

## Chapter 16: SCHOOL-AGE CARE

### Purpose Of These Requirements

Operators offering school-age care are required to meet all applicable child care requirements except as identified in Section .2500 – Care for School-Age Children. This chapter outlines the child care requirements that are specific to programs offering care to three or more school-aged children exclusively or as a component of any other program. This includes full-time, part-time, or seasonal child care programs for school-age children. The North Carolina General Statutes for child care facilities exempts all programs operated by public schools from being licensed. However, if a school wishes to be eligible for the North Carolina Subsidized Child Care Program or voluntarily chooses to be licensed, the program will need to be licensed. Whenever possible, the Division reviewed the public school's requirements and determined which of these are the same as or equivalent to the child care law and rules. The majority of the child care requirements discussed in other chapters of this handbook apply to licensed public school programs. Along with identifying requirements specific to school-age programs, this chapter outlines requirements for programs operated by public schools.

There continues to be an increasing need for school-age care. Many school-age children ages 5 through 12 years spend their out-of-school time (OST) in some type of school-age care program. The importance of OST programming is growing due to the current issues and needs of school-age children. School-age care providers are with the children potentially 10-15 hours a week during the school year and 40 hours per week in the summer, and many school-age care providers are being asked to take on additional responsibilities to promote the development of school-age children. There is an increasing demand for OST programs to provide more physical activity/health education to decrease and prevent obesity; provide more engaging, hands-on activities to help students meet North Carolina Learning Standards; and give children more opportunities for free play and choice. This chapter not only gives you the child care requirements that are specific for school-age care programs, but also provides recommendations of best practices to help school-age care providers try to achieve a balance.

### Definitions

**School-aged child:** any child who is attending or who has attended a public or private grade school or kindergarten and meets the age requirements as specified in General Statute 115C-364.

**Out-of-school time (OST):** a program that provides care to school-age children before and/or after school hours, in the summer or tracked-out times, on teacher workdays and on school holidays.

**Track-out program:** a program that provides care to school-age children when they are out of school on the multi-track, year-round school calendar.

**Seasonal recreational program:** a program that operates for less than four consecutive months per year between May 15 and September 15. This type of program is considered a summer day camp.

**Program coordinator:** an individual who is responsible for planning and ensuring implementation of daily activities for a school-age program.

**Group leader:** an individual who is responsible for supervising groups of school-aged children.

**Assistant group leader:** an individual who assist group leaders.

**“Experience working with school-aged children” means:** experience working with school-aged children as an administrator, program coordinator, group leader, assistant group leader, lead teacher, teacher, or aide.

**NC Subsidized Child Care Program:** North Carolina operates a statewide child care assistance program for low-income and other eligible families. This program helps families afford child care by sharing the cost of care. Most parents must pay a fee, depending on the size of their family and their income.

**Basic School-Age Care Training (BSAC Training):** specialized training on the elements of quality afterschool care for school-age children developed for and approved by the Division. Equivalent training may be approved if the Division determines that the content of the training offered is substantially equivalent to the BSAC training.

#### **Types of School-Age Programs**

**Stand Alone:** a program that only provides care to school-age children.

**Component of a Preschool Program:** a program that provides care to school-age children and also operates a preschool program.

Almost all of the rules discussed in other chapters of this handbook apply to school-age care programs also. Each section will begin by identifying a previous chapter that applies to school-age care programs and then a discussion on specific rules that either do not apply or have different requirements for school-age care programs.

## **SECTION 1: SPECIAL PROVISIONS FOR LICENSURE**

### **CHILD CARE RULE .2502**

#### **School-Age Care Only**



A center providing care for school-aged children exclusively will be issued a license restricting care to school-aged children only.



This restriction will be noted on the license.



A track-out program that operates all four tracks for more than four hours per day must be licensed.

## CHILD CARE RULE .2502

### Seasonal Recreational Program

-  A seasonal recreational program that operates for less than four consecutive months per year, typically between May 15 and September 15, is considered a summer day camp. The law does not require summer day camp programs to be licensed.
-  Any summer day camp program wanting to receive payment for children receiving child care subsidies must be licensed by the Division.

- A licensed summer day camp program can only enroll school-age children. Children who will begin kindergarten in the fall are not considered school age and therefore cannot attend a licensed summer day camp. If they do attend, all preschool requirements apply and a Temporary or Star Rated License would be issued.
- If the operator of a summer day camp program chooses to be licensed, then the facility will be licensed as a summer day camp for the period of time they are in operation.
- School-age programs that choose not to be licensed should check with local planning and zoning ordinances to see if there are requirements that must be met locally. If there are local planning and zoning requirements, they must be met even if the program is not licensed by the Division.
- The NC Department of Environment and Natural Resources (NC DENR) has requirements for summer day camp programs that must be met regardless of whether or not they are licensed by the Division as a summer day camp.
- Programs that are operated after school, for four hours or less, and then as a full time summer day camp may choose to be licensed, but are not required to be licensed.
-  If interested in operating a summer day camp, contact the Division at 1-800-859-0829 to request a *Basic Information for Potential Summer Day Camp Providers* packet, which contains instructions for ordering the summer day camp application packet.
-  Contact your local department of social services to inquire about enrolling in the subsidized child care program. County contact information is available on the NC Department of Social Services web site at [www.dhhs.state.nc.us/dss/local/](http://www.dhhs.state.nc.us/dss/local/) or on the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net).
-  Visit NC DENR Children's Environmental Health Branch at [www.deh.enr.state.nc.us/](http://www.deh.enr.state.nc.us/) for more information and resources on children's health.

## SECTION 2: STAFF REQUIREMENTS

Refer to Chapter 2 – Staff for a full description of the staff requirements that will have to be met to operate a school-age care program. The requirements in Section .2510 only cover requirements that are different from those identified in Chapter 2.



The North Carolina Center for Afterschool Programs (NCCAP), in partnership with other state and local organizations, offers the state's first centralized online statewide database on afterschool trainings and professional development opportunities. School age care providers and directors can access the database to identify area trainings and plan staff professional development. Visit [www.ncafterschooltraining.com](http://www.ncafterschooltraining.com) to view the Professional Development Training Database.

### CHILD CARE RULE .2510

#### Preservice Requirements for Administrators



The individual responsible for ensuring the administration of the program, whether on-site or off-site must:

- Prior to employment, have at least:
  - 400 hours of verifiable experience working with school-aged children in a licensed child care program; or
  - 600 hours of verifiable experience working with school-aged children in an unlicensed school-age or camp setting, or
  - have an undergraduate, graduate, or associate degree, with at least 12 semester hours in school-age care related coursework; **and**
- Meet the requirements for a child care administrator in G.S. 110-91(8).



The administrator must be at least 21 years of age.



Administrators must begin working toward the completion of the North Carolina Early Childhood Administrator Credential (NCECAC) or its equivalent within 6 months of assuming administrator duties and must complete the credential or its equivalent within 2 years after beginning work to complete the credential.



The administrator may work on-site or off-site.



The individual who is on-site and responsible for the administration of the school-age component of a center which also provides care to preschool-age children must meet the requirements for child care administrators in General Statute 110-91(8) and Section .0700. These requirements are located in appendices A and B as well as Chapter 2 – Staff.



The administrator will need to complete and submit an education and equivalency (E&E) form within six weeks to the Child Care Workforce Standards Section at the Division.



Copies of E&E forms can be found on the Division's web site at [www.ncchildcare.net](http://www.ncchildcare.net) under Providers / Provider Documents and in the resource section of Chapter 2.

- ★ Programs wishing to be eligible for the most points available in Education Standards for the issuance of a Rated License, will need staff with more education and experience than the minimum licensing requirements. Refer to Chapter 17 – Star Rated License for more information.
- HH -Research identifies quality staff and strong staff development as important characteristics of quality school-age care programs. Hire staff that are motivated to provide interesting activities and able to interact in positive ways with children.

**CHILD CARE RULE .2510**

**Preservice Requirements for Program Coordinators**

- ★ At least one individual who is responsible for planning and ensuring the implementation of daily activities for a school-age program, known as the program coordinator, must:
  - Be at least 18 years old and have a high school diploma or its equivalent prior to employment;
  - Have completed two semester credit hours in child and youth development and two semester credit hours in school-age programming. Each individual who does not meet this requirement must enroll in coursework within six months after becoming employed and complete this coursework within 18 months of enrollment. An individual who meets the staff requirements for administrator or lead teacher may be considered as meeting the requirements for program coordinator, provided the individual completes Basic School-Age Care (BSAC) training; **and**
  - In a part day program be on site when children are in care. For a full day program be on site for two thirds of the hours of operation. This includes times when the individual is off site due to illness or vacation.

- ☑ An individual may serve as both an administrator and a program coordinator. The person would be responsible for meeting the staff requirements for an administrator, complete BSAC training, and work on-site.
- ☑ The program coordinator will need to complete and submit an E&E form within six weeks to the Child Care Workforce Standards Section at the Division.
- ☑  Copies of E&E forms can be found on the Division’s web site at [www.ncchildcare.net](http://www.ncchildcare.net) under Providers / Provider Documents and in the resource section of Chapter 2.
- ☑ BSAC is a specialized training on the elements of quality afterschool care for school-age children developed for and approved by the Division. Equivalent training may be approved if the Division determines that the content of the training offered is substantially equivalent to the BSAC training.
- ☑ Completion of the BSAC training counts toward meeting one year’s annual on-going training requirements.

- ☑ Individuals who completed 7 hours of school-age program training as approved by the Division prior to July 1, 2000 are not required to complete the BSAC training.
- ☑ Staff in part-time or full day school-age care programs required to complete BSAC training must do so within three months of becoming employed. Staff in seasonal school-age care programs required to complete BSAC training must do so within six weeks of becoming employed.
- ☑ If the program coordinator has responsibility for planning and implementing the daily activities of the program and administrating the program, the person must also meet the staff requirements for an administrator.
- ★ Programs wishing to be eligible for the most points available in Education Standards for the issuance of a Rated License, will need staff with more education and experience than the minimum licensing requirements. Refer to Chapter 17 – Star Rated License for more information.
- 📁 Go to [www.ncafterschooltraining.com](http://www.ncafterschooltraining.com) to get information on upcoming BSAC trainings in your area or contact your local Child Care Resource and Referral Lead Agency. A **Child Care Resource and Referral Lead Agency Directory** is located in the resource section and on the Division’s web site.

**CHILD CARE RULE .2510**

**Preservice Requirements for Group Leaders and Assistant Group Leaders**

- ★ Staff who are responsible for supervising groups of school-aged children, known as group leaders, must be at least 18 years old and have a high school diploma or its equivalent prior to employment.
- ★ Once hired, the group leader must complete BSAC training.
- ★ Staff who assist group leaders, known as assistant group leaders, must be at least 16 years of age and complete BSAC training.

- ☑ A group leader or assistant group leader is required when the administrator or program coordinator is not working directly with the school-age children or when required to meet the staff-child ratios.
- ☑ Group leaders and assistant group leaders in part time or full time programs must complete BSAC training with the first 3 months of employment.
- ☑ Group leaders and assistant group leaders in seasonal or summer day camp programs must complete BSAC training with the first 6 weeks of employment.

- ☑ All staff under the age of 18 years of age counted in the staff-child ratios must work under the direct supervision of a staff person who is at least 21 years of age.
- ☑ Group leaders and assistant group leaders will need to complete and submit an E&E form within six weeks to the Child Care Workforce Standards Section at the Division.
- 💻 Copies of E&E forms can be found on the Division’s web site at [www.ncchildcare.net](http://www.ncchildcare.net) under Providers / Provider Documents and in the resource section of Chapter 2.
- ★ Programs wishing to be eligible for the most points available in Education Standards for the issuance of a Rated License, will need staff with more education and experience than the minimum licensing requirements. Refer to Chapter 17 – Star Rated License for more information.

**CHILD CARE RULE .2510  
Orientation of School-Age Staff**

- ★ All staff must receive on-site training and orientation as follows:
  - Within the **first 2 weeks** of assuming responsibility for supervising a group of children, each employee must complete at least **6** clock hours of training on:
    - the recognition of the signs and symptoms of child abuse and neglect and in the employee’s duty to report suspected abuse and neglect;
    - the center’s operational policies;
    - adequate supervision of children, taking into account their age, emotional, physical, and cognitive development.
  - Within the **first 6 weeks** of assuming responsibility for supervising a group of children, each employee must complete at least **3** additional clocks hours of training on maintaining a safe and healthy environment and developmentally appropriate activities for school-age children.

- ☑ The on-site training and orientation must be documented and maintained in each staff member’s personnel file.
- 📁 A **Documentation of Staff Orientation for School-Age Care Only Programs** form is located in the resource section.

**SECTION 3: OUTDOOR LEARNING ENVIRONMENT**

Refer to Chapter 3 – Outdoor Learning Environment for a full description of outdoor requirements that will have to be met to operate a school-age care program. The requirements in Section .2506 only cover requirements that are different from those identified in Chapter 3.

- HH** - It is very important to take children outside even if the program only has children for a short period of time such as 3:00 p.m. to 6:00 p.m. Upon arrival give children the opportunity to have unstructured outdoor time since most likely they have only had thirty minutes of outdoor play while they were attending school. Snack could be taken outside.
- HH** - School-age caregivers play an important role in helping children achieve recommended amounts of physical activity. The 2008 Physical Activity Guidelines for Americans by the US Department of Health and Human Services recommends children ages 6-12, should achieve 60 minutes or more of physical activity a day. Physical activities can be easily achieved outdoors. Even short periods of physical activity can count towards the recommended 60 minutes or more goal.
- HH** - During winter months, take children outside first, and then conduct enrichment activities and free choice inside since it gets dark earlier in the winter months. By the time most children get home they do not have time to go outside since it is already dark outside.

**NC GENERAL STATUTE 110-91(6)**  
**DPI Operated Programs - Fenced in Play Areas**



A center operated in a public school is deemed to have adequate protection.



Child care programs operating in a public school are deemed to have adequate outdoor protection and, therefore, are not required to have fencing or any other protection, regardless of who operates the program.



The law exempts playground equipment on public school grounds used by school-age children from having to meet the child care rules related to the outdoor are, including the playground safety training and completing monthly playground inspection. The exemption does not include having to remove or fix broken equipment that will be used by children.



Refer to Chapter 3 – Outdoor Learning Environment for playground safety rules and resources on the benefits of outdoor play.

**CHILD CARE RULE .2506**  
**General Safety Requirements**



School-age children must wear safety helmets whenever they ride bicycles.



Safety helmets can be provided by the center or brought from home by the parents. Safety helmets provided by the center must be properly sanitized after use.

- The center is responsible for making sure helmets are available and ensuring the children wear them.

## SECTION 4: AQUATIC ACTIVITIES

Refer to Chapter 4 – Aquatic Activities for a full description of the aquatic activities requirements that will have to be met to operate a school-age care program. The requirements in Section .2506 only cover requirements that are different from those identified in Chapter 4.

### **CHILD CARE RULE .2506 General Safety Requirements**

-  Children must wear life jackets whenever they participate in boating, rafting or canoeing activities.

- Aquatic activities are any activities that take place in, on, or around a body of water such as swimming, swimming instruction, wading, visits to water parks, and boating. All aquatic activities must be conducted in a safe manner as outlined in Chapter 4 - Aquatic Activities. These requirements include:
  - Adequate supervision
  - Appropriate staff-child ratios
  - Life guard availability and certification
  - Policies
  - Location of swimming pools
  - Safety rules
  - Swimming pool construction
- Adequate supervision means that half the center staff needed to meet the staff-child ratios for aquatic activities is in the water and the other half is out of the water. If an uneven number of staff are needed to meet the staff-child ratios, the majority of the staff must be in the water.
  - Staff must be positioned in pre-assigned areas that will enable them at all times to hear, see, and respond quickly to the children who are in the water and the children who are out of the water.
  - Children must not enter the water before center staff are stationed in their pre-assigned areas.
  - Center staff must devote their full attention to supervising the children in their pre-assigned areas of coverage and must communicate with one another about children moving from one area to another.

- The following staff-child ratios must be maintained whenever children participate in aquatic activities:

Age of Children	Ratio Staff/Children
3 to 4 Years	1/8
4 to 5 Years	1/10
5 Years and Older	1/13

- HH** –Check with your local parks and recreation center or the American Red Cross for information on life guard certification and availability.

### SECTION 5: INDOOR LEARNING ENVIRONMENT

Refer to Chapter 5 – Indoor Learning Environment for a full description of the indoor requirements that will have to be met to operate a school-age care program. The requirements in Section .2504 and .2506 only cover requirements that are different from those identified in Chapter 5.

#### CHILD CARE RULE .2504

##### Space Requirements

-  All space requirements specified in Section .1400 apply when a facility provides care for school-age children and any preschool child is also in care, **or** when a program which provides care exclusively for school-age children routinely operates indoor in a permanent structure for more than 25 percent of each day.
-  A gymnasium or other single use room may be included in the space measured for licensed capacity when used as primary space.

-  Refer to Appendix B – Child Care Rules - Section .1400 and Chapter 5 - Indoor Learning Environment for indoor and outdoor space requirements.

- A gymnasium or other single use room may be included in the space measured for licensed capacity when used as primary space.

#### CHILD CARE RULE .2504

##### Summer Camp Programs

-  A facility licensed as a summer day camp must have a permanent structure located at the home base, which is the primary site of the day camp activities. The permanent structure may be a building or permanent roofed shelter with overhang.
-  The summer day camp must meet one of the following space requirements:
  1. When activities for children are routinely conducted outdoors or off the premises for at least 75 percent of each day, a minimum of ten square feet per child of indoor space, exclusive of kitchens, hallways, restrooms, closets, and storage areas, shall be provided.
  2. When the camp's home base does not provide ten square feet of primary space indoors, the camp shall provide notarized copies of all letters, agreements, or contracts with other facilities which guarantee that children will be accommodated comfortably indoors in the event of inclement weather.

- Summer day camps can only operate between May 15 thru September 15 or a summer camp license is only being issued for a maximum of four months between May 15 thru September 15.
- When the center is licensed as a summer day camp, enrolling only school-age children, AND these children are away from the facility or outdoors at least 75% of each day, the space requirements are:
  1. That there be an approved permanent structure big enough to offer at least 10 square feet of space per child
  - or**
  2. That the operator has on file a notarized letter, a written agreement, or a contract with other facilities that verifies that indoor space is available for use by the children during bad weather
- Examples of programs that may fit in the category of operating off site at least 75% of the time are summer recreational programs operated by the YMCA, the YWCA, Department of Parks and Recreation, etc.
- These programs usually meet at a given location and then take the children on outings away from the site.

**CHILD CARE RULE .2506**  
**Potentially Hazardous Materials**

- Potentially hazardous items, such as archery equipment, firearms and ammunition, hand and power tools, propane stoves, or chemicals must be used by children only when adult supervision is provided.
- Such potentially hazardous items, whether or not intended for use by the children, shall be stored in locked areas or with other appropriate safeguards, or shall be removed from the premises.

- Commonly used materials that would need adult supervision include woodworking/carpentry tools as well as science experiments that may cause a chemical reaction such as a volcano using baking soda and vinegar. Supervision with woodworking and chemicals would include ensuring children are wearing appropriate eye protection such as child-size safety goggles.

**CHILD CARE RULE .2506**  
**First Aid Equipment**

- First aid equipment should always be available regardless of where activities are provided.

- When children leave the home-base, a first aid kit should be available.
- HH** – For easy accessibility some programs place their first aid kit and children’s emergency information records in a backpack so that all items are located in one place.
-  Refer to Chapter 10 – Transportation for suggestions on stocking a first aid kit.

**CHILD CARE RULE .2506**  
**Supervision of School Age Children**

-  All children must be adequately supervised. Adequate supervision means that staff must be with the group of children and able to hear and see each child in his/her care, except:
  - Children who are developmentally able may be permitted to go to the restroom independently, provided that:
    - (A) Staff members’ proximity to children assures immediate intervention to safeguard a child from harm; and
    - (B) Individuals who are not staff members may not enter the restroom area while in use by any child; and
    - (C) Children up to nine years of age are supervised by staff members who are able to hear the child. Children nine years of age and older are not required to be directly supervised, however, staff members must know the whereabouts of children who have left their group to use the restroom.
  - Adequate supervision for children ages nine and older means that staff must be with the group of children and able to hear or see each child in his/her care. A staff member must accompany any children that leave the group to go indoors or outdoors.
  - When emergencies necessitate that direct supervision is impossible for brief periods of time.

- A child is never allowed, no matter what age or no matter what reason, to leave the group and go inside or outside unsupervised. The child must be observed by staff when leaving the group and observed by staff that is in the area where the child is going.
- Center staff have the responsibility to adopt a plan for ensuring the supervision and safety of each child during transition. The plan could be to utilize a two-way radio to contact the director or secretary who is inside the building when a child is on his or her way inside. The outside staff person could watch the child until the inside person has taken the responsibility of supervising the child. The reverse of this would occur when the child is returning to the group.
- Being able to hear a child means that if a child was to cry out because they got hurt, scared, a stranger entered the bathroom, or if they needed help for some other reason, a staff person is positioned nearby so that they can hear and respond to the child.

- Staff should participate in activities with children. Staff can supervise as they are moving about participating in activities. Participating in activities also builds relationships with children, which helps to manage children's behavior.
-  Refer to Section 4 of this chapter for the child care requirements on adequate supervision for children participating in aquatic activities.

## SECTION 6: CHILDREN'S RECORDS AND ACTIVITIES

Refer to Chapter 6 – Children's Records and Activities for a full description of the requirements that will have to be met to operate a school-age care program. The requirements in Section .2505, .2507 - .2509 only cover requirements that are different from those identified in Chapter 6.

### NC GENERAL STATUTE 110-91(9) & CHILD CARE RULE .0302, .0800 Records for School-Age Children

-  All of the following **must be on file** for each child at the center or camp site:
  - 1) Application for enrollment
  - 2) Emergency medical care information
  - 3) Parents signed statement giving permission to seek emergency medical care
  - 4) Immunization records
  - 5) Permission for child to participate in off premise activities
  - 6) Permission for child to be transported
  - 7) Parents signed statement acknowledging review and receipt of the discipline policy
  - 8) Daily attendance records
  - 9) Permission for staff to administer medication

- If the day camp maintains its master records for children and staff in a central location, emergency information for each staff person and child must always be on-site.
- Programs are required to maintain accurate records on each child receiving care in the program.
-  Sample forms are located in Chapter 6 – Children's Records and Activities.

**CHILD CARE RULE .2505****Health Requirements for School-Age Children**

-  All requirements in of Section .0800 (except .0806) apply to school-age child care arrangements with the following exceptions:
- A medical examination report is not required for any child enrolled in an accredited or approved public or private school.
  - If the day camp maintains its master records for children and staff in a location, which is different from the primary site where children are in care, emergency information for each staff person and child must always be on site. The emergency information on site must include the name and telephone numbers of the child's parents or other responsible person, the child's or staff person's physician or preferred hospital, any chronic illnesses and medication taken for that illness, any allergy and recommended treatment for that allergy, and any other information that has a direct bearing on medical treatment and safe care. The parent's signed permission to obtain medical attention must also be on site with the child.

- Child care rule Section .0800 provides health standards for children. School-age care programs must comply with requirements for an application for enrollment, emergency medical care, administering medication, and infectious and contagious diseases.

**CHILD CARE RULE .2507****Rest and Sick Areas**

-  Cots, beds, or mats with linens are not required for school-age children. However, provisions must be made for children who wish to rest or who are sick to rest in a comfortable place.

- Programs that only serve school-age children do not have to meet the rules from Section .0806 - Toileting, Clothing and Linens requirements.
- The program is responsible for making provisions to accommodate children who wish to rest or who are sick to rest in a comfortable place. You may request children to bring in sleeping bags.
- The provisions should be outlined in the centers operating policies.
- If you provide mats, cots, and linens then the linens must be cleaned after each use and the cot/mat must be stored appropriately.
- HH** – Due to the types of activities children may participate in, it may be helpful to have extra sets of clothes available for children to change into if their clothes become wet or dirty. Parents could provide extra clothes.

**CHILD CARE RULE .2508**  
**Age Appropriate Activities**

- ★ Child care centers which provide care to school-age children must provide activities appropriate to the age and interests of the children.
- ★ Facilities, other than religious sponsored centers, which routinely operate a program of care indoors for school-age children for more than 25 percent of each day in space designated and approved by the Division for that purpose, must make activities which are appropriate for the ages of children in care available on a daily basis.
- ★ Facilities which operate a school-age component for three or fewer hours per day must make at least three of the below activities available daily.
- ★ Facilities which operate a school-age component for more than three hours per day must make at least four of the below activities available daily.
- ★ When activities for children are routinely conducted outdoors or off the premises for at least 75 percent of each day, equipment and materials must be provided to enable children to participate in at least three different activities each day.
- ★ All equipment and materials used by school-age children must be appropriate for the age and size of the children using the items.

The types of activities that must be made available are:

active outdoor play	arts and crafts	block play
books and language	carpentry	community awareness
creative art	cultural studies	dramatic play
environmental studies	field trips	food experiences
games for individuals and small groups	health and safety	life-related chores
money-making projects	music, rhythm and creative movement	number concepts
problem solving	sand and water play	science and nature
self help skills	sewing	

The center is required to have a written schedule and daily activity plan. These rules establish a timeframe for daily routines, provide information about the kinds of activities offered, and set procedures for making information about the activities available to parents.

**HH** - If children will be working on homework, consider having outdoor play prior to completing homework to allow children an opportunity to release some energy after a long school day.

**HH** – Some programs have developed a homework policy to help explain to parents how the program will balance homework and other program activities. A sample **Homework Policy** is available in the resource section.

 One source for activity-based curriculum is your local NC Cooperative Extension, 4-H Youth Development, county centers. Contact information for your local agent can be found at [www.ces.ncsu.edu/index.php?page=countycenters](http://www.ces.ncsu.edu/index.php?page=countycenters).

### **CHILD CARE RULE .2509**

#### **Off-Premise Activities**

The requirements of this Rule apply when activities for children are routinely conducted outdoors or off the premise for at least 75 percent of each day.

- ★ The facility must develop a schedule of activities which is posted in a conspicuous place in the home base or given to the parents.
- ★ The schedule must be current and must contain the location, purpose, time and date, person in charge and telephone number or method for calling the person in charge.
- ★ Activities must be planned to accommodate a variety of individual interests and must provide opportunities for choice.

### **SECTION: 7 LICENSES**

Refer to Chapter 7 – Licenses for a full description of the requirements that will have to be met to operate a school-age care program. There are no differences for school-age care programs.

### **SECTION 8: COMPLIANCE MONITORING**

All building code requirements in Chapter 8 – Compliance Monitoring apply for a center providing care to school-age children when any preschool-age child is also in care. Refer to Chapter 8 for a full description of the requirements that will have to be met to operate a school-age care program. The requirements in Section .2503 only cover requirements that are different from those identified in Chapter 8.

## **CHILD CARE RULE .2503**

### **Building Code Requirements**

- ★ Any building which is currently approved for school occupancy and which houses a public or private school during the school year shall be considered an approved building to house a facility serving school-age children exclusively. The operator is responsible for obtaining and submitting copies of all applicable inspection reports.
- ★ All summer day camps and school-age programs not located in a school, must meet the following North Carolina Building Codes:
  1. When the authorized capacity of the facility is less than 30 children, the structure must, at the minimum, meet the requirements for residential occupancy as prescribed in Volume IB of the North Carolina Building Code. Children may use only those floors which have at least one grade level exit.
  2. When the authorized capacity of the facility is more than 29 children, but less than 100 children, the structure must, at the minimum, meet the North Carolina Building Code requirements for business occupancy.
  3. When the authorized capacity of the facility is more than 99 children, the structure must, at the minimum, meet the North Carolina Building Code requirements for assembly occupancy, educational occupancy or institutional occupancy.

- The building code requirements that apply to facilities serving only school-age children are based upon:
  1. ages of children in care
  2. number of children in care
  3. type of building used
- If the building currently houses a school, or is to be licensed as a summer day camp, then the operator may submit either a copy of the current inspection report or occupancy permit. If neither of these is available, or if the operator prefers, a new inspection report may be submitted.

## **SECTION 9: NUTRITION REQUIREMENTS**

Refer to Chapter 9 – Nutrition for a full description of the requirements that will have to be met to operate a school-age care program. The requirements in Section .2505 only cover requirements that are different from those identified in Chapter 9.

**CHILD CARE RULE .2505****Nutrition**

- ★ If food is prepared at a summer day camp, the regulations regarding sanitary facilities, food preparation and service for summer camps as adopted by the Health Services Commission and codified in 15A NCAC 18A .1000 must apply.
- ★ If food is brought from home by children or catered, the following requirements apply:
  1. Sanitary cold storage shall be provided for perishable snacks or lunches brought from home.
  2. Safe drinking water shall be available at all times regardless of where activities are provided.
  3. Meals brought by children that do not meet the Meal Patterns are supplemented by the center so that they do.

- All requirements specified in Section .0900 (Nutrition Standards) apply when any preschool child is in care or when food is provided by the facility.
- Whether or not the program chooses to be licensed as a summer day camp, there are sanitation requirements adopted by the Commission for Health Services that all summer day camps must meet.
  - Food items may not be placed directly on ice in a cooler. A separator, such as a tray, must be used to prevent the melting ice from coming into contact with the food.
  - Water may be transported in a cooler or in individual canteens.
- If there are questions regarding what foods are considered perishable, contact the local health department for information on how food should be stored and transported. The local cooperative extension agent is also an excellent source of information about food handling.

**SECTION 10: TRANSPORTATION SAFETY**

Refer to Chapter 10 – Transportation Safety for a full description of the requirements that will have to be met to operate a school-age care program. The requirements in Section .2507 only cover requirements that are different from those identified in Chapter 10.

## **CHILD CARE RULE .2507**

### **Operating Policies: Field Trips & Off Premise Activities**

- ★ Written permission from parents must be obtained before transporting children on field trips or leaving the premise.
- ★ Blanket permissions from parents for field trips or leaving the premises are acceptable only when a schedule of activities to be conducted off the premises is posted in a conspicuous place for review by parents and staff in advance on a weekly basis.
- ★ The schedule must include the location, purpose, time and date, person in charge, and telephone number or method for contacting the person in charge.

 Chapter 10 - Transportation Safety defines the transportation requirements to follow when transporting children. Vehicle safety, seat restraints, and other important procedures that should be followed to keep the children safe while on a trip are all discussed in detail.

### **SECTION 11: OTHER REQUIREMENTS**

All requirements in Chapter 11 - Behavior Management through Chapter 14- Rulemaking Procedures apply to school-age care programs. You should refer to the other chapters for a full description of the requirements that will have to be met to operate a school-age care program.

# RESOURCE SECTION

## Chapter 16: SCHOOL-AGE CARE

**The following pages contain resource materials discussed in or related to the preceding chapter.**

Some of the resources are forms created by the Division of Child Development and must be used by licensed child care centers. Other materials are provided as a resource only for child care centers and can be used at the discretion of the center.

Center operators may also wish to use this section to add any additional resource materials they have that are related to the chapter or information that is specific to their child care center.