics.

Cell Phone & Small Electronics Policy
Cell phones and other small electronics like iPads continue to advance and offer multi-use functions like camera, video recording, music player, texting, web browsing, and video games. When misused, these functions can put children at risk of exposure to age-inappropriate material and even lead to emotional injury. Prime Time will enforce a no cell phone and small electronics policy this school year to ensure all students' privacy and safety. **Please note: Cumberland County School issued Chromebooks are allowed in the Prime Time program for remote learning only.**

Our policy is designed to:
- Reduce the stress associated with the damage to and theft of electronics.
- To promote socialization by allowing your children to fully embrace and “plug into” the connections they make with other children as they “unplug” from their electronics.
- Ensure that your children are not exposed to inappropriate material.
- Ensure that pictures or videos of your child(ren) are not posted on social media sites by other students.

We understand that parents look to cell phones to communicate and check on their children throughout the day; however, children will still only be a phone call away without their cell phone at Prime Time. You’re always welcome to call your child at the Prime Time program. We typically have a landline number as well as two cell phones at each site. So whether we’re in our designated space, out in the field, on the playground, or immersed in a special event, you will always be able to reach us. The site’s contact numbers will be given to you on the first day of the program.
We want to assure you that parents and guardians will be contacted if:

- Your child is ill.
- Your child needs medical attention off-site.
- There are questions regarding medications or the healthcare of your child.
- Your child asks to call you.
- Your child is unable to function within the program rules in a healthy manner.

Any cell phones brought to Prime Time will be placed in the child’s cubby. For any reason, Prime Time will not be responsible for the loss or damage to any cell phones or electronics brought to the program.

**Please note:** If your child requires a cell phone for their medical or behavioral needs, a doctor’s note will be required. Cell phones and iPads cannot be used due to screen time limitations with the state.

**Teacher Workdays**

Prime Time is open on scheduled teacher workdays from 6:30 a.m. until 6:00 p.m. at your child’s school location. Please see the calendar for the specific days that Prime Time is open. If your child will be attending, please call the Prime Time Office to enroll at least two business days in advance of the teacher workday.

Fees: There is not an additional charge for care on Teacher Workdays for children enrolled in a weekly Prime Time program.

Parents need to be aware that their child must be picked up by the time for which they are registered: Before School Only by 3:30 p.m.; Regular After School by 6:00 p.m.; All Day Care Only by 6:00 p.m. Late fees will be charged to all children not picked up by their scheduled time ($3 per minute).

Prime Time will offer two snacks on All Day Care days, but lunch is not provided. Parents will need to pack a nonperishable lunch, including a beverage, on these days.

If a child is not signed up and paid at least two business days in advance, or not signed up at all but is dropped off on an All Day Care day, the parent will be responsible for providing two snacks and beverages for their child(ren) in addition to a lunch.

If your child is signed up to attend and you no longer need care, please call the Prime Time Office to remove your child’s name from the list.

**Last Day of the Program**

The last day of the 2021-2022 Prime Time program will be May 27th, 2022 for traditional schools and June 3rd, 2022 for Year-Round schools.
FEES & FINANCIAL POLICIES

School Year Fees
Registration: $35 per child (Non-Refundable)

<table>
<thead>
<tr>
<th>Program Options</th>
<th>Weekly Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before Only</td>
<td>$55</td>
</tr>
<tr>
<td>Care available from 6:30 am until school begins.</td>
<td></td>
</tr>
<tr>
<td>After School Only</td>
<td>$60</td>
</tr>
<tr>
<td>Care available from school dismissal until 6:00 pm</td>
<td></td>
</tr>
<tr>
<td>Before &amp; After School</td>
<td>$70</td>
</tr>
<tr>
<td>Care available from 6:30 am until school begins &amp; school dismissal until 6:00 pm.</td>
<td></td>
</tr>
</tbody>
</table>

Special Discount for Active Military
The Military Child Care in Your Neighborhood program (MCCYN) provides fee assistance for families of Active Duty Service Members who are unable to access on-post child care. If you are interested in applying, please contact CCAA at 1.800.793.0324 to start the application process.

Child Care Subsidies & Financial Assistance
Prime Time accepts child care subsidy vouchers from DSS and other subsidy providers. Please contact Beverly Briales at (910) 678-2451 to verify if Prime Time accepts subsidy from a specific provider.

Financial assistance is available to working families that qualify. Applications are available on the Prime Time website or can be picked up at the Prime Time Administrative Office. After completing the application, please call Kathleen McNeill at (910) 678-2451 for an appointment.

Payments
Prime Time is a continuous program that runs on a pre-payment basis. Once you have registered your child for the Prime Time program, you must make a payment for every week. Payments are due on the Friday before the week of care.

How can I pay?
Prime Time accepts cash, money orders, checks, debit (with logo on it), Visa, or MasterCard, and can be paid in one of the following ways:
1. **In-person at the Prime Time Administrative Office**
   Street Address:
   Prime Time
   1114 Gillespie Street
   Fayetteville, NC 28306

   Hours of Operation: Monday-Friday, 8:00 a.m. until 6:00 p.m.

2. **Online through the EZChildTrack Parent Portal**
   Available to receive payments any time of day. If you pay online using an e-check, please allow 3-4 business days for processing. Upon initial e-check payment submission, you will receive a statement that your e-check is processing. When your check clears, you will receive a receipt. There is a $1.50 processing and handling fee for all e-checks transactions.

   If you do not have access to a computer or smartphone, you may call the office at 678-2451, and someone will help you with your payment. Debit and Credit Card payments (Visa/MasterCard) by phone may be subject to a convenience fee in addition to the 4.95% regular processing and handling fee.

3. **By Mail**
   Please allow ample time for payment to be received by the Prime Time Office. Once the check or money order is received, the account holder will receive a receipt via e-mail. Late fees will apply if checks are received past the Friday due date.

   Mailing Address:
   Prime Time
   P.O. Box 53686
   Fayetteville, NC 28305

4. **Drop payment in the dropbox in front of the Prime Time building**
   The dropbox is available for parents to submit a payment 24 hours a day, seven days a week. Payments placed in the drop-box after 5:30 p.m. will be processed the following business day and may be subject to a late payment fee.

5. **Bill Pay with your Bank**
   Check with your bank’s website for directions on setting up a bill pay account. We ask that parents list their Prime Time account number and child’s name on all bill pay checks. Please use the mailing address listed above.

**Checks & Money Orders**
If you are paying by personal check or money order, please include:

- Prime Time Account #
Please note: If a check is returned due to non-sufficient funds, Prime Time will not resubmit the check. Please see the “Returned Check Policy” section for more information.

Late Fees & Non-Payment

Payments are due on the Friday before the week of care. Payment received after Sunday at 11:59 p.m. of the week before care is considered late, you will be charged a $30.00 late fee and every week after that until the balance is paid, and your child will not be able to attend the Prime Time program until the balance is paid. All late payments should be paid by cash, money order, or credit card (no checks, please).

Payments placed in the drop-box after 5:30 p.m. will be processed the following business day and may be subject to a late payment fee.

In the event of non-payment, the Prime Time Administrative Office will attempt to contact the parent/guardian(s) at the numbers provided. Failure to make payment will continue to result in a break in child care service. Additional late fees will apply.

Withdrawals

All withdrawals from the program must be submitted at least two (2) weeks in advance to the Prime Time Administrative Office. Failure to notify will incur an Early Cancellation Fee posted to the account of $75.00 for one child or $100.00 for two or more children. If you wish to re-enroll your child later, a $35 re-registration fee will apply. Remember that Prime Time is a continuous program, and you are responsible for every week until your enrollment period ends. Please note: The weeks of Winter and Spring Break do not count towards the two-week early withdrawal requirement.

Absences

There are NO refunds, credits, or transfer of payments for absences, sickness, mishaps, or holidays. Whether your child attends all of a week, part of a week, or none of a week, full payment is still due unless you withdraw your child with prior notification from the program. A full week’s fee is required if your child is absent for any amount of time. If a child needs to be away from the program for more than a week, WITH A PRIOR TWO-WEEK NOTICE, it is best to withdraw your child from the program and pay another non-refundable registration fee when your child returns.
Parents will also have the option to withdraw without a two-week notice; however, an early cancellation fee of $75 for one child or $100 for two children will be applied. You must contact the Prime Time Administrative Office to withdraw your child from the program. If your child is not attending due to non-payment, you are still responsible for payment. All non-payments incur a $30.00 late payment fee weekly on the unpaid balance.

If a child has not attended the Prime Time program for 14 days, the child will be deleted from the program, and an early cancellation fee will be applied to the account.

**Refunds**
Parents can request a refund if their child is being de-enrolled from the program and credit remains after all tuition and fees are applied. Refunds can be requested in writing or by calling the Prime Time Administrative Office up to 6 months after the de-enrollment date. After six months, credits will remain on the account for up to 1 year to use for future Prime Time services. Please allow 3-4 weeks for delivery.
*Please ensure we have the most up-to-date address on file to prevent a delay in your refund.

**Partial Weeks**
Prime Time does not prorate weeks with the exception of the Inclement Weather Policy and predetermined special rate weeks. If the program is closed for part of a week, payment for the week must still be paid to the Prime Time Office. Holidays and Teacher Workdays are taken into consideration when determining rates. There will be an All Day Care rate for the last week of the program, May 24th - May 28th, 2021.

**Late Check-Out**
Parents will be charged a $3.00 per minute per child late fee if they pick up their child after 6 p.m.

The late check-out fee must be paid within one week of the late pick-up. Any late check-out charges that are incurred on Fridays must be paid by 11:59 p.m. on Sunday to avoid receiving a late payment fee. After three late pick-ups, your child(ren) may be dismissed from the program.

**Change of Program**
You are allowed to change the type of program provided for your child twice per school year with one week’s notice. Each additional program change will require another non-refundable registration fee. Failure to give prior notice will result in the old program rate remaining in effect until the following week.

**Return Check Policy**
Prime Time will gladly accept your checks (paper or e-check); however, if your check is returned, the parent/guardian will be responsible for the face amount plus a $30.00 return check fee and
any late payment fees that apply. In addition, your check writing privileges will be revoked for one calendar year for a first offense, two years for a second offense, and permanently for a third offense. Your child will also not be allowed to return to the program until you have fulfilled your financial obligation to the Prime Time program. Your account will still be charged until the parent calls the office and withdraws the child(ren) from our program. Cash, money order, and credit cards will be accepted for future payments. To restore check-writing privileges, the account holder will need to contact the Prime Time Administrative Office in the appropriate time frame.

If your check is returned, you will be notified by e-mail, and an on-demand invoice will be sent to you. We ask that once you receive the invoice, you pay the balance immediately to avoid receiving additional fees and a break in service. Please note: If your account is paid by someone other than an account holder, the account holder(s) will still be responsible for all fees and balances incurred as a result of the returned check.

**Inclement Weather**

During the threat of inclement weather, the Superintendent or designee will determine the operating hours of Prime Time. The Superintendent or designee will notify parents as early as possible and will take the safety of all students and staff into consideration. We acknowledge that the decision may, in some cases, lead to an inconvenience, but the decision is made with safety in mind.

Unless altered by the Superintendent or designee, Prime Time will operate as follows on inclement weather days:

★ If school is dismissed early for inclement weather, Prime Time will operate for two (2) hours after dismissal. Children picked up after two hours will be charged a late fee of $3.00 per minute per child.

★ If the schools are delayed for children or staff due to inclement weather, the Prime Time morning program will be canceled.

★ If inclement weather falls on a teacher workday and it is an optional day for employees of Cumberland County Schools, the Prime Time program will be open. The Superintendent or his designee will determine the hours of operation on that day.

★ If school is completely canceled due to inclement weather and school staff are permitted to work, Prime Time will be available for care.

If it is determined by the Superintendent or designee that it is not safe for Prime Time to operate, the following discounts will apply:

★ Early Release Day- No discount given.

★ Closed for One Day- No discount given.

★ Two consecutive days closed in one week – 15%

★ Three consecutive days closed in one week – 35%

★ Four consecutive days closed in one week – 55%

★ Five consecutive days closed in one week – 75%
If school is closed on Friday of one week and on the Monday of the next week, the days are not considered consecutive days. **School must be completely closed for two full days in the same week for the discounted rates to apply.**

If an inclement weather event occurs, the schools are closed, staff are permitted to work, and the Superintendent or designee has determined that it is safe for Prime Time to operate, no discounts will be available or given. There will be a fee if your child uses the program during this period of time.

- ★ Open for Inclement Weather One Day- No additional fees incurred.
- ★ Two consecutive days open in one week – additional 15% of total weekly cost.
- ★ Three consecutive days open in one week – additional 35% of total weekly cost.
- ★ Four consecutive days open in one week – additional 55% of total weekly cost.

* The fees listed above will only be charged to those using the program during inclement weather days. All fees must be paid with the following week’s payment.

Extra fees may be charged to families for using these day(s). If schools are closed during an inclement weather event, Prime Time will be open for the children.

Families should refer to the Cumberland County Schools’ website and social media pages or local news channels for up-to-date information regarding delays, early releases, and closures.

**Tax Statements**
Parents and guardians may view and print their tax statements through their parent portal at [www.ezchildtrack.com/ccsprimebtime/parent](http://www.ezchildtrack.com/ccsprimebtime/parent). Please click on ‘View Statements’ to access the tax documents.

**PROGRAMMING**

**What to bring to Prime Time**

- ★ **Masks**
  It is recommended that children bring an extra mask in their backpack so that they will have another to wear if their current mask becomes soiled.

- ★ **Refillable Water Bottle**
  Due to COVID-19, all school water fountains are turned off. Children will need to bring a water bottle to the program and refill them throughout the day using a designated sink.

- ★ **Chromebook and charger, if applicable**
Prime Time will not have extra computers and chargers for students to use. Therefore, students must bring the computers that have been issued to them by Cumberland County Schools to complete their school work successfully.

★ Headphones, if applicable
If children are working on their homework during Prime Time hours, we ask that parents send headphones to limit the number of distractions for others that may be completing their assignments.

Activities
Keeping your child's safety in mind during the COVID-19 pandemic, during activity times:
Children will:
★ will remain with the same group through all activities.
★ be assigned seats/tables that provide social distancing.
★ wear masks.

Staff will:
★ take activities outside, weather permitting.
★ provide individual activity supply materials for each child. (Scissors, crayons, colored pencils, etc.).
★ sanitize tables before and after each activity.
★ wear masks at all times.

Please Note: Homework is a self-directed activity.

Outdoor Policy
The Division of Child Development and Early Education (DCDEE) that oversees the daily operations of Prime Time mandates the following North Carolina General Statute for all licensed child care facilities:

“Article 7, Chapter 110 of the North Carolina General Statutes requires that each child care center arranges for each child in care to be outdoors for a minimum of 30 minutes each day, weather permitting. [GS 110-9(2)] Weather permitting can be defined as any time except adverse weather. Operators must use best judgment when deciding to take children outdoors. Short periods of time outdoors must be provided, even in hot and cold weather. Playing in gentle rain and snow can be both educational and fun for children.

Outdoor play is required as part of the daily activities in a licensed child care center. Children that are too ill or cannot go outdoors are not able to participate in all the daily activities and should be excluded from care. All children must be able to participate in all daily activities. If a child is not well enough to go outside, the child is not well enough to be at the center.
All children, including infants, must be taken outdoors daily. If the weather is too bad for the children to go outside, the center must provide some vigorous activities indoors such as a movement experience or a gross motor skills game."

* Please note that the DCD outdoor policy applies to all children, including those with asthma and/or seasonal allergies.

Prime Time suggests that all children have warm clothing for outdoor play; items may include coats, mittens, hats, and scarves when the weather is cool. If the temperature outside is 60 degrees or under, children must wear a jacket. Please see page 30 for the DCDEE Weather Watch guidelines used by Prime Time.

**Snacks & Meals**

All snacks served by the Prime Time program meet all USDA standards.

If your child has a food allergy, please ensure that a Special Diet Order form is on file with your child’s school and notify the Prime Time staff about the allergy by listing it in the Prime Time Health Information section of the registration form. Parents are welcome to review the meal and snack menus at any time on the Cumberland County Schools website or by asking the Prime Time staff. The snack menu will be posted on the Prime Time Parent Information Board near the sign-out table.

Prime Time does not furnish lunch or supplemental food items on All Day Care days and during Intersession weeks. As such, parents will be responsible for providing lunch and a beverage on these days. We encourage parents to provide healthy and nutritious meals for their children. Meal delivery services are not permitted due to the possibility of cancellation without notice by the delivery service. Microwaves will not be available for student use. Children are not permitted to share meals.

**Parent Involvement**

To minimize the risk of COVID-19 transmission, Prime Time will not be planning any parent involvements at this time.

**HEALTHCARE POLICIES & PROCEDURES**

**Health Screening**

Before entering the Prime Time program, all children, staff, and visitors will undergo a health screening per NCDCDEE and Cumberland County School’s guidelines. The health screening will consist of the following steps:

1. Screening Questions for Parents:
a. Have any of the children you are dropping off had close contact (within 6 feet) for at least 15 minutes) in the last 14 days with someone who has been diagnosed with COVID-19, or has any health department or health provider been in contact with you and advised you to quarantine?
b. Do you or any of the children you are dropping off have any of these symptoms: chills, fever, shortness of breath, new cough, new loss of taste or smell?
c. Since they were last at the childcare facility, have you or any of the children you are dropping off been diagnosed with COVID-19 symptoms?

2. Staff will visually inspect the child for signs of illness.
3. The staff will take the child’s temperature with a non-contact temporal thermometer (forehead). * A fever is defined by measuring a temperature of 100.4oF (38oC) or higher, or feeling warm to the touch, or giving a history of feeling feverish.

All answers will be recorded on a Cumberland County Schools Health Screening form that will be kept on file in the child’s folder.

**Health Screening Results & Exclusion**

| **Child has had EXPOSURE, but NO SYMPTOMS.** | ★ If the parent or guardian is present, the child will not be allowed to enter the school building.  
★ If the parent or guardian is not present, the student will be moved to a designated area with supervision. The parent will be notified, and the child must go home immediately. While waiting for the child to be picked up, staff will ask the child to keep their mask on, open the window to provide adequate airflow, take the child outside (weather permitting), and maintain a safe distance of 6- feet or more from the child.  
★ The child may return 14 days after the last close contact if no symptoms develop and they do not test positive for the COVID-19. |
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Student shares they were exposed to someone with COVID-19 within the last 2 weeks, but is NOT symptomatic.</td>
<td>EXCLUSION</td>
</tr>
</tbody>
</table>

| **Child has been DIAGNOSED WITH COVID-19, but NO SYMPTOMS present.** | ★ If the parent or guardian is present, the student will not be allowed to enter the school building.  
★ The parent or guardian will be notified, and the student must go home immediately.  
★ The student may return to school ten days after the date of their first positive COVID-19 diagnostic test, assuming they have not subsequently developed symptoms since their positive test. |
<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>Student shares they were diagnosed with COVID-19 less than ten days ago but are NOT symptomatic.</td>
<td>EXCLUSION</td>
</tr>
</tbody>
</table>
Child has COVID-19 SYMPTOMS.
The student presents with at least one of the following COVID-19 symptoms:
- Fever
- Chills
- Shortness of breath or difficulty breathing
- New cough
- New loss of taste or smell

EXCLUSION
★ If the parent or guardian is present, the student will not be allowed to enter the school building.
★ If the parent or guardian is not present, the student will be moved to a designated area with supervision. The parent will be notified, and the child must go home immediately. While waiting for the child to be picked up, staff will ask the child to keep their mask on, open the window to provide adequate airflow, or take the child outside (weather permitting), and maintain a safe distance of 6- feet or more from the child.
★ If diagnosed with COVID-19 based on a test or symptoms, the person may return when: at least three days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; and improvement in respiratory symptoms (e.g., cough, shortness of breath); and at least ten days have passed since symptoms first appeared.
★ If they have had a negative COVID-19 test, the student may return to school once there is no fever without the use of fever-reducing medicines and has felt well for 24 hours.
★ A student can return, following normal school policies, if they receive confirmation of an alternative diagnosis from a health care provider that would explain the COVID-19-like symptom(s), once there is no fever without the use of fever-reducing medicines and they have felt well for 24 hours.

Please note: Any time there is a suspected or diagnosed case of Covid-19 in the Prime Time program, the Prime Time Director will immediately notify the CCS Office of Health Services and is mandated by state law to notify the Division of Child Development and Early Education (DCDEE). Both CCS and DCDEE will report the potential exposure to the Cumberland County Department of Public Health. All situations will be handled on a case-by-case basis. Cleaning and communication guidance from the Public Health Department will be followed.

Monitoring of Symptoms
Prime Time staff will screen for symptoms upon each child’s arrival to the program and throughout the day to help reduce exposure. If a child develops symptoms while at Prime Time, they will be isolated under the supervision of a staff member, and parents will be asked to pick their child up immediately. Any staff member experiencing symptoms will be asked to self-isolate at home. If symptoms are severe and the student requires immediate medical attention, Prime Time staff will call 911 and let them know that the child has COVID-19 symptoms.

Sick Children
If your child becomes sick, we will isolate your child, and you will be notified to pick him/her up within one hour. Parents should arrange with their employers to leave work if their child should become ill at Prime Time. If we are unable to contact you immediately, we will contact those individuals listed as emergency contacts on your child’s account. Late check-out charges of $3.00 per minute may be assessed if your child is not picked up within one hour of notification.

2021-2022 Prime Time Parent Handbook
Page 21
As stated in the North Carolina Division of Child Development’s Child Care Handbook, “Children that are too ill or cannot go outdoors are not able to participate in all the daily activities and should be excluded from care. All children must be able to participate in all the daily activities. If a child is not well enough to go outside, the child is not well enough to be at the center.” Prime Time follows the NCDCDEE Communicable Disease guide, which can be found on page 32.

**Medication & Procedures**

It is the responsibility of the parent/guardian to inform Prime Time staff of their child’s physician’s order to take medication during Prime Time. The parent/guardian must provide medication to Prime Time staff for administration within 14 days of registration into the program. Failure to do so will result in an interruption of child care service. In the absence of emergency medication(s), the school nurse will devise an emergency care plan that consists of calling 911, for which the parent will incur all costs. Please note: Prime Time does not have access to the school’s medication or paperwork.

For all medications, including topical, rectal, oral, inhalers, and injections, parents/guardians are responsible for the completion of a current Physician’s School Medication Form available at the Prime Time office or at your child’s school. The written instructions on the form will include:

- ★ Student’s Name
- ★ Name of Medication
- ★ Dosage
- ★ Route
- ★ Time to be Administered

The parent/guardian must bring the medication to the Prime Time Site Director at the child’s school. **Medication must be in the original container labeled by the pharmacy.** To check in medication, parents/guardians will need to count the medication (if applicable) and sign it in on the Medication Check-In Log with the Prime Time Site Director. When your child leaves the program, medication should be signed out with the Prime Time Site Director on the child’s last day.

Prime Time staff will secure emergency medications and supporting documentation for all children with documented life-threatening conditions (i.e., asthma, seizures, and food/insect allergies). Children cannot keep medication in their possession unless they are in the 4th grade and have the Cumberland County Schools Self-Authorization form signed by a physician. All medications will be secured and mobile for transport in emergency situations.

Prime Time staff attend medication, asthma, and diabetes professional development every two years and retain all certifications in the NCDCDEE documentation notebook. All Prime Time staff are certified in First Aid/CPR.
**Insurance Information**

The safety and well-being of our students is of utmost importance to us. Notwithstanding our intense efforts at risk prevention, there will be some accidents that will result in injury to some of our students during the program. Please be advised that the school system does not provide insurance coverage for injury to students at school; however, CCS has contracted with Markel to bring you affordable optional accidental student insurance. You may contact Markel at 1.877.444.5014 for coverage options, or to purchase coverage directly, you may go online to [http://markel.sevencorners.com](http://markel.sevencorners.com). It is essential that you make arrangements for insuring your child against accidents.

If you do not have insurance, you will need a notarized statement saying **Prime Time is not liable for accidents concerning my child if Prime Time was not negligent**.

**Reducing & Eliminating Germs in our Program**

As a licensed school-age childcare program with North Carolina’s Department of Child Development and Early Education (NCDCDEE), Prime Time is required to follow strict sanitation practices during program hours. To reduce and eliminate germs in our program, we do the following:

- Daily, bathrooms used by Prime Time are sprayed with Virex, an NC DCDEE approved hospital-grade disinfectant.
- Every day upon arrival to the program and before and after snack, staff wash all program tables with warm soapy water and then spray a bleach solution on tables where it will sit for 2 minutes before being dried.
- Staff and children will wash their hands several times throughout the day:
  - Upon arrival to the program
  - before eating a snack
  - Upon coming in from outside
  - In-between each activity
  - Anytime they cough, blow their nose, or sneeze
  - Anytime their hands are soiled
  - Staff disinfects toys and materials, cubbies, and non-porous items with a bleach solution every Friday.
- Individual supply bags with items such as scissors, crayons, glue, and markers will be available to each child for their use in the program. In between each use, items will be disinfected.

Now more than ever, it’s important to ensure we take extra measures to keep germs away. During this time, we will be implementing the following extra procedures:

- Masks are required for every child and staff
- Increasing the 50 ppm to 1000ppm
- Social Distancing- 6ft apart
- Only one child in the bathroom at a time
★ Bathrooms will be sanitized after each use
★ Groups will remain together throughout the day.

Social Distancing
Prime Time has adopted the following measures to aid in social distancing:
★ Children will not be switching groups during activity times. Instead, they will remain with the same group of children each day.
★ Playground times will be staggered, so only one group is playing on it at a time. There may be multiple groups outdoors; however, they will not share the same space.
★ Seating - Children will be given staggered assigned seats at tables.
★ Prime Time will limit non-essential visitors to the program.
★ Parents will drop off and pick up the outside.

Additional social distancing strategies at Prime Time will be based on each school's unique space and needs.

Face Coverings
The North Carolina Department of Child Development and Early Education requires all children ages five and up to wear a mask at Prime Time. This includes inside and outside the school building for all staff, parents, and students.

Please ensure your child has a mask and it is labeled with their name. We recommend an extra one is sent in your child’s backpack just in case the first one becomes soiled.

Anyone who has trouble breathing, unconscious, incapacitated, or cannot tolerate a cloth face-covering due to developmental, medical, or behavioral health needs should not wear a mask. In line with CCS policy, please ensure a 504 plan is created or updated to reflect this accommodation. Please provide a copy of the plan to Prime Time.

Healthy Habits
Prime Time staff will set the example and talk to children about the following healthy habits to prevent the spread of germs. We will encourage children to use respiratory etiquette, how to properly put on and take off a mask, and teach them how to properly wash their hands. We ask that parents start this at home. Please refer to the following CDC guidance:

Using Facial Tissues
1. Parents and guardians should encourage their child to cover coughs and sneezes with a tissue.
2. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
3. If soap and water are not readily available, hand sanitizer containing at least 60 percent alcohol can be used for children who have been taught to use hand sanitizer safely.

*If a tissue is not available, children and staff will be encouraged to cough in the bend of their arm to contain respiratory droplets from spreading.

**Putting on Face Masks**
1. Wash your hands before putting on the face covering.
2. Put the face-covering over your nose and mouth and secure it under the chin.
3. Try to fit face-covering snugly against the sides of the face.

**Removing Face Masks:**
1. Untie the strings behind the head or remove ear loops.
2. Handle only by strings or ear loops.
3. Fold outside corners together.
4. Be careful not to touch eyes, nose, and mouth when removing.
5. Wash your hands immediately after removing.

*Face coverings are not recommended for anyone who has trouble breathing or is unable to remove their face covering without assistance.

**Handwashing Procedures**
1. Wet hands with water.
2. Apply soap from the dispenser.
3. Rub hands together (front, back, in-between fingers, tips of fingers, and around thumbs) for at least 20 seconds (sing the happy birthday song twice).
4. Rinse hands thoroughly with free-flowing water.
5. Dry hands with a paper towel.
6. Turn the faucet off with your paper towel.
7. Throw paper into a no-touch trash can.

* Handwashing signs with pictures are posted next to every sink to remind children of proper handwashing techniques.

**Hand Sanitizer Procedures**
1. Use a dime-sized amount of hand sanitizer
2. Instruct your child to rub their hands together (as if washing)
3. Spreading the product on all sides and between fingers
4. Allow drying

*A sixty percent alcohol-based hand sanitizer will be used when soap and water are not available. If your child is allergic to hand sanitizer, please notify the Prime Time staff.

*When not in use, all hand sanitizer will be stored in a locked cabinet. In the event that a child ingested hand sanitizer, Prime Time will call Poison Control at (800) 222-1222 and follow their
guidance for care. Parents and guardians of children who ingest hand sanitizer will be contacted immediately.

**ATTACHMENTS**

*Summary of North Carolina Child Care Laws and Rules*
Revised June 2019

North Carolina Department of Health and Human Services
333 Six Forks Road Raleigh, NC 27609

Child Care Commission
https://ncchildcare.ncdhhs.gov/Home/ChildCare-Commission

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. The following requirements apply to both centers and homes.

**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, 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 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.

**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.
Two through Five Star Rated License
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 Abuse, Neglect, or Maltreatment
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 the 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.

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

Education and Training
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 Checks
Criminal background qualification is a pre-service requirement. All staff must undergo a criminal background check initially, and every three years thereafter.
Staff/Child 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 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”.

<table>
<thead>
<tr>
<th>Age</th>
<th>Teacher : Child Ratio</th>
<th>Max Group Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-12 months</td>
<td>1:5</td>
<td>10</td>
</tr>
<tr>
<td>12-24 months</td>
<td>1:6</td>
<td>12</td>
</tr>
<tr>
<td>2 years old</td>
<td>1:10</td>
<td>20</td>
</tr>
<tr>
<td>3 years old</td>
<td>1:15</td>
<td>25</td>
</tr>
<tr>
<td>4 years old</td>
<td>1:20</td>
<td>25</td>
</tr>
<tr>
<td>School-Age</td>
<td>1:25</td>
<td>25</td>
</tr>
</tbody>
</table>

Centers located in a residence that are 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.

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.

Record Requirement
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 year of age.

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](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-5pm) by contacting the Division at 919-814-6300 or 1-800-859-0829 or requested via the Division’s web site at [www.ncchildcare.ncdhhs.gov](http://www.ncchildcare.ncdhhs.gov).

Curriculum and Activities
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 2021-2022 Prime Time Parent Handbook
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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

This summary shall be posted for the public to view in accordance with G.S. 110-102
### Heat Index Chart (in Fahrenheit %)

<table>
<thead>
<tr>
<th>Temperature (°F)</th>
<th>Relative Humidity (%)</th>
<th>Heat Index</th>
</tr>
</thead>
<tbody>
<tr>
<td>80</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
<tr>
<td>85</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
<tr>
<td>90</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>120</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
<tr>
<td>125</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
<tr>
<td>130</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>135</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>140</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>145</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>150</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>155</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>160</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>165</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>170</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>175</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>180</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>185</td>
<td>0%</td>
<td>Comfortable</td>
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<tr>
<td>190</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
<tr>
<td>195</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
<tr>
<td>200</td>
<td>0%</td>
<td>Comfortable</td>
</tr>
</tbody>
</table>

### Wind-Chill Factor Chart (in Fahrenheit)

<table>
<thead>
<tr>
<th>Wind Speed (mph)</th>
<th>Wind-Chill Factor (°F)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>0.0</td>
</tr>
<tr>
<td>10</td>
<td>0.0</td>
</tr>
<tr>
<td>15</td>
<td>0.0</td>
</tr>
<tr>
<td>20</td>
<td>0.0</td>
</tr>
<tr>
<td>25</td>
<td>0.0</td>
</tr>
<tr>
<td>30</td>
<td>0.0</td>
</tr>
<tr>
<td>35</td>
<td>0.0</td>
</tr>
<tr>
<td>40</td>
<td>0.0</td>
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<tr>
<td>45</td>
<td>0.0</td>
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<tr>
<td>50</td>
<td>0.0</td>
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<tr>
<td>55</td>
<td>0.0</td>
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<tr>
<td>60</td>
<td>0.0</td>
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<tr>
<td>65</td>
<td>0.0</td>
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<tr>
<td>70</td>
<td>0.0</td>
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<tr>
<td>75</td>
<td>0.0</td>
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<tr>
<td>80</td>
<td>0.0</td>
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<tr>
<td>85</td>
<td>0.0</td>
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<tr>
<td>90</td>
<td>0.0</td>
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<tr>
<td>95</td>
<td>0.0</td>
</tr>
<tr>
<td>100</td>
<td>0.0</td>
</tr>
</tbody>
</table>

### Weather

**Child Care Weather Watch**

Understand the weather conditions and be prepared for

- **Comfortable**: 80° or below is considered comfortable.
- **Not comfortable**: 80° and above is not comfortable.
- **Uncomfortable**: 90° or above is uncomfortable.
- **Aggravating**: 100° or above is aggravating.
- **Danger**: 110° or above is considered dangerous.

Weather conditions are based on the combination of temperature and humidity.
Understand the Weather

Child Care Weather Watch

WEATHER ADVISORY: Lower winds and cloudy skies may affect outdoor activities. Lower winds and cloudy skies may affect outdoor activities. Lower winds and cloudy skies may affect outdoor activities. Lower winds and cloudy skies may affect outdoor activities. Lower winds and cloudy skies may affect outdoor activities.

WEATHER WARNING: High winds may cause damage to structures. High winds may cause damage to structures. High winds may cause damage to structures. High winds may cause damage to structures. High winds may cause damage to structures.

WEATHER OUTLOOK: Mostly cloudy skies with a slight chance of precipitation. Mostly cloudy skies with a slight chance of precipitation. Mostly cloudy skies with a slight chance of precipitation. Mostly cloudy skies with a slight chance of precipitation. Mostly cloudy skies with a slight chance of precipitation.


Temperature: The temperature of the air in the area is generally moderate. The temperature of the air in the area is generally moderate. The temperature of the air in the area is generally moderate.

Precipitation: The amount of precipitation is expected to be low and sporadic. The amount of precipitation is expected to be low and sporadic. The amount of precipitation is expected to be low and sporadic.


Wind: Expect winds from the north to northeast. Expect winds from the north to northeast. Expect winds from the north to northeast.

The weather forecast may change as conditions evolve.
# Communicable Diseases and Exclusion from Child Care

Regular and thorough hand washing is the most important method of preventing the spread of communicable diseases. Always wear gloves when handling blood or body fluids contaminated with blood.

Exclude if directed to do so in the chart below or if:
- The child’s health care professional recommends exclusion.
- The child is unable to participate in activities, as normal.
- The child needs more care than staff can provide without compromising the health and safety of other children.
- The child has a fever (taken at armpit or orally).
  - A child older than two months has a temperature of 101 degrees Fahrenheit or higher
  - An infant younger than two months has a temperature of 100.4 degrees Fahrenheit or higher
- The child has two or more episodes of vomiting within a 12-hour period.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Overview</th>
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<th>Exclusion</th>
</tr>
</thead>
</table>
| Chicken Pox (Varicella Zoster infection) | Infection caused by the varicella zoster virus. | - Rash (small, red, blistering bumps)  
- Fever  
- Runny nose  
- Cough | - Varicella vaccine  
- Proper surface sanitation  
- Keep room well ventilated  
- Regular and thorough handwashing | Contact local Health Department* for outbreaks of three or more cases.  
Exclude if chicken pox or a rash suggestive of chicken pox |
| CMV (Cytomegalovirus)     | Viral infection, common in children.                                      | - Mild to no symptoms                         | - Regular and thorough handwashing  
- Can be harmful to fetus | Exclusion not required.  
Women of childbearing age are at higher risk as the consequences of a fetus exposed to CMV can be serious. |
| Diarrheal illness: cause unknown | There are many causes of diarrhea in children under age five. Illness may be mild and not require medical attention. | - Stool frequency exceeding two or more stools above normal for that child  
- Stools containing blood or mucus  
- Stools that are not contained in a diaper  
- Fecal accidents by a child who is normally toilet trained | - Proper surface disinfection  
- Proper food storage and preparation  
- Regular and thorough handwashing | Exclude until diarrhea ends. |
| Diarrhea (Campylobacteriosis) | Infection caused by Campylobacter bacteria. | - Bloody diarrhea  
- Fever  
- Vomiting  
- Abdominal cramping | - Proper surface disinfection  
- Proper food storage and preparation  
- Regular and thorough handwashing | Contact local Health Department*.  
Exclude until diarrhea ends. |
| Diarrhea (Cryptosporidiosis) | Infection caused by Cryptosporidium parasite. | - Loose stools (watery or bloody)  
- Abdominal pain  
- Weight loss | - Proper surface disinfection  
- Regular and thorough handwashing | Contact local Health Department*.  
Exclude until diarrhea ends.  
Exclude from water play until two weeks after end of diarrhea. |

*Contact local Health Department for advice on exclusion.

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# Communicable Diseases and Exclusion from Child Care

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<th>Prevention</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diarrhea (Shiga-toxin producing E. Coli)</td>
<td>Infection caused by Shiga-toxin producing E. coli such as E. coli O157:H7.</td>
<td>- Loose stools (watery or bloody) - Abdominal pain - Fever</td>
<td>- Proper surface disinfection - Proper food storage and preparation - Regular and thorough handwashing</td>
<td>Contact local Health Department*. Exclude until diarrhea ends.</td>
</tr>
<tr>
<td>Diarrhea (Giardiasis)</td>
<td>Infection caused by Giardia lamblia parasite.</td>
<td>- Loose stools (watery or bloody) - Excessive gas - Abdominal pain - Decreased appetite - Weight loss</td>
<td>- Proper surface disinfection - Regular and thorough handwashing</td>
<td>Exclude until diarrhea ends.</td>
</tr>
<tr>
<td>Diarrhea (Norovirus)</td>
<td>Viral infection.</td>
<td>- Acute onset of watery diarrhea - Abdominal pain - Nausea - Vomiting</td>
<td>- Proper surface disinfection - Regular and thorough handwashing</td>
<td>Exclude until 48 hours after diarrhea ends.</td>
</tr>
<tr>
<td>Diarrhea (Rotavirus)</td>
<td>Viral infection, most common cause of diarrhea and vomiting.</td>
<td>- Non-bloody diarrhea - Nausea and vomiting</td>
<td>- Surface disinfection - Immunization recommended - Regular and thorough handwashing</td>
<td>Exclude until diarrhea ends.</td>
</tr>
<tr>
<td>Diarrhea (Salmonellosis)</td>
<td>Infection caused by Salmonella bacteria.</td>
<td>- Diarrhea - Fever - Abdominal cramps - Nausea or vomiting - Dehydration (dry mouth, no tears, no urine in eight hours)</td>
<td>- Proper surface disinfection - Proper food storage and preparation - Avoiding contact with reptiles, amphibians, poultry, and other animals - Regular and thorough handwashing</td>
<td>Contact local Health Department*. Exclude until diarrhea ends for non-typhoidal serotypes. For Salmonella Typhi exclude until child cleared by local health department.</td>
</tr>
<tr>
<td>Diarrhea (Shigellosis)</td>
<td>Infection caused by the Shigella bacteria.</td>
<td>- Loose, watery stools with blood or mucus - Fever - Headache - Abdominal pains - Convulsions</td>
<td>- Proper surface disinfection - Regular and thorough handwashing</td>
<td>Contact local Health Department*. Exclude until asymptomatic for 48 hours and one negative stool sample.</td>
</tr>
<tr>
<td>Disease</td>
<td>Overview</td>
<td>Symptoms</td>
<td>Prevention</td>
<td>Exclusion</td>
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<td>-----------------------------</td>
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</tr>
<tr>
<td><strong>Fifth Disease</strong> (Erythema Infectiosum)</td>
<td>Infection caused by Human Parvovirus B19.</td>
<td>- Fever, headache</td>
<td>- Proper surface sanitation</td>
<td>Exclusion not required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Muscle and joint aches</td>
<td>- Disposal of tissues contaminated with blood or mucus</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Red, lace like rash on cheeks, torso, arms, and thighs that lasts 1-3 weeks</td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Can be harmful to fetus</td>
<td></td>
</tr>
<tr>
<td><strong>German Measles</strong> (Rubella)</td>
<td>Uncommon, mild infection caused by Rubella virus.</td>
<td>Red or pink rash on the face and body</td>
<td>MMR vaccine required</td>
<td>Contact local Health Department*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Swollen glands behind ears</td>
<td>Regular and thorough handwashing</td>
<td>Exclude for seven days after the beginning of the rash.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Slight fever</td>
<td>- Can be very harmful to fetus</td>
<td>Exclude non-immunized children.</td>
</tr>
<tr>
<td><strong>Hand Foot and Mouth Disease</strong> (Coxsackievirus)</td>
<td>Infection caused by Coxackievirus, more common in summer and fall.</td>
<td>Tiny blisters in the mouth, on the fingers, palms or hands, buttocks, and soles of feet</td>
<td>- When coughing or sneezing cover mouths and noses with a disposable tissue</td>
<td>Exclusion not required.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Common cold like symptoms (sore throat, runny nose, cough, fever)</td>
<td>- Regular and thorough handwashing especially after handling contaminated tissues or changing diapers</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Ensure proper disinfection</td>
<td></td>
</tr>
<tr>
<td><strong>Head Lice</strong> (Pediculosis Capitis)</td>
<td>Small insects that draw blood from the scalp and lay tiny eggs (nits) on hair shafts.</td>
<td>Itchy skin on scalp or neck</td>
<td>Do not share brushes, hats, blankets, or pillows</td>
<td>Exclude until completion of first treatment.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Scratching around ears and at the nape of the neck</td>
<td>- Launder contaminated fabric with hot water and high heat drying</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- White nits glued to hair</td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td><strong>Hepatitis A</strong> (HAV)</td>
<td>Viral infection, causes liver inflammation</td>
<td>- Fever, fatigue</td>
<td>HAV vaccine is recommended</td>
<td>Contact local Health Department*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Jaundice (yellowing of skin or eyes)</td>
<td>Ensure proper disinfection</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Decreased appetite, abdominal pain, vomiting, diarrhea</td>
<td>Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td><strong>Hepatitis B</strong> (HBV)</td>
<td>Viral infection, causes liver inflammation.</td>
<td>Flu like symptoms, fatigue, decreased appetite</td>
<td>HBV vaccine required</td>
<td>Contact local Health Department*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Jaundice</td>
<td>- Cover open wounds/sores</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Joint pain</td>
<td>- Wear gloves when handling blood or blood containing fluids</td>
<td>If local health department determines there is a significant risk of transmission, the child must be placed in an alternate child care.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Disinfect surfaces contaminated with blood</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
</tbody>
</table>
## Communicable Diseases and Exclusion from Child Care

Regular and thorough hand washing is the most important method of preventing the spread of communicable diseases. Always wear gloves when handling blood or body fluids contaminated with blood.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Overview</th>
<th>Symptoms</th>
<th>Prevention</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis C (HCV)</td>
<td>Viral infection, causes liver inflammation.</td>
<td>- Nausea, decreased appetite, fatigue</td>
<td>- Cover open wounds or sores</td>
<td>Contact local Health Department*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Jaundice</td>
<td>- Disinfect surfaces contaminated with blood</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Muscle and joint pain</td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td>HIV/AIDS</td>
<td>Viral infection, progressively destroys the body's immune system.</td>
<td>- Slow or delayed growth</td>
<td>- Wear gloves when handling blood or blood containing fluids</td>
<td>Contact local Health Department*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Enlarged lymph nodes</td>
<td>- Disinfect surfaces contaminated with blood</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Swelling of salivary glands</td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Frequent infections</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impetigo</td>
<td>Infection caused by Streptococcal or Staphylococcal bacteria.</td>
<td>- Small, red pimples or fluid filled blisters with crusted, yellow scabs on the skin</td>
<td>- Wash infected areas and cover any open sores or wounds</td>
<td>Exclude until 24 hours after treatment has started.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Proper surface sanitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td>Influenza</td>
<td>Infection caused by the influenza virus.</td>
<td>- Fever, chills, headache</td>
<td>- Flu vaccine is recommended</td>
<td>Exclude until 24 hours after fever subsides.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Cough and sore throat</td>
<td>- When coughing or sneezing cover mouths and noses with a disposable tissue</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Muscle aches</td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Decreased energy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>MRSA (Methicillin Resistant Staphylococcus aureus)</td>
<td>Infection caused by Staph bacteria resistant to broad spectrum antibiotic treatment.</td>
<td>- Small, red, pimple like bumps</td>
<td>- Proper surface sanitation</td>
<td>Exclusion not required unless open sores cannot be covered.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Abscesses (collection of pus under the skin)</td>
<td>- Do not share towels, clothing, or bedding</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>- Keep wounds covered</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
<tr>
<td>Measles (Rubeola)</td>
<td>Infection caused by the measles virus, highly contagious.</td>
<td>- Fever, cough, runny nose, red and watery eyes</td>
<td>- MMR vaccine required</td>
<td>Contact local Health Department*.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Small, red spots in mouth</td>
<td>- Proper surface sanitation</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Rash spreading from the hairline downward</td>
<td>- Regular and thorough handwashing</td>
<td></td>
</tr>
</tbody>
</table>

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2021-2022 Prime Time Parent Handbook
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## Communicable Diseases and Exclusion from Child Care

Updated 1/17/2017

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<table>
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<th>Overview</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Meningitis (Haemophilus influenzae type b, Pneumococcus, Meningococcus)</td>
<td>Bacterial or viral infection, causes swelling or inflammation of brain and spinal cord tissue.</td>
<td>- Fever, headache&lt;br&gt;- Nausea, loss of appetite&lt;br&gt;- Stiff neck&lt;br&gt;- Confusion, drowsiness, irritability</td>
<td>- MMR vaccine required&lt;br&gt;- Pneumococcal vaccine (PCV13) required if born after 7/1/15 (recommended for all children)&lt;br&gt;- When coughing or sneezing cover mouths and noses with a disposable tissue&lt;br&gt;- Regular and thorough handwashing</td>
<td>Contact local Health Department*.&lt;br&gt;Exclude as soon as infection suspected until cleared by a health care professional.</td>
</tr>
<tr>
<td>Molluscum Contagiosum</td>
<td>Skin infection caused by a virus, similar to warts.</td>
<td>- Small, flesh colored bumps on the skin&lt;br&gt;- Cover lesions when possible with clothing or bandages</td>
<td>- Do not share towels, washcloths, or blankets used by an infected child&lt;br&gt;- Scratching may cause additional lesions and bacterial infection&lt;br&gt;- Regular and thorough handwashing, especially after touching bumps</td>
<td>Exclusion not required.</td>
</tr>
<tr>
<td>Mononucleosis (Mono)</td>
<td>Infection caused by the Epstein Barr virus.</td>
<td>- Mild to no symptoms in young children&lt;br&gt;- Rare symptoms are fever, sore throat, fatigue, swollen lymph nodes, enlarged liver/spleen, rash from ampicillin or penicillin</td>
<td>- Do not share objects contaminated with mucus or saliva&lt;br&gt;- Regular and thorough handwashing</td>
<td>Exclusion not required, unless ordered by a health care professional.</td>
</tr>
<tr>
<td>Mumps (Rubulavirus)</td>
<td>Viral infection with swelling of one or more salivary glands.</td>
<td>- Swollen glands&lt;br&gt;- Fever, headache, earache</td>
<td>- MMR vaccine required&lt;br&gt;- Regular and thorough handwashing</td>
<td>Contact local Health Department*.&lt;br&gt;Exclude for at least five days after the beginning of swelling.&lt;br&gt;Exclude non-immunized children.</td>
</tr>
<tr>
<td>Pink Eye (Conjunctivitis)</td>
<td>Bacterial or viral infection causes inflammation of eye tissue.</td>
<td>- Red or pink, swollen, itchy eyes&lt;br&gt;- Yellow or green discharge and crusting in the eyes</td>
<td>- Regular and thorough handwashing especially before and after touching the eyes, nose, and mouth&lt;br&gt;- Thorough sanitation of objects touched by hands or faces</td>
<td>Exclusion not required.</td>
</tr>
</tbody>
</table>

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</table>
| Pinworms (Enterobiasis)  | Infection caused by small thread like roundworm.                          | - Itching and irritation around the anal or vaginal area                  | - Regular and thorough handwashing, keep nails short  
- Proper surface sanitation and disinfection  
- Launder bedding often  
- Avoid shaking bedding to prevent spreading eggs through the air  
- Treat other affected household members                                                                 | Exclusion not required. |
| Pneumonia                | Bacterial or viral infection, causes inflammation of lungs.              | - Cough, fever  
- Difficulty breathing  
- Loss of appetite  
- Muscle aches  
- Fatigue                                                                 | - Proper surface sanitation  
- When coughing or sneezing cover mouths and noses with a disposable tissue  
- Dispose tissues contaminated with mucus  
- Regular and thorough handwashing                                                                 | Exclusion not required. |
| RSV (Respiratory Syncytial Virus) | Viral infection caused by Respiratory Syncytial virus, causes common cold, occurs mostly in winter and early spring. | - Cold like symptoms  
- Respiratory problems (wheeze, difficulty breathing)                        | - Proper sanitation of hard surfaces and toys  
- When coughing or sneezing cover mouths and noses with a disposable tissue  
- Dispose tissues contaminated with mucus  
- Regular and thorough handwashing                                                                 | Exclusion not required. |
| Ringworm                 | Infection caused by several kinds of fungi, may affect the body, feet, or scalp. | - Red, circular patches on the skin  
- Cracking and peeling of skin between toes  
- Redness, scaling of scalp                                                        | - Cover skin lesions  
- Do not share objects that come in contact with the head (hats, brushes, bedding, etc.)  
- Treat other affected household members  
- Regular and thorough handwashing                                                                 | Exclude until treatment started. |
| Roseola (Human Herpesvirus 6) | Viral infection causing a rash in children 6-24 months old.                | - High fever  
- Red, raised rash                                                           | - When coughing or sneezing cover mouths and noses with a disposable tissue  
- Regular and thorough handwashing                                                                 | Exclusion not required. |
## Communicable Diseases and Exclusion from Child Care

Updated 11/2017

Regular and thorough hand washing is the most important method of preventing the spread of communicable diseases.

Always wear gloves when handling blood or body fluids contaminated with blood.

<table>
<thead>
<tr>
<th>Disease</th>
<th>Overview</th>
<th>Symptoms</th>
<th>Prevention</th>
<th>Exclusion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scabies (Sarcoptes scabei)</td>
<td>Infestation on the skin by small insects (mites)</td>
<td>- Rash, severe itching&lt;br&gt;- Itchy red bumps or blisters in skin folds&lt;br&gt;- itching may take a few days to subside after treatment</td>
<td>- Contain clothing and bedding that cannot be laundered in plastic bags for at least four days&lt;br&gt;- Launder bedding and clothing in hot water with a hot dry cycle&lt;br&gt;- Treat other affected household members&lt;br&gt;- Regular and thorough handwashing</td>
<td>Exclude.</td>
</tr>
<tr>
<td>Scarlet Fever</td>
<td>Infections caused by Group A streptococcus bacteria.</td>
<td>- Sunburn like rash with tiny bumps that may itch&lt;br&gt;- Fever, sore throat, swollen glands&lt;br&gt;- Yellow or white coating on tongue and throat</td>
<td>- Avoid direct contact with potentially infected individuals&lt;br&gt;- When coughing or sneezing cover mouths and noses with a disposable tissue&lt;br&gt;- Regular and thorough handwashing</td>
<td>Exclude until antibiotics administered for at least 12 hours and no fever is present.</td>
</tr>
<tr>
<td>Strep Throat</td>
<td>Infections caused by Group A Streptococcus bacteria.</td>
<td>- Sore throat, fever, headache&lt;br&gt;- Decreased appetite, stomachache&lt;br&gt;- Swollen lymph nodes</td>
<td>- Avoid direct contact with potentially infected individuals&lt;br&gt;- When coughing or sneezing cover mouths and noses with a disposable tissue&lt;br&gt;- Regular and thorough handwashing</td>
<td>Exclude until 12 hours after antibiotic treatment has started and no fever is present.</td>
</tr>
<tr>
<td>TB (Tuberculosis)</td>
<td>Infection caused by a bacterium, usually affecting the lungs.</td>
<td>- Chronic cough&lt;br&gt;- Weight loss&lt;br&gt;- Fever, chills, night sweats&lt;br&gt;- Positive skin test</td>
<td>- When coughing or sneezing cover mouths and noses with a disposable tissue&lt;br&gt;- Regular and thorough handwashing</td>
<td>Contact local Health Department*. Exclude until health care professional provides a written statement that the child is not infectious.</td>
</tr>
<tr>
<td>Whooping Cough (Pertussis)</td>
<td>Contagious bacterial infection that causes mild to severe coughing.</td>
<td>- Cold like symptoms&lt;br&gt;- Coughing that leads to vomiting, loss of breath, or blue face&lt;br&gt;- Whooping sound when inhaling after coughing</td>
<td>- DTaP vaccine, for children less than seven years of age&lt;br&gt;- Tdap vaccine, for persons 10 years and older&lt;br&gt;- When coughing or sneezing cover mouths and noses with a disposable tissue&lt;br&gt;- Regular and thorough handwashing</td>
<td>Contact local Health Department*. Exclude until five days after treatment has started. Exclude untreated cases for 21 days from the date cough began.</td>
</tr>
</tbody>
</table>

*Physicians, school administrators, and child care operators (G.S. § 130A-135 through 130A-139) must report cases or suspected cases of reportable diseases to their local health department. The local health department then reports this information to the N.C. Division of Public Health (G.S. § 103A-140). [http://epi.pulblichealth.nc.gov/cd/report.html](http://epi.pulblichealth.nc.gov/cd/report.html)
Communicable Diseases and Exclusion from Child Care

Updated 11/2017

Regular and thorough hand washing is the most important method of preventing the spread of communicable diseases.
Always wear gloves when handling blood or body fluids contaminated with blood.

References

1. North Carolina Administrative Code: Chapter 9, Child Care Rules:
   http://ncchildcare.nc.gov/PDF_forms/rule_changes_effective_OCT1_2017.pdf
   a. 0804 Infectious and Contagious Diseases
   b. 1720 Medication Requirements
3. North Carolina Administrative Code: Title 10A Health and Human Services, Chapter 41 Epidemiology Health,
   http://reports.oah.state.nc.us/ncac.asp?folderName=Title%2010A%20-%20Health%20and%20Human%20Services\Chapter%2041%20-%20Epidemiology%20Health

For more specific information

1. Call your Local Health Department
2. Contact the NC Child Care Health and Safety Resource Center (1-800-367-2229)
3. Visit the CDC website Diseases and Conditions: www.cdc.gov/DiseasesConditions/
References

Cumberland County Schools Healthy Return Guide

StrongSchoolsNC Public Health Toolkit (K-12) INTERIM GUIDANCE PUBLISHED JUNE 4th, 2021.