

North Carolina Department of Health and Human Services
DIVISION OF CHILD DEVELOPMENT



Beverly Eaves Perdue, Governor

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DROP-IN/SHORT-TERM CARE
REGISTRATION APPLICATION
 (Registration Required by Law)
 G.S. 110-86(2)(d)(d1)

IF YOU ARE CURRENTLY REGISTERED WITH THE DIVISION OF CHILD DEVELOPMENT (HAVE A NOTICE POSTED), PLEASE COMPLETE THE APPLICATION BELOW SO THAT YOUR REGISTRATION INFORMATION CAN BE UPDATED. PLEASE ALSO INCLUDE A COPY OF ANY FLYERS THAT ARE CURRENTLY BEING USED AS ADVERTISEMENT.

IF YOU HAVE NOT YET REGISTERED WITH THE DIVISION OF CHILD DEVELOPMENT AND ARE PROVIDING DROP-IN/SHORT-TERM CHILD CARE AS DEFINED IN THE COVER LETTER, PLEASE COMPLETE THE APPLICATION BELOW FOR REGISTRATION. PLEASE ALSO INCLUDE A COPY OF ANY FLYERS THAT ARE CURRENTLY BEING USED AS ADVERTISEMENT.

Program/Site Information

Name Of Business		Type of Business/Operation	
		<input type="checkbox"/> Bowling Alley	<input type="checkbox"/> Hotel
		<input type="checkbox"/> Casino	<input type="checkbox"/> Resort
		<input type="checkbox"/> Church	<input type="checkbox"/> Shopping Mall
		<input type="checkbox"/> Drop-in child care program	<input type="checkbox"/> Strip Mall
		<input type="checkbox"/> Health Club or Spa	<input type="checkbox"/> Other:
Mailing Address		Location Address	
Telephone Number		Telephone Number	
Email Address		Website Address*	
Name of Owner		Title	
		Cell Phone#	

*Please list any website address that is being used for advertisement or being shared with the general public for informational purposes.

**If more than one owner please list additional owners on last page of application.

A. General Information about your program:

1. Describe the activities parent/employees will be participating in while children are on site.
 - a. Bowling
 - b. Exercise
 - c. Hotel Activities
 - d. Legal Proceedings
 - e. Shopping
 - f. Teaching
 - g. Other _____

2. What days of the week do you offer child care? M T W TH F ST SN
What hours of the day is care available? (When does the program open and close?)

3. How long can a child stay in your program in one day?
 30 minutes 1 hour 1-2 hour(s) No limit Other _____

4. How many days per week may the same child attend your program?

5. Are the parents required to be on the premises while their children are in care?
Yes No

6. Please mark all the ways you contact parents:
 - a. Telephone
 - b. Cell Phone
 - c. Pager
 - d. Other (please describe this method of contact)

B. Program Information:

7. What ages of children are cared for in your program? (please check all that apply)
 - a. Less than 1 year of age
 - b. 1 year of age
 - c. 2 years of age
 - d. 3 years of age
 - e. 4 years of age
 - f. School age (5-12 years of age)

8. What is the average # of children in attendance on any given day?
- a. children less than 1 year of age
 - b. children 2 years of age
 - c. children 3 years of age
 - d. children 4 years of age
 - e. children school age (5-12 years)
9. Do you have age and developmentally appropriate toys and materials for each group of children in your program? Yes No
10. Are there enough toys and materials to allow each child in a group to have the opportunity to participate in the same types of activities at the same time?
Yes No
11. Are activities planned using age appropriate materials on a daily basis? Yes No

C. Meals/Snacks:

12. Do you provide meals and/or snacks for the children while they are in care?
Yes No

If yes, what foods are served?

13. Are meals/snacks catered or prepared on site?
Catered Prepared on site N/A

14. What type of food service equipment is used to store or prepare the food?
N/A

15. Is your facility already required to meet sanitation standards for food service and preparation?
Yes No N/A

D. Physical Environment:

16. How many child care rooms do you have? _____

17. How many children do you allow in each child care room in your program? _____

18. Are there direct exits to the outside from the child care rooms? Yes No
If yes, what ages of children use those rooms? _____

19. What safety precautions do you take?

- a. Do you cover electrical outlets? Yes No
- b. Do you require proof of identification for the parent/guardian dropping off and picking up children? Yes No
- c. Do you have a fenced outdoor play area? Yes No
- d. Other:

20. If you care for infants, where do you change their diapers?

- a. On a diaper changing area
- b. On the floor on a mat
- c. On the floor on a towel
- d. On the floor

E. Staffing and Staff Information:

21. How many children are in a group? _____

22. How many staff is required to work with each group of children? _____

23. Do you ever allow one staff member to stay with children alone? Yes No

24. What are the education and training requirements for your staff?

25. Please list the highest level of education achieved for each staff member:

Staff Education Level Achieved	Number of Staff
Less than a High School Education	
GED	
High School Diploma	
Early Childhood Credential	
Early Childhood Administrators Credential	
2-year Degree	
4-year Degree	
Master's Degree	
Total number of staff	

26. Do you require a criminal background check on your employees? If so, what type of check do you require?

27. What kind of training do you provide/require for staff?

- a. First-Aid certification? Yes No
 - b. CPR certification? Yes No
 - c. Hand washing? Yes No
 - d. Diaper changing? Yes No
 - e. Behavior management? Yes No
 - f. Emergency evacuation procedures? Yes No
 - g. Other _____
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28. Do you have written operational procedures for staff? Yes No

29. Do you provide written procedures to parents? Yes No

30. How do you evaluate staff performance? _____

31. What is your salary scale for your staff?

Name of Position (list name of position)	Salary Amount (list salary range)
Less than a High School Education	
GED	
High School Diploma	
Early Childhood Credential	
Early Childhood Administrators Credential	
2-year Degree	
4-year Degree	
Master's Degree	
Total number of staff	

32. Do you offer any sort of benefits package? Yes No

- a. Do you offer vacation time? Yes No
- b. Do you offer sick leave? Yes No
- c. Do you offer health insurance? Yes No
- d. Do you offer a retirement plan? Yes No

