

CHILDREN'S DISCOVERY CENTER, INC.
5511 Avent Ferry Rd.
Raleigh, NC 27606
919-851-0630

WHEN YOU ENROLL YOUR CHILD

Welcome to Children's Discovery Center. Here is some information that may be of help to you when you enroll your child with CDC.

1. A non-refundable registration fee of \$100.00 is required to secure your child's position in our center.
2. **The Child's Application, Policy and Guideline Statement, Service Agreement and Personal Information Sheet** must be completed before your child begins class. On the application form you are asked for three names that your child can be released to and two that can come in the event of an emergency. It is very important to fill in all information that is asked for on this form. ***The three emergency contact names must live locally.*** We do ID anyone who comes to pick up a child and we have not met them before. If this person is not listed on the application form, you must send a note or call us to let us know that someone other than you will be picking up your child. Not often, but sometimes we might ID a person two or three times before we let the children go with a person. It might be the dad, the grandmother, or the aunt. It is for your protection and for ours that we ask for identification.
3. For security purposes, you will be given a thumb scan or number for entry into the school.
4. Please update phone numbers and addresses with the child's teachers and front office as soon as there is a change or every 6 months. It is very important we can reach you at any time concerning your child.
5. Please include a **photograph** of both the mother and the father to keep in your child's file folder at the front office. Or email them to cdc@casparpark.com
6. The **Children's Medical Report and vaccination records** must be submitted prior to **your child starting care**. All immunizations and examinations must be current. Please give the front office any updated records when necessary for your child's file. This information is required by the state of North Carolina.

7. If you have an infant, you will need an **Infant Feeding Schedule, Buggy Ride Permission Slip**, and a **Baby Room Newsletter**. The newsletter will help you become familiar with how the baby room is run and what is needed to ease the transition for you and your baby.
8. Your child's classroom will require a **Blanket Medicine Permission** form to be completed once a year as to where you would allow us to administer topical medications such as Peroxide, Neosporin, Diaper Rash Ointment, etc. as needed. Your child's teacher will provide this form. If your child is on prescription or over-the-counter medication and someone at the center needs to administer it, you must fill out a **Medicine Permission Slip**. **This must also be accompanied by a physician's letter stating the child is on the medication.** This form will also show the time of day and the amount of the medication to be given to your child. Teachers cannot give medication to any child without these. You will also need to specify the dates that the child will be on the medication. It must be resubmitted each week. ***Do not leave any medications of any kind in your child's diaper bag or backpack and if you have an infant, do not put anything other than milk in the bottles.***
9. If your child goes on a field trip, you must fill out a **Field Trip Permission Slip**. This slip will tell you the destination for the day, what time they will leave and when to expect them back. Your child's teacher will provide the permission slip as needed.
10. For nap purposes, your child will need a cot sheet (a crib sheet is the only sheet acceptable by the State of NC Day Care Licensing) and a blanket. A favorite pillow or stuffed animal is optional. All children must bring a change of clothes that are weather appropriate.

Communication is very important at Children's Discovery Center. If you have any questions or concerns please talk to his/her teacher first. If there is an issue that you do not feel has been resolved, please ask to speak to someone in the front office.

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 developmentally appropriate. Indoor and outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

Licensed centers must also meet requirements in the following areas.

Staff Requirements

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 complete a minimum number of training hours, including ITS-SIDS training for any caregiver that works with infants 12 months of age or younger. All staff who work directly with children must have CPR and First Aid training, and at least one person who completed the training must be present at all times when children are in care. One staff must complete the Emergency Preparedness and Response (EPR) in Child Care training and create the EPR plan. All staff must also 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.

| Age | Teacher: Child Ratio | Max Group Size |
|-------------------|----------------------|----------------|
| 0-12 months | 1:5 | 10 |
| 12-24 months | 1:6 | 12 |
| 2 to 3 years old | 1:10 | 20 |
| 3 to 4 years old | 1:15 | 25 |
| 4 to 5 years old | 1:20 | 25 |
| 5 years and older | 1:25 | 25 |

Additional Staff/Child Ratio Information:

Centers located in a residence that are licensed for six to twelve children may keep up to three additional school-age children, depending on the ages of the other children in care. When the group has children of different ages, staff-child ratios and group size must be met for the youngest child in the group.

Reviewing Facility Information

From the Division's Child care Facility Search Site, the facility and visit documentation can be viewed. A public file is maintained in the Division's main office in Raleigh for every licensed center or family child care home. These files can be viewed during business hours (8 a.m. -5 p.m.) 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.

How to Report a Problem

North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family child care home or child care center when there has been a complaint. Child care providers who violate the law or rules may be issued an administrative action, fined and/or 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 requirements described in this pamphlet, or if you have questions, please call the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

Summary of the North Carolina Child Care Law and Rules (Center and FCCH)

Division of Child Development
and Early Education

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

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

Revised June 2019

The North Carolina Department of Health and Human Services does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services.

What Is Child Care?

The law defines child care as:

- three or more 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.

The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development and Early Education. The purpose of regulation is to protect the health, safety, 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.

Family Child Care Homes

A family child care home is licensed to care for five or fewer preschool age children, including their own preschool children, and can include three additional school-age children. The provider's own school-age children are not counted. Family child care home operators must be 21 years old and have a high school education or its equivalent. Family child care homes will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants. Licenses are issued to family child care home providers who meet the following requirements:

Child Care Centers

Licensure as a center is required when six or more preschool 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 to meet the standards of the Notice of Compliance rather than the Star Rated License. Recreational programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Parental Rights

- Parents have the right to enter a family child care home or center at any time while their child is present.
- Parents have the right to see the license displayed in a prominent place.
- Parents have the right to know how their child will be disciplined.

The laws and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Local Child Care Resource and Referral agencies can provide help in choosing quality care. Check the telephone

directory or talk with a child care provider to see if there is a Child Care Resource and Referral agency in your community. For more information, visit the Resources page located on the Child Care website at: www.ncchildcare.ncdhhs.gov. For more information on the law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.ncdhhs.gov.

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 abandoned. **North Carolina law requires any person who suspects child maltreatment at a child care facility to report the situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-859-0829.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **North Carolina law requires any person who suspects child abuse or neglect in a family to report the case to the county department of social services.**

Transportation

Child care centers or family child care homes providing transportation for children must meet all motor vehicle laws, including inspection, insurance, license, and restraint requirements. Children may never be left alone in a vehicle and child-staff ratios must be maintained.

Record Requirements

Centers and homes must keep accurate records such as children's, staff, and program. A record of monthly fire drills and quarterly shelter-in-place or lockdown drills practiced must also be maintained. A safe sleep policy must be developed and shared with parents if children younger than 12 months are in care. Prevention of shaken baby syndrome and abusive head trauma policy must be developed and shared with parents of children up to five years of age.

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 the 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 and family child care homes. 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.

Training Requirements

Center and family child care home staff must have current CPR and First Aid certification, ITS-SIDS training (if caring for infants, 0 to 12 months), prior to caring for children and every three years thereafter. Emergency Preparedness and Response (EPR) in Child Care training is required and each facility must create an EPR plan. Center and home staff must also complete a minimum number of health and safety training as well as annual ongoing training hours.

Curriculum and Activities

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

Health and Safety

Children must be immunized on schedule. Each licensed family child care home and center must ensure the health and safety of children by sanitizing areas and equipment used by children. For Centers and FCCs, 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 centers to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) for at least an hour a day for preschool children and at least thirty minutes a day for children under two. Children must have space and time provided for rest.

Two through Five Star Rated License

Centers and family child care homes that are meeting the minimum licensing requirements will receive a one-star license. Programs that choose to voluntarily meet higher standards can apply for a two through five-star license. The number of stars a program earns is based upon the education levels their staff meet and the program standards met by the program, and one quality point option.

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. This requirement includes household members who are over the age of 15 in family child care homes.

Application Date:

Date of Enrollment:

CHILD'S APPLICATION FOR CHILDRENS DISCOVERY CENTER

Full Name _____ Nickname: _____

Birth Date _____ Physical Address _____

Family Information:

Child lives with: _____

Father/Guardian's Name _____ Cell Phone _____

E-mail _____ Home Phone _____

Address (If different from child) _____ Work Phone _____

Mother/Guardian's Name _____ Cell Phone _____

E-Mail _____ Home Phone _____

Address (If different from child) _____ Work Phone _____

CONTACTS: Child will be released only to the parents/guardians listed above. The child can also be released to the following individuals, as authorized by the person who signs this application.

Name _____ (Relationship) _____ Phone Number: _____

Address: _____

Name _____ (Relationship) _____ Phone Number: _____

Address: _____

Name _____ (Relationship) _____ Phone Number: _____

Address: _____

In the event of an emergency, if the parents/guardians cannot be reached, the facility has permission to contact the following individuals:

Name _____ (Relationship) _____ Phone Number: _____

Address: _____

Name _____ (Relationship) _____ Phone Number: _____

Address: _____

HEALTH CARE NEEDS: For any child with health care needs such as allergies, asthma, or other chronic conditions that require specialized health services, a medical action plan shall be attached to the application. The medical action plan must be completed by the child's parent or health care professional. Is there a need for the medical action plan? Yes ___ No ___

List any allergies and the symptoms and type of response required for allergic reactions. _____

List any health care needs or concerns, symptoms of and type of response for these health care needs and concerns. _____

List any particular fears or unique behavior characteristics the child has _____

List any types of medication taken for health care needs _____

Share any other information that has a direct bearing on assuring safe medical treatment for your child _____

EMERGENCY MEDICAL CARE INFORMATION:

Name of health care professional _____ Office Phone _____

Hospital Preference _____ Phone _____

I, as the parent/guardian, authorize the center to obtain medical attention for my child in an emergency.

(Signature of Parent)

(Date)

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

(Signature of Operator)

(Date)

CHILDREN'S DISCOVERY CENTER, INC.

PAYMENT POLICY

Children's Discovery Center is a guaranteed program and you have to pay regardless of sickness, vacation or other leave. **Payments are due before care is given.** You have the choice of paying: monthly, bi-monthly, or weekly.

Two payment types are Available: Tuition Express or Cash/Check. A payment box is also located at the front office for your convenience. **Monthly** Payments are due by the 1st day of each month. **Bimonthly**, are due by the 1st and 15th of each month. **Weekly** payments are due by 10:00 a.m Monday of each week. All payments are considered late after the 5th of each month and after the 15th of each month.

Late fees will accrue at the rate of \$5.00 per day for each day late. Accounts not paid in full within 30 days will automatically be turned over to a collection's agency. A \$20.00 Non-sufficient fee will be charged for all returned checks. If after two weeks, payment has not been made, your child will be refused admission to CDC and further action will be taken to collect payment.

SERVICE AGREEMENT

RESPONSIBILITY FOR PAYMENT: I have read the above information and agree to the payment policy. I agree that I am responsible for the total balance due on my account for services rendered by Children's Discovery Center. I also realize that payments are due before services are rendered.

PARENT'S SIGNATURE

DATE

TUITION EXPRESS: AUTOMATED PAYMENT PROCESSING
Safe – Convenient - Easy

NAME ON ACCOUNT

BANK NAME

PHONE #

ROUTING TRANSIT NUMBER

ACCOUNT NUMBER

Circle one: **Weekly** **Bi-monthly** **Monthly**

POLICY AND GUIDLINE STATEMENT

I have read and understand the Policies and Guidelines of Children’s Discovery Center, Inc. I also understand that the policies and guidelines are subject to revision and that I will be given a thirty (30) day written notice regarding any additions and/or deletions before it is placed into effect. If I wish to make any changes in my child’s schedule, I will give CDC a thirty (30) day written notice of my intentions to drop from the program, change days, or drop-in (if available). I realize that I am responsible for the tuition during this period.

NORTH CAROLINA CHILD CARE LAWS AND RULES

I have received and reviewed the SUMMARY OF NORTH CAROLINA CHILD CARE LAW AND RULES handout.

PARENT PARTICIPATION

Parents are encouraged to participate in any of the activities of their child’s classroom, including celebrations, teacher assisted activities or special events.

SECURITY STATEMENT

Children’s Discovery Center Inc. is committed to keeping each and every child safe in today’s world. For that reason, we have installed a security system. This system consists of cameras that monitor the perimeter of our building and a locked entrance door for which you will be fingerprinted. Any person on the list other than the parent, we ask that they present their driver’s license.

CHILD’S NAME (s)

PARENT (GUARDIAN) SIGNATURE

DATE

Children's Discovery Center

Discipline and Behavior Management Policy

Adopted: March 1, 2002

Praise and positive reinforcement are effective methods of the behavior management of children. We use Christian based principles and 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 this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy.

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor behaviors.
10. DO explain things to children on their levels.
11. DO use short supervised periods of "time-out." ("Time-Out" is described on reversed side)
12. DO stay consistent in our behavior management program.
13. Do allow for Prayer at mealtimes.

We:

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use **profanity**, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave children alone, unattended, or without supervision.
7. DO NOT place the children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.
9. DO NOT criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

I, the parent and/or guardian of _____, do hereby state that I have read or received a copy of the facility's Discipline and Behavior Management Policy or the facility's director/coordinator has discussed the Policy with me.

Date of Child's Enrollment _____

Signature of Parent or Guardian _____ Date _____

“Time – Out”

“Time-out” is the removal of a child for a short period of time (3 to 5 minutes) from a situation in which the child is misbehaving and has not responded to other discipline techniques. The “time-out” space, usually a chair, is located away from the classroom activity but within the teacher’s sight. During “time-out,” the child has the chance to think about the misbehavior, which led to his/her removal from the group. After a brief interval of no more than 5 minutes, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Children Discovery Center reserves the right to give written notice of immediate **termination** where there are extreme circumstances that affect the well-being of the provider or other **children** in attendance.

Signature of Parent _____ Date _____

Children's Discovery Center

Shaken Baby Abusive Head Trauma Policy

Belief Statement

We, **Children's Discovery Center** believe that preventing, recognizing, responding to, and reporting shaken baby syndrome and abusive head trauma (SBS/AHT) is an important function of keeping children safe, protecting their healthy development, providing quality child care, and educating families.

Background

SBS/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 death¹. 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 licensed to care for children up to five years of age shall develop and adopt a policy to prevent SBS/AHT².

Procedure/Practice

Recognizing:

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

Responding to:

If SBS/ABT is suspected, staff will:

Call 911 immediately upon suspecting SBS/AHT and inform the 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 Division of Child Development and Early Education (DCDEE) by calling 1-800-859-0829 or by emailing webmasterdcd@dhhs.nc.gov.

Instances of suspected child maltreatment in the home are reported to the county Department of Social Services. Phone number: (919) 212-7990

Prevention strategies to assist staff* in coping with a crying, fussing, or distraught child

Staff first determine if the child has any physical needs such as being hungry, tired, sick, or in need of a diaper change. If no physical need is identified, staff will attempt one or more of the following strategies:

- Rock the child, hold the child close, or walk with the child.
- Stand up, hold the child close, and repeatedly bend knees.
- Sing or talk to the child in a soothing voice.
- Gently rub or stroke the child's back, chest, or tummy.
- Offer a pacifier or try to distract the child with a rattle or toy.
- Take the child for a ride in a stroller.
- Turn on music or white noise.

Prohibited behaviors

Behaviors that are prohibited include (but are not limited to):

- shaking or jerking a child
- tossing a child into the air or into a crib, chair, or car seat
- pushing a child into walls, doors, or furniture

Parent or guardian acknowledge form:

I, the parent or guardian of _____ acknowledges that I have read and received a copy of the facility's Shaken Baby Syndrome/Abusive Head Trauma Policy.

Date policy given/explained to parent/guardian

Date of child's enrollment

Print name of parent/guardian

Signature of parent/guardian

Date

Children's Discovery Center

Tobacco Free Policy

Purpose

To protect the health, safety, and comfort of clients, employees, customers, and visitors of Children's Discovery Center.

Smoking is a leading cause of preventable death in the United States. Smoking and secondhand smoke are known causes of lung disease, heart disease, and cancer. Children's Discovery Center recognizes the hazards caused by tobacco use and exposure to secondhand tobacco smoke.

This policy covers the smoking of any tobacco product, including smokeless tobacco products and electronic cigarettes (regardless of tobacco content), and it applies to both employees and nonemployee visitors of Children's Discovery Center.

Policy

No use of tobacco products, including cigarettes, smokeless tobacco, and electronic cigarettes, is permitted within the facilities or on the property of Children's Discovery Center at any time.

"Property" means the organization's facilities "curb to curb," including offices, grounds, adjacent sidewalks, parking lots/ramps, company owned vehicles, and employee vehicles parked on owned and leased property.

Procedure

1. Staff, visitors, and clients will be informed of the Children's Discovery Center tobacco-free policy through signs posted throughout properties owned and operated by Children's Discovery Center.
2. The Children's Discovery Center will assist employees who want to quit smoking by helping them access smoking cessation programs and materials.
3. Any client or visitor observed using tobacco or electronic cigarettes on owned or leased premises will be asked to discontinue in a tactful manner.
4. Any employee violations of this policy will be handled through the standard disciplinary procedure.

Signature (Parent, Guardian or Staff member)

Date

ACTIVITY AUTHORIZATION FORM

This form gives your child permission to play on other areas of our property as well as our playground areas. This form will allow your child to go on impromptu nature walks, garden walks and picnic/play in the grassy areas that surround our building. Please return this form to your child's teacher to be kept on file. Thank you.

_____ I give my child permission to play in the areas specified above.

_____ I do not give my child permission to play in the areas specified.

Parent/Guardian Signature

Date Signed

Child's Name

This authorization is valid from _____ to _____.

Valid for at least 12 months

CHILDREN'S DISCOVERY CENTER
MINOR FIRST AID MEDICINE BLANKET PERMISSION

Child's Name: _____ Age: ____

| <u>Yes</u> | <u>No</u> | <u>Medication</u> | <u>Reason</u> |
|------------|-----------|---------------------|-----------------------|
| — | — | Peroxide | Open cut or abrasions |
| — | — | Antibiotic Ointment | Scrapes or scratches |
| — | — | Vaseline | Scrapes and Scratches |
| — | — | Anti-Itch Cream | Minor Skin Irritation |

For any reason you do not want us to administer any of the above medications without a doctor's prescription please be sure to notify us.



Bug Spray Permission Slip

Child's Name: _____ Age: ____

HAS PERMISSION TO HAVE BUG SPRAY

_____ Applied _____

Brand Name where

_____ _____
Times per day specific times

Parent's Signature Date (1 Year Expiration Date)

*****NO AEROSOL CANS ALLOWED*****

Sunscreen Permission Slip

Child's Name: _____ Age: _____

HAS PERMISSION TO HAVE SUNSCREEN

_____ Applied _____
Brand Name where

_____ _____
Times per day specific times

_____ _____
Parent's Signature Date (1 Year Expiration Date)

*****NO AEROSOL CANS ALLOWED!*****

**Permission to Apply Diaper Ointments or Creams
(If applicable)**

Child's Name: _____

I, the parent/guardian of the above-named child, give permission for the staff of Children's Discovery Center to apply the following topical diaper ointments/creams that I have provided for my child:

Name of Diaper Ointment or Cream: _____

Apply the following amount of diaper ointment or cream:

- Pea-size dab
- Dime-size dab
- Quarter-size dab

At the following times:

- When skin in diaper area is red
- When rash is present on skin in diaper area
- After bowel movement
- Other: _____

Parent's Signature: _____

Date: _____

Witness: _____

Date: _____

Children's Medical Report

Name of Child _____ Birthdate _____

Name of Parent or Guardian _____

Address of Parent of Guardian _____

A. Medical History (May be completed by parent)

1. Is child allergic to anything? No ___ Yes ___ If yes, what? _____

2. Is child currently under a doctor's care? No ___ Yes ___ If yes, for what reason? _____

3. Is the child on any continuous medication? No ___ Yes ___ If yes, what? _____

4. Any previous hospitalizations or operations? No ___ Yes ___ If yes, when and for what? _____

5. Any history of significant previous diseases or recurrent illness? No ___ Yes ___; diabetes No ___ Yes ___; convulsions No ___ Yes ___; heart trouble No ___ Yes ___; asthma No ___ Yes ___.
If others, what/when? _____

6. Does the child have any physical disabilities: No ___ Yes ___ If yes, please describe: _____

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

Signature of Parent or Guardian _____ **Date** _____

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

Height _____% Weight _____%

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____ Throat _____

Neck _____ Heart _____ Chest _____ Abd/GU _____ Ext _____

Neurological System _____ Skin _____ Vision _____ Hearing _____

Results of Tuberculin Test, if given: Type _____ date _____ Normal ___ Abnormal ___ followup _____

Developmental Evaluation: delayed _____ age appropriate _____

If delay, note significance and special care needed; _____

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

Any other recommendations: _____

Date of Examination _____

Signature of authorized examiner/title _____ **Phone #** _____

Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

The parent/guardian must submit a certificate of immunization on child's first day of attendance or within 30 calendar days from the first day of attendance. Child may not attend the facility until submitted.

| | |
|--------------------|----------------|
| Child's full name: | Date of birth: |
|--------------------|----------------|

Enter each date of each dose received (Month/Day/Year) or attach a copy of the immunization record.

| Vaccine Type | Abbreviation | Trade Name | Combination Vaccines | 1 date | 2 date | 3 date | 4 date | 5 date |
|--------------------------------|---------------------|-------------------------|----------------------------|--------|--------|--------|--------|--------|
| Diphtheria, Tetanus, Pertussis | DTaP, DT, DTP | Infanrix, Daptacel | Pediarix, Pentacel, Kinrix | | | | | |
| Polio | IPV, OPV | I POL | Pediarix, Pentacel, Kinrix | | | | | |
| Haemophilus influenza type B | Hib | Act HIB, Pedvax HIB ** | Pentacel | | | | | |
| Hepatitis B | HepB, HBV | Enerix-B, Recombivax HB | Pediarix | | | | | |
| Measles, Mumps, Rubella | MMR | MMR II | Proquad | | | | | |
| Varicella/Chicken Pox | Var | Varivax | Proquad | | | | | |
| Pneumococcal Conjugate* | PCV, PCV-13, PPV-23 | Prenvar, Pneumovax*** | | | | | | |

*Required by state law for children born on or after 7/1/2015.

**3 shots of Pedvax Hib are equivalent to 4 Hib doses. 4 doses are required if a child receives more than one brand of Hib shots.

***Pneumovax is a different vaccine than Prenvar and may be seen in high risk children.

Note: Children beyond their 5th birthday are not required to receive Hib or PCV vaccines.

Gray shaded boxes above indicate that the child should not have received any more doses of that vaccine.

| Record updated by: | Date | Record updated by: | Date |
|--------------------|------|--------------------|------|
| | | | |
| | | | |
| | | | |
| | | | |

Minimum State Vaccine Requirements for Child Care Entry

| By This Age: | Children Need These Shots: | | | | | | |
|---------------------------------------|----------------------------|---------|-------|-----------|---------|-------|-------|
| 3 months | 1 DTaP | 1 Polio | | 1 Hib | 1 Hep B | 1 PCV | |
| 5 months | 2 DTaP | 2 Polio | | 2 Hib | 2 Hep B | 2 PCV | |
| 7 months | 3 DTaP | 2 Polio | | 2-3 Hib** | 2 Hep B | 3 PCV | |
| 12-16 months | 3 DTaP | 2 Polio | 1 MMR | 3-4 Hib** | 3 Hep B | 4 PCV | 1 Var |
| 19 months | 4 DTaP | 3 Polio | 1 MMR | 3-4 Hib** | 3 Hep B | 4 PCV | 1 Var |
| 4 years or older (in child care only) | 4 DTaP | 3 Polio | 1 MMR | 3-4 Hib** | 3 Hep B | 4 PCV | 1 Var |
| 4 years and older (in kindergarten) | 5 DTaP | 4 Polio | 2 MMR | 3-4 Hib** | 3 Hep B | 4 PCV | 2 Var |



Immunization History

G.S. 130A-155. Submission of certificate to child care facility/G.S.130A-154. Certificate of immunization.

Vaccines Recommended by the Advisory Committee on Immunization Practices (ACIP) NOT Required

| Vaccine Type | Abbreviation | Trade Name | Recommended Schedule | 1 date | 2 date | 3 date | 4 date | 5 date |
|--------------|--------------|---|--|--------|--------|--------|--------|--------|
| Rotavirus | RV, Rota | Roteteq Rotarix | Age 2 months, 4 months, 6 months. | | | | | |
| Hepatitis A | Hep A | Havrix Vaqta | First dose, 12-23 months. Second dose, within 6-18 months. | | | | | |
| Influenza | Flu | Fluzone, Fluarix, FluLaval, Fluviri, FluMist, Afluria | Annually after age 6 months. | | | | | |