

Heritage Christian Academy
615 Mack Todd Road
Zebulon, NC 27597

Date of Registration _____
Grade Entering _____
Amount Paid _____

Pre-School Application

Student's Name _____ Date of Birth _____
Last First M.I. Nickname Age _____

Mailing Address _____

Information About The Family:

Mother/Guardian _____ Home phone _____
Address _____ Zip code _____
Employer _____ Work phone _____
Mobile Phone _____

Father/Guardian _____ Home phone _____
Address _____ Zip code _____
Employer _____ Work phone _____
Mobile Phone _____

Student's Insurance Carrier _____ Member # _____

Emergency Care Information:

Name of child's doctor _____ Office phone _____
Address _____
Name of child's dentist _____ Office phone _____
Address _____
Hospital Preference _____

If neither father nor mother can be contacted, call (please list relationship):

Name _____ Home phone _____ Office phone _____
Name _____ Home phone _____ Office phone _____

If you cannot pick up your child, please give the names of persons to whom the child may be released:

Does your child have any known allergies? No: ___ Yes ___ If yes, please explain: _____

Does your child have any known food allergies? No: ___ Yes ___ If yes, please explain: _____

Please give any information concerning your child which will be helpful in his experience in group settings (such as playing, eating and sleeping habits, special fears, special likes or dislikes): _____

Additional File Information:

My child, _____, has my permission to go outside the fenced playground before or after school **with adult supervision**.

Parent's Signature

My child, _____, is not to leave the school grounds at any time with _____ . If I am not picking up my child, I will call the school office to inform the teacher who is picking up my child.

Please list any other information that you feel is important to us that is not listed on the application:

Parents—Please read and sign the following areas:

I agree that the school may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician can be contacted immediately.

Signature of Parent or Guardian

Date of Signature

I agree that the school may provide transportation to an appropriate medical resource in the event of an emergency. In an emergency situation, other children in the facility will be supervised by a responsible adult. I understand that the school will not administer any drug or medication without specific instruction from a physician or the child's parent, guardian, or full-time custodian. Provisions will be made for adequate and appropriate rest and outdoor play.

Signature of Parent or Guardian

Date of Signature

I hereby agree to the financial agreement of this school and pledge my full cooperation and support to this school in the education and training of my child or children, I have read, signed, and understand the Parent Discipline Agreement Form.

Signature of Parent or Guardian

Date of Signature

Heritage Christian Academy

Discipline and Behavior Management Policy

Praise and positive reinforcement are effective methods of behavior management of children. When children receive positive, no-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 school will practice the following discipline and behavior management policy.

WE DO:

- Praise, reward, and encourage the children.
- Reason with the set limits of children.
- Model appropriate behavior for the children.
- Modify the classroom environment to attempt to prevent problems before they occur.
- Listen to the children.
- Provide alternatives for inappropriate behavior to children.
- Treat the children as people and respect their needs, desires, and feelings.
- Explain things to the children on their levels.
- Use short supervised periods of “time out.”
- Provide the children with natural and logical consequences of their behaviors.
- Stay consistent in our behavioral management program.

WE DON'T:

- Shake, bite, pinch, pull or slap the children.
- Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
- Shame or punish the children when bathroom accidents occur.
- Deny food or rest as a punishment.
- Relate discipline to eating, resting, or sleeping.
- Leave the children alone, unattended, or without supervision.
- Place the children in locked rooms, closets, or boxes as punishment.
- Allow discipline of children by children.
- Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

*I, the undersigned parent or guardian of _____
(child's full name), do hereby state that I have read and received a copy of the School's discipline and behavior policy.*

Signature of Parent/Guardian

Heritage Christian Academy Discipline Agreement Form

One of the most important lessons education should teach is discipline. While it does not appear to be a subject, it underlies the whole educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

With an understanding of the purpose of discipline in a school, a person may form a correct attitude toward it, and not only do his part in making his school an effective place of learning, but also develop the habit of self-restraint which will make someone a better person.

At Heritage Christian Academy, we believe that is very important to “Train up a child in the way he should go.” Proverbs 22:6 Good training and good discipline should be centered in and on Christ. Discipline is administered in love, counseling, and understanding.

Our teachers must have a high standard for behavior in the classroom. They are responsible for discipline in their classroom, lunchroom, and bathrooms. When a child misbehaves, the teacher is to punish with love and kindness to show the student that he is loved. We believe that the faculty has the right to punish a child whenever necessary. Hebrews 13:17 says, “obey them that have the rule over you, and submit yourselves...”

We will enforce a six-inch personal contact rule while students are on campus. No personal bodily contact will be permitted at any time or any place. Gripping is not tolerated. Legitimate complaints and constructive suggestions to the proper persons are always encouraged. Horse-play or general rowdiness such as pushing, running the classroom, playing in the halls, etc. is not permitted.

Severe discipline problems such as lying, cheating, cursing, and the like will not be tolerated. These problems could result in suspension or dismissal.

Parent Discipline Agreement Form

I hereby agree to the preceding statements on the disciplinary policy, **but** I wish to be contacted first by phone before discipline action is taken. I do pledge to abide by them with my full cooperation and support to Heritage Christian Academy.

Signature of Parent/Guardian

Date

I do not agree to the preceding statements on the discipline policy. I do not pledge to abide by them; and with that decision, I understand that if discipline action is needed, it could result in expulsion.

Signature of Parent/Guardian

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 ___ .
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 DEHNR standards for EPSDT program.

Height _____ % Weight _____ %

Head _____ Eyes _____ Ears _____ Nose _____ Teeth _____

Throat _____ Neck _____ Heart _____ Chest _____ Abd/GU _____

Ext _____ Neurological System _____ Skin _____

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

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

Any other recommendations: _____

_____ Date of Examination _____

Signature of authorized examiner/title _____ Phone # _____

Meal Patterns for Children in Child Care Programs

When good eating habits and positive attitudes toward food are established at an early age, the chance of an individual enjoying optimal health throughout life is increased. For young children, eating a nutritionally balanced diet is essential if they are to grow and develop normally.

Daily nutrient intake judged by the National Research Council to be adequate for maintaining good nutrition has been formulated and called Recommended Dietary Allowance (RDA). The RDA is based on age, sex, weight, and height of an individual.

The United States Department of Agriculture (USDA) has developed for use by the Child Care Food Program meal patterns for breakfast/supplement/lunch that equal approximately 1/3 of the RDA. The meal patterns are based of the premise that if the meal pattern is followed, the food consumed will be equal to approximately 1/3 of the RDA.

The Child Day Care Commission approved use of the USDA meal patterns as the minimum amount of food which can be served to comply with the licensing standards for adequate nutrition. This publication is intended to assist centers and homes with the preparation of the correct quantities of food. The following meal patterns contain the minimum food components needed to comply with licensing requirements:

	Children 1 up to 3 years	Children 3 up to 6 years	Children 6 up to 12 years
Breakfast:			
Milk, fluid	1/2 cup	3/4 cup	1 cup
Juice or fruit or vegetable	1/4 cup	1/2 cup	1/2 cup
Bread, enriched or whole grain; or	1/2 slice	1/2 slice	1 slice
Cereal, cold, dry, or	1/4 cup ¹	1/3 cup ²	3/4 cup ³
Hot cooked	1/4 cup	1/4 cup	1/2 cup
Midmorning or Midafternoon Snack (supplement):			
(Select 2 of these 4 components)			
Milk, fluid	1/2 cup	1/2 cup	1 cup
Meat or meat alternate	1/2 ounce	1/2 ounce	1 ounce
Juice or fruit or vegetable	1/2 cup	1/2 cup	3/4 cup
Bread, enriched or whole grain; or	1/2 slice	1/2 slice	1 slice
Cereal, cold, dry, or	1/4 cup ¹	1/3 cup ²	3/4 cup ³
Hot cooked	1/4 cup	1/4 cup	1/2 cup
Lunch or Supper:			
Milk, fluid	1/2 cup	3/4 cup	1 cup
Meat or meat alternate			
Meat, poultry, or fish, cooked (lean meat without bone)	1 ounce	1 1/2 ounces	2 ounces
Meat alternates			
Cheese	1 ounce	1 1/2 ounces	2 ounces
Egg	1	1	1
Cooked dry beans and peas	1/4 cup	3/8 cup	1/2 cup
Peanut butter	2 Tbsp.	3 Tbsp.	4 Tbsp.
Vegetable and/or fruit (two or more)	1/4 cup	1/2 cup	3/4 cup
Bread or bread alternate; enriched or whole grain	1/2 slice	1/2 slice	1 slice

¹ 1/4 cup (volume) or 1/3 ounce (weight), whichever is less.

² 1/3 cup (volume) or 1/2 ounce (weight), whichever is less.

³ 3/4 cup (volume) or 1 ounce (weight), whichever is less.

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

What Is Child Care?

The law defines child care as:

- three or more unrelated children under 13 years of age
- receiving care from a non-relative
- on a regular basis, of at least once a week
- for more than four hours per day but less than 24 hours.

It is only when all of these conditions exist that regulation is required. The North Carolina Department of Health and Human Services is responsible for regulating child care. This is done through the Division of Child Development. The purpose of regulation is to protect the well-being of children while they are away from their parents. The law defining child care is in the North Carolina General Statutes, Article 7, Chapter 110. The North Carolina Child Care Commission is responsible for adopting rules to carry out the law. Some counties and cities in North Carolina also have local zoning requirements for child care programs.

Star Rated Licenses

Centers that meet the minimum licensing requirements will receive a one star license. Programs that choose to voluntarily meet higher standards can apply for a two through five star license. The number of stars a program earns is based upon the education levels their staff meet, the history of their compliance with licensing requirements, and the program standards met by the program.

Child Care Centers

Licensing as a center is required when six or more children are cared for in a residence or when three or more children are in care in a building other than a residence. Religious-sponsored programs are exempt from some of the regulations described below if they choose not to be licensed. Programs that operate for less than four consecutive months, such as summer camps, are exempt from licensing. Child care centers may voluntarily meet higher standards and receive a license with a higher rating. Centers will be visited at least annually to make sure they are following the law and to receive technical assistance from child care consultants.

Child Abuse or Neglect

Abuse occurs when a parent or caregiver injures or allows another to injure a child physically or emotionally. Abuse may also occur when a parent or caregiver puts a child at risk of serious injury or allows another to put a child at risk of serious injury. Neglect occurs when a child does not receive proper care, supervision, or discipline, or when a child is abandoned. **North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services.** In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith.

Parental Rights

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

How to Report a Problem

North Carolina law requires staff from the Division of Child Development to investigate a child care center when there has been a complaint. Child care providers who violate the law or rules may be fined up to \$1,000 and may have their licenses suspended or revoked. If you believe that a child care provider fails to meet the requirements here, or if you have questions, please call the Division of Child Development at 919-662-4499 or 1-800-859-0829.

Reviewing Files

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

Centers must, at a minimum, meet requirements in the following areas.

• Staff

The administrator of a child care center must be at least 21, and have at least a North Carolina Early Childhood Administration Credential or its equivalent. Lead teachers in a child care center must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If administrators and lead teachers do not meet this requirement, they must begin credential coursework within six months of being hired. Staff younger than 18 years of age must work under the direct supervision of staff 21 years of age or older. All staff must have training in child development each year and must undergo a criminal records background check.

• Ratios

Ratios are the number of staff required to supervise a certain number of children. Group size is the maximum number of children in one group. Ratios and group sizes for licensure are shown below.

Age	Teacher : Child Ratio	Maximum Group Size
0-12 mths	1:5	10
12-24 mths	1:6	12
2 years old	1:10	20
3 years old	1:15	25
4 years old	1:20	25
School age	1:25	25

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

• Space and Equipment

To meet licensing requirements, there must be at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well-maintained, and age-appropriate. Outdoor equipment and furnishings must be child size, sturdy, and free of hazards that could injure children.

• Records

Centers must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. A record of monthly fire drills practiced with safe evacuation of children must also be maintained.

• Curriculum

The Division of Child Development does not promote or require any specific curriculum over another. Child care programs choose the type of curriculum appropriate for the ages of the children enrolled. Activity plans must be available to parents and must show a balance of active and quiet activities. Rooms must be arranged to encourage children to explore and use materials on their own.

• Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. Food must be offered at least once every four hours. Local health, building, and fire inspectors visit licensed programs to make sure standards are met. All children must be allowed to play outdoors each day (weather permitting) and must have space and time provided for rest.

• Transportation

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

• Discipline

Each program must have a written policy on discipline, must discuss it with parents, and must give parents a copy when the child is enrolled. Changes in discipline policy must be shared with parents in writing before going into effect. Corporal punishment (spanking, slapping, or other physical discipline) is prohibited in all centers. Religious-sponsored programs which notify the Division of Child Development that corporal punishment is part of their religious training are exempt from that part of the law.

The law and rules are developed to establish minimum requirements. Most parents would like more than minimum care. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone directory or talk with a child care provider to see if there is a child care resource and referral agency in your community.

For more information about quality child care, parents can call 1-800-CHOOSE-1 or visit the Resources in Child Care website at www.ncchildcare.net. For more information on the law and rules, contact the Division of Child Development at 919-662-4499 or 1-800-859-0829, or visit our homepage at www.ncchildcare.net.

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



Division of Child Development
NC Department of Health and Human Services
319 Chapanoke Road
Raleigh, NC 27603

October 2003

Preschool Folder

I received a copy of the North Carolina Child Care Summary Law.

Parent's Signature: _____

I received a copy of the Meal Patterns for Children in Child Care Programs.

Parent's Signature: _____

I understand that if I do not supply my child with the correct food, the school will have to supply it, and I will be charged for it.

Parent's Signature: _____

I understand that my child will be removed from class if my bill is not paid.

Parent's Signature: _____