

The Learning Tree
4306 Lake Avenue
Wilmington, NC 28403
910-799-8400 FAX: 910-799-0333

Application Date _____
Registration Fee _____
Enrollment Date _____

Child's Name _____
Last First Middle

Address _____
Street City State Zip Code

Birthdate _____

Family Information

Father's Name _____	Mother's Name _____
Father's Address _____	Mother's Address _____
City, State, Zip _____	City, State, Zip _____
Home Phone _____	Home Phone _____
Employed by _____	Employed by _____
Business Phone _____	Business Phone _____
Cell Phone _____	Cell Phone _____

E-mail address _____

If you cannot pick up your child, please give the names of any person to whom your child can be released:

Emergency Care Information

Child's Doctor _____	Child's Dentist _____
Address _____	Address _____
City, State, Zip _____	City, State, Zip _____
Phone _____	Phone _____
Allergies (Be Specific) _____	
Hospital Preference _____	

If neither father nor mother can be contacted, call:

Name _____	Relationship _____	Phone _____
Name _____	Relationship _____	Phone _____

I agree that the operators may authorize the physician of his/her choice to provide emergency medical care in the event that neither I nor the child's physician can be contacted immediately.

Date

Parent's Signature

In an emergency, other children in the facility will be supervised by a responsible adult. We will not administer any drug or medication without specific instructions from the physician or the child's parent/guardian. Provisions will be made for adequate and appropriate rest and outdoor play.

Director Signature

Assistant Director Signature

I give _____ permission to go on all field trips sponsored by The Learning Tree.

Parent's Signature

Opt-out of State Nutrition Requirements

Parent's Signature

If there are any other health concerns regarding your child, fears they may have, or any behavioral characteristics you would like to share with us about your child feel free to do so below.

Parent's Signature

Date _____

Parent Policy Handbook Contract 2024

By signing this document, you acknowledge that you have received a copy of the parent policy handbook.

You also acknowledge that you have read and understand:

- Financial Policies
- Babysitting Policy
- Withdraw Policy
- Discipline Policy
- Sickness Policy
- Arrival and Departure Procedures
- All other policies and requirements stated in the Parent Policy Handbook

Name (Printed): _____

Signature: _____ Date: _____

Name (Printed): _____

Signature: _____ Date: _____

Parent's Signed Statement

The operational policies of The Learning Tree were discussed with me at the time of my inquiry about enrolling my child. I was given a copy of The Learning Tree's handbook which includes these policies.

State law requires that each family receive a copy of the North Carolina Daycare Law and Rules. This was given to me at the time of enrollment.

Tuition is billed every Monday. If The Learning Tree is closed on Monday, billing will occur on the next business day. **Tuition is due by the beginning of each week before childcare services are rendered. Payments must be made using an automatic draft made payable to The Learning Tree by debit or credit card.** Receipts and statements will be emailed upon request.

I understand that if my child is not picked up by 5:30pm I will be charged a late pick up fee of \$10. After 5:40pm \$1.00 per minute will be charged. This fee will be paid directly to the teacher by cash or check and will be due no later than 7 days after the late notice is received. If my child is picked up past 5:40pm more than three times in a 30-day period, The Learning Tree reserves the right to terminate enrollment.

Parents will inform the administration of any custody situation prior to enrollment and upon changes throughout the child's enrollment. If legal documentation has been issued, parents must provide a copy to the administration that will be kept in the child's file.

All parties have financial responsibility in paying the tuition for childcare. This includes, if parents would separate or divorce, they would both assume financial responsibility for making payments towards their child's tuition at The Learning Tree.

Please sign below to verify that you have received copies of these documents.

Child's Name

Date

Parent's Name/Signature

Parent's Name/Signature

Name of Center: The Learning Tree

Discipline and Behavior Management Policy

Date Adopted: 12/9/9

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 other, they develop good self-concepts, problem solving abilities, and self-values. This facility will practice the following discipline and behavior management policy.

We:

1. DO praise, reward, and encourage the children.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives for inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behaviors.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their level.
11. DO use short, supervised periods of "calm down time."
12. DO stay consistent in our behavior management program.

We:

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

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

Date of Child's Enrollment: _____

Signature of Parent/Guardian _____ Date _____

Prevention of Shaken Baby Syndrome and Abusive Head Trauma

Parent/Guardian acknowledgement form

I, the parent/guardian of _____
Child's Name

acknowledgement 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

Immunizations

State law requires that all children in the center be immunized. Please bring your child's immunization record (from your child's doctor's office or health department.) State law requires the following immunizations.

State law requires that proof of immunization must be presented within 30 days of admittance, or the child cannot continue attending the center.

If the immunization record has been lost or cannot be found the N.C. Immunization Law requires that the child be re-immunized to comply with the law.

Please take the immunization record with you to your physician's office or health department each time your child receives another immunization and bring the original to the preschool office in order for us to keep our records up to date.

Medical

Has your child had any of the following: Yes or No

Chicken pox _____ Roseola _____ Seizures _____ Asthma _____

Emergency Medical and Insurance Form

In the event of an emergency, we will make every attempt to contact you. If we arrive at the hospital before you, we need to have the following information to provide faster service. We do not carry accident insurance; therefore, you will need to file any emergencies with your insurance company.

Child's Complete Name _____

Child's Birthdate _____

Child's Physician _____

Child's Known Allergies _____

Child's Social Security # _____

Father's Name _____

Father's Address _____

Father's Employment _____

Business Phone _____ Father's S.S # _____

Mother's Name _____

Mother's Address _____

Mother's Employment _____ Mother's S.S # _____

Name of Insurance Carrier _____

Address of Insurance Carrier _____

Name of person responsible for medical bills _____

Policy Number _____

Hospital Preference _____

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 # _____



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We are excited to offer the safety, convenience and ease of Tuition Express®—a payment processing system that allows secure, on-time tuition and fee payments to be made from either your bank account or credit card.

ELECTRONIC FUNDS TRANSFER AUTHORIZATION FOR **BANK ACCOUNT** and **CREDIT CARD**

I (we) hereby authorize (business name) _____ to initiate credit card charges to the below-referenced credit card account (**Section A**) OR, initiate debit entries to my (our) checking or savings account, indicated below (**Section B**). To properly affect the cancellation of this agreement, I (we) are required to give 10 days written notice. Credit union members: please contact your credit union to verify account and routing numbers for automatic payments. Check with the center for accepted credit card types.

COMPLETE ONE SECTION ONLY

SECTION A (Credit Card)

Cardholder Name	Phone #
Cardholder Address	City State Zip
Account Number	Expiration Date
Cardholder Signature	Date

SECTION B (Bank Account)

Your Name	Phone #			
Address	City State Zip			
Bank or Credit Union Name	Bank or Credit Union Address	City	State	Zip
Routing Transit Number (see sample below)	Account Number (see sample below)	☐ Checking	☐ Savings	
Authorized Signature	Date			

For Official Use Only

Date Received

Employee Signature

John Sample Mary Sample 123 Nice Street Anytown, USA	BANK OF THE WEST 555-555-5555	00226
Pay to the order of:	Attach Voided Check Here	\$
Deposit slips not accepted		Dollars
123456789	1800338	0226

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Summary of the North Carolina Child Care Law and Rule for Child Care Centers

What is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, 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 this situation to the Intake Unit at Division of Child Development and Early Education at 919-814-6300 or 1-800-459-0829. 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 1-800-459-0829.

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. TSS-SDS training is required for 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.

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>

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-5 pm) by contacting the Division at 919-814-6300 or 1-800-459-0829 or requested via the Division's web site at www.ncchildcare.ncdhhs.gov.

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 DCEE website under "Provider Documents and Forms".

Age	Teacher/Child Ratio	Maximum 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 old and older	1:25	25

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 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 parent of children up to five years of age.

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 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, stepping, 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 for the information in North Carolina law and rules, contact the Division of Child Development and Early Education at 919-814-6300 or 1-800-459-0829, 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.



Division of Child Development and Early Education
NC Department of Health and Human Services
333 Six Forks Road Raleigh, NC 27609

Child Care Commission
<http://www.ncchildcare.ncdhhs.gov/home/Child-Care-Commission>

Revised June 2019