

2023-2024

QUEST

Before and After School Program

Join us on our QUEST for learning through exploration, wonder, investigation, and play!



Catawba County Schools QUEST School-Age Child Care
2285 N. Anderson Avenue
Newton, North Carolina 28658
(828) 695-2681
Fax (828) 466-7054

History:

On August 25, 2014, Catawba County Schools (“CCS”) began operation and ownership of the School-Age Child Care programs at each CCS Elementary School. We are extremely proud of our *QUEST* - before, afterschool, and Summer programs. Thank you for allowing us the opportunity to care for your child(ren). We are committed to providing quality care for our children.

Mission Statement:

Harvard Graduate School of Education research validates the *QUEST* Mission: 1. Provide quality programming and staffing; 2. Foster sustained participation ; and, 3. Align with the focus of our elementary schools to Engage, Inspire, and Empower tomorrow’s leaders

Program Description:

QUEST programming offers children a wide range of hands-on activities: physical activities (indoor and outdoor), homework/quiet time, adult-led activities (arts, crafts, science exploration, dramatic play, music and movement) along with special events, guest speakers, and field trips (Summer *QUEST* only).

QUEST Staff:

A Program Coordinator, who plans, handles payments, and supervises the staff, leads each *QUEST* site. Assistant Program Coordinators and Group Leaders guide students through the activities of the *QUEST* program. All *QUEST* staff are employees of Catawba County Board of Education. They are required to receive Basic School Age Care training as well as 5-15 additional hours of training in childcare related classes each year. All *QUEST* employees are certified in First Aid / CPR and have completed an extensive criminal background check through the NC Division of Child Development and Early Education (NC DCDEE).

No Smoking Policy

All Catawba County School properties/facilities are smoke-free, which includes parents, even in vehicles. No smoking is permitted on the Catawba County School campuses.

How To Enroll:

QUEST Parent Handbooks and Enrollment Information are available at each *QUEST* site and online at the Catawba County Schools website. Every parent must provide accurate information on the child’s registration form, particularly to include addresses, working phone numbers and names of authorized/emergency pick-up individuals and current numbers. Parent signature verifies the information is correct. As information changes, please provide updates to your *QUEST* Program Coordinator.

The completed Registration form must be returned to the *QUEST* Program Coordinator along with the registration fee and first week’s fee prior to attending. ALL *QUEST* participants will be required to complete the Free and Reduced meal application for our federally funded snack program. Qualification status will not matter - however, everyone must have a completed application on file. (www.lunchapplication.com)

Insurance Coverage Required for Enrollment:

Children must be covered by an insurance policy (a family/individual plan OR school accident insurance) in order to participate in *QUEST*. Proof of current coverage must be provided on the *QUEST* Registration Form. **Catawba County Schools and The *QUEST* Program will not be responsible for any expenses related to any accident/incident.**

***QUEST* will operate Before and After School at all 16 Catawba County Elementary Schools.**

Full Day Care will be offered at 6 sites only. (** subject to change depending on enrollment)

Balls Creek	<u>Catawba</u> , Full Day	<u>Lyle Creek</u> , Full Day	Oxford	<u>St. Stephens</u> , Full Day
Banoak	Claremont	Maiden	Sherrills Ford	<u>Startown</u> , Full Day
<u>Blackburn</u> , Full Day	Clyde Campbell	Mt. View	<u>Snow Creek</u> , Full Day	Tuttle
		Murray		

Program Operational Information – When We Are Open & Closed:

School Year *QUEST* programs will operate before and after school - 6:00 am until school begins and from dismissal to 6:00pm Monday through Friday.

- School Year *QUEST* will operate August 28, 2023 - May 24, 2024
- School Year *QUEST* will be CLOSED:

September 4	Nov. 10, 23, 24	Dec. 25 - Jan. 1	Jan. 15	March 29	May 27, 28, 29
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- Summer *QUEST* will begin may 30, 2024; Summer *QUEST* sites will be CLOSED July 1-5, 2024

Fee Rates, Policies, & Late Payments:

QUEST is committed to providing the highest quality programming and staff while keeping our fees as affordable as possible.

***QUEST* fees are DUE at the END of each week and MUST be paid a full week prior to the attendance week. Accounts MUST maintain payment a week ahead.**

Non-payment will result in dismissal from the *QUEST* program. If you have any *questions* about your account please speak with your Program Coordinator or call the *QUEST* Program Director at 828-466-7101.

- *QUEST* participants are charged a \$30.00 (SY) / \$25.00 (SQ) **non-refundable** activity fee
- Enrollment requires payment of the activity fee, plus the first two weeks’ fee and completion of enrollment forms
- **Payment is due each Friday by 6:00 pm.**
- **All accounts are billed for the entire week regardless of your child’s attendance - billing is based on your contract**
- **All accounts will be charged for eight Legal Holidays. *QUEST* will not be operate these days, however, all accounts will be charged contract rates for these days**
- A child may not transfer to another *QUEST* site or be re-enrolled with a balance due.
- Subsidy clients are responsible for the full cost of care in the event that the funding source denies their reimbursement. Please keep your Program Coordinator fully informed about your voucher status. NOTE: Families with Department of Social Services (DSS) assistance are responsible for full day costs if your child is absent on full days - DSS will cover the cost when your child attends full days, but not when your child is absent.)
- Drop-In accounts are required to have a credit card, debit card, or checking account on file with Tuition Express.
- Accounts with 2 weeks or more of outstanding balances will have enrollment suspended until the account is paid in full
- Fee and enrollment policies are subject to change. Parents will be notified in advance of any changes.

Late Payment Fee:

- A **late fee** of \$5.00 will be charged for payments not received by 6:00 pm Monday
- If weekly payment plus the \$5.00 late fee is not paid by 6:00 pm Tuesday, an additional \$5.00 fee will be charged
- Beginning Thursday afternoon, students will not be allowed to attend *QUEST* until the unpaid balance is paid in full - at this time the account will be suspended and deactivated if the account is not made current within the week.
- If your account becomes deactivated - an additional \$30.00 registration fee will be required to reactivate your account

Late Pick-Up Fees & Policies:

- A late fee in the amount of \$10.00 per child will be charged to your account beginning at 6:00. An additional \$10.00 will be added for every 15 minutes until your child is picked up
- *If parents or authorized guardians have not picked up a child or contacted *QUEST* staff by 6:30 pm, Child Protective Services and/or Law Enforcement will be notified.*
- Excessive late pick-up (more than 5 times per school year) of children will result in dismissal from the *QUEST* Program.

Non-Sufficient Funds: (NSF)

QUEST accepts checks, however, in the event your check is returned; your child's account will be charged \$5 for a late payment. In addition, your child's account will be charged a \$25.00 NSF fee for all returned checks. Automatic bank drafts and credit card payments that are denied will be charged a \$5.00 NSF fee. In the event your check is returned for non-sufficient funds, *QUEST* will only accept money orders, debit card, credit card, or automatic bank draft to pay your account.

Tax Information:

A year-end statement for tax purposes will be created in January for all families. Currently enrolled families can pick these up at their *QUEST* site and all others will be mailed from the *QUEST* Central Office. Our tax ID number will be printed on the statement. A change of address should be given to the Program Coordinator prior to the end of the calendar year.

Court Ordered Custody Paperwork:

Any family circumstance that involves a court order regarding parent/guardian custody or legal visitation should be kept on file in the *QUEST* office. Unless *QUEST* receives a court order terminating a biological parent's rights or directly prohibiting a biological parent, legal custodian or legal guardian from picking up, contacting or accessing a *QUEST* participant or his/her records, upon proof of identity, *QUEST* must allow any biological parent, legal custodian or legal guardian access to the *QUEST* participant or his/her records. Except as stated herein, *QUEST* staff is not responsible for enforcing court orders.

Attendance and Absenteeism:

Your child's attendance is important if he/she is to benefit fully from the program. *QUEST* asks that you contact the site anytime your child will be absent from the program. Our staff is required to follow up on each unexcused absence. Many subsidy programs also have strict attendance guidelines. Please be sure that your child meets these requirements.

Lunch, Snack, & Nutrition:

- During school year before / after school services, an afternoon snack **will be provided**; on full days a morning and afternoon snack will be provided
- On full days - parents will need to provide a packed lunch
- Lunches brought from home must be labeled with child's name and date.
- Lunches brought from home must meet the federal/state standards:
 - 2 oz. of meat, cheese or peanut butter
 - 1.5 cups of fruit or vegetables
 - 1 or more slices of bread or crackers
 - For example, a cheese sandwich, an apple, and a small bag of carrot sticks would make a balanced lunch.
- Milk is provided every day.
- Snack menus are posted and available to parents.
- ALL parents MUST complete a "Nutrition Opt-Out" form (this allows your child to pack a lunch when necessary and/or bring an extra snack); CACFP Enrollment Form, and CACFP Income Eligibility Form

Transportation/Field Trips:

- Parents/guardians are responsible for transporting their children to and from the *QUEST* program.
- CCS activity buses will be used to transport children and staff to and from the field trip locations.

Outdoor Activities:

Outdoor activities are offered daily at each *QUEST* site. *QUEST* monitors the heat index, air quality, wind-chill, and levels of precipitation for time spent outdoors to provide for the health and safety of students. DCDEE requires child care settings to engage in outside play time for at least one hour each day.

Sign In/Out Procedures:

Safe arrival of children is very important. Children **must** be escorted to the *QUEST* entrance by a parent/guardian. Parents/guardians are required to sign their child/ren in/out daily. Both time and parent/guardian signature is required for each drop off/pick-up occasion. *Failure to comply with these requirements will result in your child being suspended and /or unenrolled from the QUEST program.*

Authorized Individuals and Checking Identification: (ID)

When a child initially enrolls in *QUEST*, parents/guardians may be required to show photo identification for the first few days of care. *QUEST* employees have the right to check the ID of any individual picking up a child at any time, particularly those individuals parents have authorized to pick up their children. If an individual attempts to pick up a child without photo ID and/or is not an authorized person, *QUEST* staff will not release the child. Children will not be allowed to leave with anyone under 16 years of age.

Behavior Guidelines/Student Conduct: How We Handle Behavior Concerns

Our goal is to have a happy and healthy environment for all the children enrolled in *QUEST*. Praise and positive reinforcement can be effective methods of managing children’s behavior. When children receive positive compassionate interactions from adults and others, they develop good self-confidence, problem solving abilities, and self-discipline.

Please be advised that the Catawba County Schools Code of Student Conduct – CCS Board Policy 4.3600 - remains fully in force during all QUEST Programs and Activities. Options for effective discipline and control are set forth in CCS Board Policy 4.3600. These options are also aligned with DCDEE regulations and policy.

We DO:

- _ Listen to, praise, reward, and encourage children;
- _ Reason with and set limits for children;
- _ Model appropriate behavior for children;
- _ Modify the environment to help prevent problems before they occur;
- _ Provide alternatives for inappropriate behavior to the children;
- _ Provide the children with natural and logical consequences of their behavior;
- _ Explain things to children on their level;
- _ Use short supervised periods of “time out” (as defined in the CCS Code of Student Conduct); and
- _ Remain consistent in our behavior management program.

We DO NOT:

- _ Physically punish children;
- _ Belittle, scold, threaten, use profanity, or make sarcastic remarks about children;
- _ Shame or punish children when bathroom accidents occur;
- _ Leave children alone, unattended, or without supervision;
- _ Allow discipline of children by other children;
- _ Criticize, or belittle children’s parents, families or ethnic groups.

These procedures are in place to insure the safety and security of all children enrolled. Children who do not respond to instructions from adult caregivers cannot be kept safe from accidents or other harm. Children who fight with other children or strike out at adult caregivers risk the safety of all of us in *QUEST*. We want to ensure all children are safe, secure, and able to enjoy the wonderful opportunities we have planned for them. *QUEST* staff will keep parents informed if their child is struggling to maintain appropriate behavior.

Anti-Harassment Statement:

QUEST and CCS do not tolerate acts of harassment, including acts of harassment based on race, color or national origin. Any student or employee who believes he/she has been subjected to harassment or a hostile environment based upon race, color or national origin is encouraged to report the harassment or hostile environment to the Program Coordinator, the Principal or the *QUEST* Director. In each case, the school system is committed to conducting a prompt and thorough investigation. *QUEST* participants found to have engaged in acts of harassment or other acts that create a hostile environment based on race, color or national origin will be promptly disciplined in accordance with the school system's Code of Student Conduct. The entire Code of Student Conduct can be accessed from our CCS's Website. Students, employees and parents are encouraged to work together to prevent acts of harassment of any kind.

Parent Conference:

A parent conference may be *requested* by the Program Coordinator or Parents to discuss a situation that requires prompt attention. Parent conferences will help us plan together to address situations and improve issues as they arise. Parent support and cooperation are essential for continued enrollment in *QUEST*.

Suspension:

This procedure temporarily removes a child from *QUEST*. We understand this is difficult for parents who are working; however, it may be necessary in order to keep all children safe. Suspension *may* result if a student violates the CCS Code of Student Conduct. ***QUEST does not refund for the days your child is suspended from the QUEST program.***

Special Needs/Inclusion:

Please advise your Program Coordinator of any allergies, physical or mental challenges, fears, strong dislikes or any other condition, which may affect your child's health, happiness or ability to function in a group setting. Concerns or restrictions will be addressed with parents on an individual basis. Specific care of students with exceptional needs should be discussed individually with the Program Coordinator during enrollment. We will provide the proper release of information so that *QUEST* can align our interactions with strategies that are working well in the classroom. It is the intent of *QUEST* to serve all children and families. *QUEST* strives to make all reasonable accommodations, which meet the needs of individual children; however, *QUEST* does not provide individual care for any single student.

Child Illnesses:

Your child's health and comfort are a primary concern. If your child becomes ill, please keep him/her home. Do not send your child to the program with a fever, as he/she may be contagious. If your child is suspected of having a communicable disease such as a skin rash, pink eye, diarrhea, lice, skin infection, etc., he/she will be placed in an area separated from other children. You will be contacted to pick your child up as soon as possible from the program. Parents/Guardians will be notified immediately of any illness or injury to your child needing specific instruction or care. If you cannot be reached, the emergency contacts designated on your child's enrollment forms will be contacted to pick up your child. Please make sure this information is current in your child's *QUEST* records. Students should remain symptom free for 24-hours before returning to *QUEST*.

Medication Administration:

QUEST can administer medications as needed, however, certain requirements and restrictions apply:

North Carolina licensing regulations require medications to be locked and only accessible to adults. Please deliver medication, lotions, creams, sunscreen, inhalers, etc. directly to *QUEST* Program Coordinator. Please do not send these items with your child.

Prescribed medications shall be stored in the original containers in which they were dispensed with the pharmacy labels specifying:

- The child's name.
- The name of the medication or the prescription number.
- The amount and frequency of dosage.
- The name of the prescribing physician or other health professional.
- The date the prescription was filled.

A new **Permission to Administer Medication for Chronic Medical Conditions and Allergic Reactions form** must be filled out every six months for prescription medications. Over-the-counter medications, such as cough syrup, decongestant, topical antibiotic cream for abrasions, or medication for intestinal disorders shall be stored in the manufacturer's original packaging on which the child's name is written or labeled and shall be accompanied by written instructions and authorization which includes:

- The child's name,
- The name of the medication,
- The amount and frequency of dosage and
- The signature of the parent, physician or other health professional.

Accidents:

Injuries will be documented and communicated to parents / guardians. Parents will be contacted immediately in the event of a serious injury. Staff trained in first aid and CPR will be present at all times. Incident reports and signatures are required. *QUEST* will follow the CCS BOE Policy for Concussion and Head Injury regarding awareness and response. A school head injury information sheet will be completed when a head injury is suspected. Follow up will consist of immediate parent notification, development of a treatment and return to play plan.

QUEST Cell Phone / Smart Watches Policy for Students:

Cell phones and/or Smart Watches must remain put away and turned off until students are picked up and signed out.

Personal Items:

QUEST is not responsible for the protection and security of any personal belongings brought to sites. Your child shall be responsible for their own belongings. *QUEST* does provide an individual space for students' personal belongings. All personal items should be labeled with the child's name.

Student Dress Code:

Children should wear comfortable, clean, and appropriate clothing. Rubber soled shoes that fit securely are recommended. Our daily schedule includes indoor and outdoor physical activities. Please ensure that your child dresses appropriately for the weather.

We recommend that you label coats, jackets, and sweaters with your child's name.

Clients Right To Know:

Your child's files may be reviewed periodically by representatives of the Division of Child Development and Early Education or other regulatory agency. *QUEST* considers everything in the child's file to be confidential. This information will not be shared or distributed to others without prior written approval or an appropriate court order/subpoena.

Parent/Guardian Involvement:

Parents are encouraged to visit *QUEST* at any time to observe activities and staff interactions with the children. You may also schedule an appointment with the Program Coordinator to discuss your child's needs. We also encourage parents to volunteer, donate, and participate in our programming. Sharing a craft or hobby that you enjoy is a great way to be involved and enrich the children's experiences.

Parent/Guardian Concerns:

If you have *QUEST*ions or concerns at any time, please do not hesitate to discuss your needs with your Program Coordinator. If you prefer to make an appointment, we will be glad to meet with you individually. You may also discuss your needs with the *QUEST* Program Director by calling 828-466-7101.

Family Support:

QUEST Program Coordinators will gladly assist you in locating community resources. One of our community's most efficient means of finding resources is to simply dial 211 from any phone. Callers will be connected with services in our local area at no cost.

Termination of Service:

QUEST will make every effort to provide for the needs of all our children and families, however, there are situations that may lead to the termination of *QUEST* services. Services may be terminated for:

- failure to make payments,
- failure to provide updated contact information,
- behavior that is considered threatening or puts children or others at risk of harm,
- repeated or egregious violations of the Code of Student Conduct, or
- repeated or egregious violations of *QUEST*'s and CCS' policies and procedures.

Thank you for allowing us to care for your child!

Contact Information

QUEST Program Director: Kelly Nicholson

email: Kelly_Nicholson@catawbасchools.net

Office: 828-466-7101

Cell: 828-851-6108

QUEST Office Staff:

<u>Leslie Woodring-Lynch</u> Administrative Services Manager (828) 695-2681	<u>Shelia Watson</u> Field Support Specialist (828) 466-7047	<u>Helene Cobb</u> Recruitment & Hiring Assistant (828) 466-7052
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Contact Information for our QUEST sites:

Site	QUEST Cell Number	Coordinator	School Phone	School Principal
QUEST at Balls Creek	828-639-1066	Carly Shoemaker	828-464-4766	Natalie Inman
QUEST at Banoak	828-639-0774	Samantha Barnes	704-325-3534	Jordan Goodson
QUEST at Blackburn	828-639-9511	Meliss Ollis	704-462-1344	Jessica Minton-Cable
QUEST at Catawba	828-639-1439	Kristi Poe	828-241-3131	Michael Lee
QUEST at Claremont	828-639-0013	Peggy Mullis	828-459-7921	Jamie Frye
QUEST at Clyde Campbell	828-962-0779	Elizabeth Carter	828-256-2769	Ryan McCreary
QUEST at Lyle Creek	828-514-8142	Connie Uncapher	828-466-7068	Murphy Post
QUEST at Maiden	828-962-0539	Amanda Osborne	828-428-8769	Shannon Plemmons
QUEST at Mt. View	828-639-1837	Jasmine Clark	828-294-2020	Heather Houser
QUEST at Murray	828-578-1299	Donna Killian	828-514-0701	Angela Garcia
QUEST at Oxford	828-446-9616	Tennille Light	828-459-7220	VACANT
QUEST at Sherrills Ford	828-962-0323	Nicholas Stansell	828-478-2662	Lathan Fowler
QUEST at Snow Creek	828-962-0094	Tammy Watson	828-256-2335	David Hoots
QUEST at St. Stephens	828-578-3830	Renee Watts	828-256-2570	Matt Barham
QUEST at Startown	828-578-1676	Sandra Aguilera Hureta	828-464-1257	Jennifer Stodden
QUEST at Tuttle	828-578-0475	VACANT	828-428-3080	Mitzi Story

APPENDICES

Summary of the NC Child Care Law and Rules (English/Spanish)
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QUEST Calendar

REQUIRED FORMS TO SIGN AND RETURN

[\(Attached to the Enrollment Form\)](#)

QUEST Registration Form
Nutrition Opt. Out Form
CACFP Enrollment Form
CACFP Income Eligibility Form
CACFP Medical Statement for Meal Modification
DSS Contract Acknowledgement (Required for subsidy families only)
QUEST Safe Pick Up and Delivery Form
QUEST Payment Policy

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. The minimum staff/child ratios and group sizes for single-age groups of children in centers are shown below and must be posted in each classroom. The staff/child ratios for multi-age groupings are outlined in the child care rules and require prior approval.

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.

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 January 2021

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.



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)

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: <https://ncchildcare.ncdhs.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: <https://ncchildcare.ncdhs.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 FCCHs, 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.

Good nutrition today means a stronger tomorrow!

Building for the Future

with CACFP

This day care receives support from the Child and Adult Care Food Program to serve healthy meals to your children.



Meals served here must meet USDA's nutrition standards.

Questions? Concerns?

*(Catawba County Board of Education, P.O. Box 1010, Newton, NC, 28658
Phone: 828-695-2681)*

Learn more about CACFP at USDA's website:

<https://www.fns.usda.gov/>

USDA is an equal opportunity provider, employer and lender.

United States Department of Agriculture
Food and Nutrition Service FNS-317
November 2019



QUEST

2023-2024 Calendar Full Days & Holidays

August

24th- 25th- Closed to Students/**QUEST** Change over.

September

4th - Closed/Holiday

22nd - Full Day

October

6th- Early Release Day

20th- Full Day

November

9th-Full Day

10th - Closed/Holiday

22nd - Full Day

23rd -24th - Closed/Holiday

December

21st - Early Release Day

22nd - Full Day

25th- 29th - Closed/Holiday

January

1st - Closed/Holiday

2nd-5th - Full Days

15th - Closed/Holiday

26th - Full Day

February

16th - Full Day

19th - Full Day

March

14th - Full Day

15th - Full Day

29th - Closed/Holiday

April

1st - 5th - Full Days - Spring Break Week

19th - Early Release Day

May

24th - Early Release Day

27th - Closed/Holiday

28th - 29th Closed to Students/**QUEST** Change over days.

June

30th - Summer **QUEST** Begins

Catawba County Schools

2023-2024 School Calendar

**Adopted February 27, 2023*

AUGUST 2023						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
SEPTEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
OCTOBER 2023						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
NOVEMBER 2023						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
DECEMBER 2023						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

14,15 Optional Teacher Workdays
 16-18,21,22 Mandated Teacher Workdays
 23-25 Optional Teacher Workday
 28 First Student Day

September

4 Holiday
 22 Workday
 October 6 Workday
 20 Workday
 November 9 Workday
 10 Day
 22 Staff
 23 days

December

15 Exams
 21 Day
 22 Staff
 25 days
 28,29 School Staff

January

1 New Year's Day Holiday
 2 Annual Leave for School Staff
 3-5 Optional Teacher Workday
 8 First Student Day of Second Semester
 15 Martin Luther King, Jr. Holiday
 26 Elementary Teacher Only Mandated Workday

February

16 Optional Teacher Workday
 19 Mandated Teacher Workday

March

14 Mandated Teacher Workday
 15 Optional Teacher Workday
 29 Legal Holiday

April

1-5 Annual Leave for School Staff
 19 Half-day Elementary Teacher Only Workday

May

20-24 High School Exams
 24 Last Student Day (Early Release Day)
 27 Memorial Day Holiday
 28-31 Mandated Teacher Workday

June

3-7 Optional Teacher Workdays

- Legal Holidays
- Early Release Days
- Annual Leave
- Optional Teacher Workdays
- Mandated Teacher Workdays
- Elementary Teacher Only Workdays
- High School Exams
- Start and End of

JANUARY 2024						
S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

FEBRUARY 2024						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MARCH 2024						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

APRIL 2024						
S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MAY 2024						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
	EX	EX	EX	EX	EX	
26	27	28	29	30	31	

JUNE 2024						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						15

Note

♥

PAID Legal Holiday

QUEST Closed - accounts are charged for these days

🎉

QUEST Full Day

If you are contracted for full days - your account will be charged regardless of attendance