

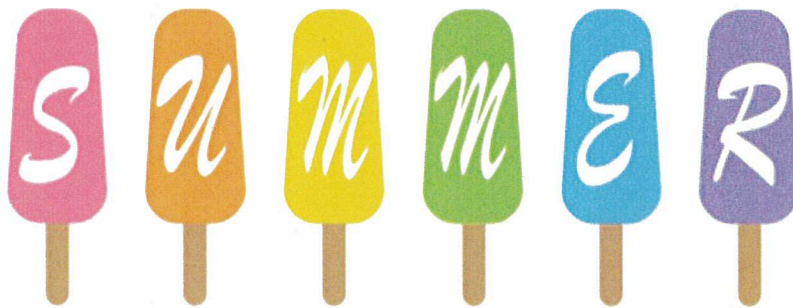
Parent Handbook

Summer QUEST

2025

May 29 - Aug. 19

hello



QUEST School-Age Child Care

Catawba County Schools

2285 N Anderson Ave

Newton, NC 28658

(828) 695-2681

Fax (828) 466-7052

Email: Helene_Cobb@catawbасchools.net

Program Description:

QUEST programming offers children a wide range of hands-on activities: physical activities (indoor and outdoor), quiet time, adult-led activities, and centers (arts, crafts, science, dramatic play, music, movement, STEM, etc.). Additionally, we will have special guest speakers, events, and field trips.

QUEST Staff:

A Program Coordinator who plans, manages payments, and supervises the staff leads each QUEST site. Other QUEST staff on site will include - Assistant Program Coordinators, and Group Leaders; these staff will guide students through the activities of Summer QUEST. All QUEST staff receive Basic School Age Care, First Aid / CPR, and 5-15 hours of other training.

NO Smoking Policy:

All Catawba County Schools properties / facilities are smoke-free, which includes parents, even in vehicles. NO smoking of any type is permitted on Catawba County School campuses.

How to Enroll:

Students must have completed kindergarten in order to enroll in QUEST. QUEST is licensed for "school age" students only - grades K-6. The Summer QUEST Parent Handbook and Enrollment Forms are available at each QUEST site and/or online at catawbасchools.net. Every parent must provide accurate information on the child's enrollment forms, including, updated address, phone number, authorized emergency contacts and pick-up individuals. Parent signatures verifies the information is correct. As information changes, please provide updates to your QUEST Program Coordinator.

* If your student is not currently enrolled in Catawba County Schools, you will also be required to provide an updated shot record.

In order to secure placement in Summer QUEST, completed enrollment forms must be returned with the \$25.00 registration fee.

Insurance Coverage REQUIRED for ENROLLMENT:

Children MUST be covered by an insurance policy (family/individual plan or school accident insurance) in order to enroll and participate in QUEST. Proof of coverage must be provided on the QUEST Enrollment Form. Catawba County Schools and the QUEST program will not be responsible for any expenses related to any accident / incident occurring while attending QUEST.

Summer QUEST will operate at the following sites:

Blackburn Elementary	Catawba Elementary	Clyde Campbell Elementary
Oxford Elementary	Snow Creek Elementary	CH Tuttle Elementary
Webb Murray Elementary		

Program Operational Information:

- Summer QUEST programs will operate from 6:00 am to 6:00 pm, Monday - Friday.
- Summer QUEST will begin on Thursday, May 29, 2025 and end August 19, 2025
- All Summer QUEST sites will be CLOSED June 30-July 4, 2025
- Students MUST arrive by 9:00 am daily, unless otherwise determined by field trip departure
- Students attending Summer School can attend also attend Summer QUEST before / after school
- Summer School students requiring Summer QUEST services MUST attend Summer School at a school that has a Summer QUEST site (Blackburn, Catawba, Clyde Campbell, Oxford, Snow Creek, Tuttle, Murray).

Summer QUEST Rates:

Registration / Activity Fee	\$25.00 per Summer QUEST enrollment	
Weekly Summer Care	\$130.00 per week - 1st child \$120.00 per week - additional child(ren)	
CCS Summer reading Camp / QUEST Option: June 9-26	Before School Care After School Care Friday (all day care)	\$28.00 per week \$40.00 per week \$26.00 per day

Fee Rates and Policies:

QUEST is committed to providing the highest quality programming and staff while keeping our fees as affordable as possible. Our fee policies are also designed to ensure our ability to pay our well-trained staff.

Weekly payments are due on Monday of the attendance week.

- Summer QUEST participants are charged a **\$25.00 non-refundable** activity fee for each summer enrollment
- Enrollment requires payment of the activity fee plus the first week's fee and completed Enrollment Forms
- Payment is DUE each Monday by 6:00 pm
- All accounts are **billed for the entire week regardless of attendance**
- A late payment fee of \$5.00 will be charged for payments not received by 6:00 pm each Monday
- If the weekly fee plus the \$5.00 late fee are not paid by 6:00 pm on Tuesday, an additional \$5.00 late fee will be charged. Students on the account will not be able to attend starting Thursday of the unpaid week. The account will be deactivated. Once the account is paid in full, an additional \$25.00 enrollment fee (per child) will be charged to reactivate the account;
- When students are picked up after 6:00 pm, a \$10.00 late fee will be charged for every 15 minutes staff spend waiting on pick up.
- Excessive late pick-ups will result in dismissal from the QUEST program
- If parents or authorized guardians have not picked up a child or contacted the QUEST staff by 6:30 pm, Child Protective Services and/or Law Enforcement will be notified
- 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 the funding source denies the reimbursement.**
- **Subsidy clients are responsible for payment of the activity fee**
- **Subsidy clients are responsible for obtaining appropriate documentation / vouchers for each QUEST site attended**
- These fees 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 on Tuesday
- An additional \$5.00 late fee will be added if the payment is not received by Wednesday 6:00 pm
- Accounts with an unpaid balance of \$150.00 or more will be deactivated and the student(s) cannot return to QUEST until the balance is paid in full

Court Ordered Custody Papers:

Any family circumstance involving a court order regarding parent/guardian custody, or legal visitation should be kept on file in the QUEST office. Upon proof of identity, QUEST will allow a biological parents, legal custodian/guardian to pick up a QUEST child and /or access the site and student records, unless QUEST receives a court order terminating rights of the individual.

Non-Sufficient Funds (NSF):

QUEST accepts checks, however, in the event your check is returned, your child's account will be charged a \$5.00 late fee and a \$25.00 NSF fee. When such an event occurs, QUEST will no longer accept checks for the account; only money orders, debit cards, credit cards, or automatic drafts will be accepted. Card decline fees are added per transaction and cannot be removed - they are a back fee; not a QUEST fee. Please notify QUEST staff when you get a new card or for new/updated accounts or expired cards.

Tax Information:

A year-end statement for tax purposes will be created and distributed in January. The QUEST tax identification number will be printed on the statement.

Attendance:

QUEST charges weekly for care regardless of attendance. Billing is specifically based on contract options.

Accounts will not be credited for any absences - excused or unexcused. Additionally, you will not be refunded for any days your child may be suspended from school or QUEST. Your account will be charged for the weeks you select on your enrollment forms.

Lunches/Nutrition:

- Breakfast, lunch, and snack will be provided - except for August 15, 18-19
- **Students will be required to pack a bagged lunch on August 15, 18-19**
- 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 fruits or vegetables; and 1 or more slices of bread/crackers. For example, a cheese sandwich, an apple, and a small bag of carrot sticks would make a balanced lunch.
- Milk is provided for all meals
- WIC information is available for QUEST families
- Menus for meals and snacks are provided by Child Nutrition and/or Summer QUEST; menus are posted and available for parents
- ALL parents MUST complete a "Nutrition Opt Out" form - this allows your child to pack a lunch, bring a water bottle, and/or bring an extra snack

Transportation / Field Trips:

Parents/guardians are responsible for transporting their children to and from the QUEST program. Catawba County Schools activity buses will be used to transport children and staff to/from all field trip destinations Each Summer QUEST site will plan/take 3 field trips per week. Departure time for most field trips is 8:30 and return time is 2:30. Program Coordinators will provide parents with specific information regarding each planned field trip. Parents/guardians MUST give written permission for their child to attend field trips. Each student will be given a "field trip" t-shirt. Please ensure your child wears this specific t-shirt on all field trips.

Outdoor Activities:

Outdoor activities are offered daily at each QUEST site. QUEST staff will monitor the heat index, air quality, wind-chill., and levels of precipitation to ensure student safety. Please dress appropriately for outdoor play

Sign In/Out Procedures:

Safe arrival of children is very important. Children MUST be escorted into QUEST by a parent, guardian, or designee. Both time and parent, guardian, or designee signature are required for each drop off / pick up. Initials are also acceptable, Failure to comply with these requirements will result in dismissal from the QUEST program. For the safety of children, you must sign students out BEFORE they will be released to you.

QUEST employees have the right to check the ID of any individual picking up a child at any time. Students WILL NOT be released to an individual who is not listed on the pick up list. Children are not allowed to leave with anyone under the age of 16.

Behavior Guidelines / Student Conduct: How we handle behavior concerns...

Our goal is to have a happy and healthy environment for children. Praise and positive reinforcement can be effective methods of managing children’s behavior. When children have positive and compassionate interactions with adults and others they develop good self-confidence , problem solving abilities, and self-discipline. NOTE: Parents will be given 2 weeks notice regarding any changes to the discipline policy before implementation.

Please be advised, 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 the CCS Board Policy 4.3600. These options are also aligned with DCDEE regulations and policies.

We DO...	We DO NOT...
<ul style="list-style-type: none"> - Listen to, praise, reward, and encourage children - Reason with and set limits - Model appropriate behavior - Modify the environment - Provide alternatives - Provide natural and logical consequences - Explain things to children on their level - Use short supervised periods of time out - Remain consistent in behavior management and expectations 	<ul style="list-style-type: none"> - Physically punish students - Belittle, scold, threaten, use profanity or make sarcastic remarks - Shame or punish when bathroom accidents occur - Leave children alone, unattended, or without supervision - Allow children to discipline other children - Criticize or belittle children’s parents, families, or ethnic groups

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 Student Code of Conduct. **QUEST does not refund for the days a child is suspended from the QUEST program or from school.**

Anti-Harassment Statement:

QUEST and Catawba County Schools 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 on race, color, national origin is encouraged to report the harassment or hostile environment to the Program Coordinator, the school Principal, or the school system’s central administration. 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, 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 the

Catawba County Schools webpage. Students, employees, and parents are encouraged to work together to prevent acts of harassment.

Parent Conferences:

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

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. Student's are required to be potty trained.

Child Illness:

Your child's health and comfort are a primary concern. If your child becomes ill, please keep him/her at home. Do not send your child to the program with a fever, as he/she may be contagious. Please notify the Program Coordinator if your child is exposed and/or contracts COVID.

If your child is suspected of having a communicable disease such as a skin rash, pink eye, diarrhea, lice, skin infection, COVID, strep throat, etc. he/she will be placed in an area separated from the other children. You will be contacted to pick your child up as soon as possible.

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 contact designated on your child's enrollment forms will be contacted to pick up your child. Please make sure this information is current.

Medication Administration:

Parents who are able to come to Summer QUEST to administer medication may do so at any time. Otherwise, a signed **medication authorization form** is required. North Carolina licensing regulations require medications to be locked and only accessible to adults. **This form is REQUIRED every 6 months.** Please deliver medications, creams, sunscreen, inhalers, etc. directly to the Program Coordinator. Please DO NOT send these items with your child(ren). Prescribed and over-the-counter medications MUST be stored in the original container in which they were dispensed with the pharmacy labels specifying:

- Child name
- Name of medication and/or prescription number
- Amount and frequency of dosage
- Name of prescribing physician or other health professional, if prescribed
- Date the prescription was filled, if prescribed

Accidents:

Injuries will be documented and communicated to the person designated on the contact information. Parents will be contacted immediately in the event of a serious injury. Staff trained in first aid and CPR will present at all times.

Cell Phone / Smartwatch Policy for Students:

Student cell phones and/or smartwatches are not allowed at QUEST. Such devices should not be out, visible, or used at QUEST; they should remain in student bookbags.

Personal Items:

QUEST is not responsible for the protection or security of any personal belongings brought to QUEST. Your child shall be responsible for their own belongings. Students are provided with a basket/space to keep their belongings.

Student Dress Code:

Children should wear comfortable, clean, and appropriate clothing and shoes to QUEST. 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 and activity QUEST will follow CCS dress code.. We recommend you label coats, jackets, water bottles, lunch boxes, bookbags, towels, swim goggles, etc. QUEST staff will help children learn to keep their personal belongings in their basket for safekeeping. Please dress ready to play and have fun.

Clients Right to Know:

Your child's files may be reviewed periodically by representatives from the Division of Child Development and Early Education or other regulatory agencies. 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 Participation Plan:

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 with, donate to, and participate in our programming.

Parent/Guardian Input:

QUEST Will provide you with satisfaction surveys periodically as a means of addressing your needs and to facilitate continuous improvement. We will maintain on-going monitoring of our program and services to ensure quality childcare.

Parent/Guardian Concerns:

If you have questions 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 828-464-8333 or 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 Services:

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 Catawba County Schools's policies/procedures
- Repeated or excessive late pick-up

Thank you for allowing us to care for your child!

Contact information for our Summer QUEST sites:

QUEST Director Kelly Nicholson	Recruitment / Retention Helene Cobb	Billing and Compliance Heather Webster	Administrative Services Leslie Woodring-Lynch
Kelly_Nicholson@catawbасchools.net 828-466-7101 (office) 828-851-6108 (cell)	Helene_Cobb@catawbасchools.net 828-466-7052	Heather_Webster@catawbасchools.net 828-466-7047	Leslie_Woodring@catawbасchools.net 828-695-2681

Location	QUEST cell phone	Program Coordinator	School Phone	School Principal
QUEST at Blackburn	828-639-9511 828-639-1837 828-639-0774	Elizabeth Carter Jasmine Clark Lucinda Olson	704-462-1344	Jessica Minton Cable
QUEST at Catawba	828-639-1439 828-639-0013	Kristi Poe Peggy Mullis	828-241-3131	Michael Lee
QUEST at Oxford	828-446-9616 828-514-8142	Tennille Landis Connie Uncapher	828-459-7220	Jenni Frye
QUEST at Snow Creek	828-962-0094 828-962-0539	Tammy Watson Gabe Chavez	828-256-2335	David Hoots
QUEST at Murray	828-578-1299 828-578-3830 828-962-0539	Donna Killian Renee Watts Grisel Torres	828-256-2196	Angela Garcia
QUEST at Tuttle	828-578-0475 828-962-0323	Candace Poe Nicholas Stansell	828-428-3080	Amy Plonk
QUEST at Clyde Campbell	828-962-0779 828-639-1066	Michelle DiMarco Chelsea Phillips	828-256-2769	Ryan McCreary

Appendices

Summer QUEST Calendar of Dates

Summary of NC Child Care Law and Rules

Summer QUEST Registration Form

Permission for Sunscreen, Movie, and Swimming

Nutrition Opt. Out Form

Summer QUEST 2025

Calendar of Dates

CLOSED- QUEST Staff Meeting	May 23 (afternoon only)
CLOSED - Memorial Day Holiday	May 26
CLOSED - Change Over Days	May 27-28
Summer QUEST First Day	May 29
Summer Reading Camp Dates	June 9-26
CLOSED - Fourth of July Week	June 30 - July 4
Bagged Lunch Required; Students will be required to bring a bagged lunch on these specific days <i>(All other days a lunch will be provided)</i>	August 15, 18-19
Summer QUEST Last Day	August 19
CLOSED - Change Over Days	August 20-22

** Students attending Summer Reading Camp will need to attend Summer Reading Camp at their Summer QUEST Site **

Summer QUEST 2025 will operate at:

Blackburn Elementary

Catawba Elementary

Clyde Campbell Elementary

Oxford Elementary

Snow Creek Elementary

Tuttle Elementary

Webb Murray Elementary

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.ncdhs.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 cited for violations of child care requirements and 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.



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)

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.ncdhs.gov/Home/Child-Care-Commission>

Revised February 2025

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.

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

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 five years thereafter. This requirement includes household members who are over the age of 15 in family child care homes.

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.ncdhhs.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.ncdhhs.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.

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.

Summer 2025 Enrollment Form

QUEST

(Attach Child Photo)

Child: _____ Age: _____ Sex: _____

Date of Birth: _____ ** Shirt size: YS YM YL AS (circle one)

(For Staff Use Only)

Payment Information (Non-Refundable Registration Fee \$25.00 Required)

Private Pay, Catawba County Schools Employee, Role: Classified Employee, Certified Employee

Siblings at QUEST: Names:

Yes No

Separate registration forms required

Custody Arrangements Yes No

Documents MUST be on file with QUEST

Weekly Contract Information (\$130.00 per week)

May 29-30, June 2-6, June 9-13, June 16-20, June 23-27, July 7-11, July 14-18, July 21-25, July 28-Aug. 1, Aug. 4-8, Aug. 11-15, *Aug. 18-19

QUEST Summer Site:

Blackburn, Catawba, Tuttle, Clyde Campbell, Oxford, Snow Creek, Murray

Summer Reading Camp

(by school invitation only - June 9-26)

Before - \$28.00 /week, After - \$40.00 /week, Before and After - \$68.00 /week, Full Day / Fridays - \$26.00 /day

(For Staff Use Only)

Non-refundable Registration Fee \$25.00

Paid: \$ _____

Date: _____

Notes:

Contracted accounts are charged weekly regardless of attendance.

QUEST will be CLOSED June 30-July 4, 2025, accounts are not charged.

Weeks with only 2-days are prorated.

Parent / Guardian Information (Parent Email Required)

1. Name, Relationship, Cell #, Address, City, Zip Code, Home #, Email, Employer, Work #

2. Name, Relationship, Cell #, Address, City, Zip Code, Home #, Email, Employer, Work #

Authorized Pick Up and Emergency Contacts:

Name, Relationship, Phone, Pick Up, Emerg. 1., 2., 3.

Permissions:

Can Photographs be publicized?

Yes No

Access to Internet?

Yes No

Child: _____ Age: _____ Date of Birth: _____

Health Care Needs

Any child with health care needs such as allergies, asthma, or other chronic conditions must have a MEDICAL ACTION PLAN on file. The MEDICAL ACTION PLAN must be completed by the child's parent or health care professional.

Any Medical Condition listed below MUST have a Medical Action Plan.

Medical Action Plans attached:

(See Program Coordinator for appropriate forms)

Yes No

Allergies/ Medical Conditions:

List any allergies, symptoms, and the type of response required

Fears or Behavior Characteristics

List any fears or behavior characteristics and the type of response required

Medications

List any medications taken for health care needs

Emergency Care Medical Information

Doctor: _____ Phone: _____

Hospital: _____ Phone: _____
(Emergency Room)

Insurance Coverage

Health Insurance coverage is REQUIRED to attend QUEST. Catawba County Schools and QUEST will not be responsible for expenses related to any accident / incident.

Provider Name: _____

Emergency Medical Release Yes Parent Initials _____

If emergency medical care is deemed necessary and I cannot be reached, I hereby authorize QUEST staff to call 911. My child may also leave with the people noted as emergency contacts.

Field Trip / Playground Permission Yes Parent Initials _____

I give permission for my child to leave the school site to attend field trips / aquatic events and to play on school grounds outside the fenced area when properly supervised by QUEST staff. Students will travel in school activity buses and will follow the schedule / calendars provided.

Parent Handbook Yes Parent Initials _____

I have received, read and acknowledged the QUEST Parent Handbook including: Discipline Policies, Fees, Payment Policies, Late Pick-Up Policies, NC Child Care Law & Rules, and the Parent Participation Plan. Additionally, I understand parents will be given a 2-week notice prior to changes to the discipline policy / procedures.

Notification of Smoking and Tobacco Restriction Yes Parent Initials _____

I understand all forms of smoking, tobacco use and/or products including vapes, e-cigarettes, etc. are prohibited on school grounds and QUEST sites.

Parent Signature: _____
Date: _____

For Office Use Only:

App Rec'd:

Date _____

ProCare Updated:

Date _____

Sent to Full Day Site:

Date _____

PC Signature: _____

Child's Name: _____

Permission to Administer Topical Ointment/Lotion/Powder : Yes, Parent Initials _____
Provided by QUEST

I **give** permission for my child care provider to apply the sunscreen lotion listed below to the following areas:

all exposed skin face only other (specify) _____

(We cannot accept "as needed" - you must be specific)

Name of Ointment: ***Equate Sport Sunscreen Lotion, Broad Spectrum SPF 50***

Amount: quarter-sized From: 05 / 29 / 25 To: 08 / 19 / 25



Swimming Permission Parent Initials _____

- I **give** permission for my child to participate in swimming and pool activities while attending QUEST.
 I **do not** give permission for my child to participate in swimming and pool activities.

My child's swimming ability is designated as: (check one)

- Must wear a life jacket (Parent MUST provide life jacket) Beginner Intermediate Advanced

QUEST Movie Release Form Parent Initials _____

Throughout the summer, QUEST will travel to the movies on some field trip days. Some of the movies we will be watching will be rated G, while others will be rated PG.

- I **give** permission for my child to watch PG movies
 I **do not** give permission for my child to watch PG rated movies.

Receipt of Summer Activities Calendar Yes, Parent Initials _____

I have received and reviewed the calendar of summer activities for my QUEST site. I understand my child will be traveling on a Catawba County Schools Activity bus for these events. I give permission for my child to participate in these activities. I understand I will be notified if any changes occur.

I have read and understand the permissions listed above.

Parent/Guardian Signature

Date



NC DEPARTMENT OF
**HEALTH AND
HUMAN SERVICES**
Division of Child Development
and Early Education

Nutrition Opt Out Form

Child Care Rules .0901(d) and .1706(c) state:

When children bring their own food for meals and snacks to the program, if the food does not meet the nutritional requirements specified in Paragraph (a) of this Rule, the operator must provide the additional food necessary to meet those requirements unless the child's parent or guardian opts out of the supplemental food provided by the operator as set forth in G.S. 110-91(2) h.1. A statement acknowledging the parental decision to opt out of the supplemental food provided by the operator signed by the child's parent or guardian shall be on file at the facility. Opting out means that the operator will not provide any food or drink so long as the child's parent or guardian provides all meals, snacks, and drinks scheduled to be served at the program's designated times. If the child's parent or guardian has opted out but does not provide all food and drink for the child, the program shall provide supplemental food and drink as if the child's parent or guardian had not opted out of the supplemental food program.

I _____ plan to provide all meals, snacks and
(Parent/Guardian Print Name)
drinks for my child and do not want his/her meals, snacks or drinks
supplemented to meet the Meal Patterns for Children in Child Care Programs
from the United States Department of Agriculture (USDA), which are based on
the recommended nutrient intake judged by the National Research Council to be
adequate for maintaining good nutrition.

Since I opted out, if I do not provide all the meals, snacks or drinks for my child, I
understand that the program will provide supplemental food and drink.

Parent/Guardian Signature

Date