

A Loving Kinda Space LLC

Parent Handbook & Program Policies

2026-2027 School Year



HOURS OF OPERATION

Before Care

Monday-Friday

6:00 AM - 7:30 AM

After School Care

Monday-Thursday

3:45 PM - 7:00 PM

Friday After Care

Friday

12:20 PM - 6:00 PM

More Than Care - It's A Loving Kinda Space.

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WELCOME LETTER

Dear ALKS Families,

Welcome to **A Loving Kinda Space LLC**.

Thank you for allowing us the opportunity to partner with your family. We understand choosing before and after school care is one of the most important decisions you make for your child. Our commitment is to provide every scholar with a safe, loving, structured, and engaging environment where they are encouraged to grow academically, socially, emotionally, and personally.

At ALKS, children are more than participants—they are family. Every interaction is guided by **love, respect, integrity, and excellence**.

We strive to create memorable experiences while supporting families through dependable, high-quality care.

Thank you for trusting us.

We look forward to an amazing school year.

With appreciation,

A Loving Kinda Space

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💜 **Our Promise:** Every child will be known, valued, supported, and encouraged to reach their fullest potential in a safe and loving environment.

Our Mission

To provide affordable, high-quality before and after school care that nurtures the whole child through **love, safety, enrichment, academic support, and meaningful relationships.**

Our Vision

To become Charlotte's premier school-age childcare provider by creating environments where every scholar feels **safe, valued, respected, challenged, and loved.**

Our Core Values

💜 **Love**

Every child deserves compassion, encouragement, and belonging.

💖 **Safety**

Children deserve an environment where physical and emotional safety come first.

💙 **Integrity**

We communicate honestly and operate with professionalism.

💛 **Respect**

We value every family, child, employee, and school partner.

💜 **Excellence**

We continually improve our program and ourselves.

💖 **Partnership**

Strong families create strong scholars.

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♥ PROGRAM PHILOSOPHY

At **A Loving Kinda Space**, we believe learning continues after the school day ends.

Children thrive when they are surrounded by caring adults who encourage independence, confidence, curiosity, and kindness.

Our program emphasizes:

- ✓ Academic Success
- ✓ Character Development
- ✓ Leadership
- ✓ Responsibility
- ✓ Respect
- ✓ Creativity
- ✓ Healthy Relationships
- ✓ Community Engagement

We strive to balance structure with fun while creating opportunities for scholars to discover their unique gifts.

♥ PROGRAM OVERVIEW

Before School Care

Our morning program provides:

- ✓ Safe supervision
- ✓ Quiet activities
- ✓ Breakfast (*when available*)
- ✓ Character conversations

- ✓ Morning movement
- ✓ Positive start to the day

After School Care

Our afternoon program includes:

Scholar check-in

Healthy snack

Hot Meal (*Designated Days*)

Homework assistance

Reading time

STEM activities

Arts & Crafts

Outdoor recreation

Team-building games

Character education

Family-style community building

Program Goals

Every scholar will:

Feel safe

Feel loved

Be respected

Build friendships

Grow academically

Learn responsibility

Develop confidence

Have fun

ENROLLMENT • TUITION & PAYMENT POLICIES • CHILD CARE RESOURCES (CCR) ATTENDANCE • ARRIVAL & DEPARTURE

ENROLLMENT POLICIES

Eligibility

A Loving Kinda Space (ALKS) serves scholars enrolled at participating partner schools in Kindergarten through 5th Grade (or other approved grades as determined by the school partnership).

Enrollment is accepted without regard to race, color, national origin, religion, sex, disability, or any other protected status in accordance with applicable federal and North Carolina laws.

Enrollment Requirements

The following must be completed before a child may attend:

- ✓ Completed Enrollment Packet
- ✓ Emergency Contact Information
- ✓ Authorized Pick-Up List
- ✓ Medical Information
- ✓ Allergy Information (if applicable)
- ✓ Medication Authorization (if applicable)
- ✓ Tuition Agreement
- ✓ Auto-Payment Authorization (if applicable)
- ✓ Parent Handbook Acknowledgment
- ✓ Child Care Resources (CCR) documentation, if applicable

Important

Enrollment is **not considered complete** until all required forms, documentation, and applicable fees have been received and approved.

Trial Enrollment

ALKS reserves the right to implement a trial enrollment period to ensure the program is appropriate for the child and the program environment.

Withdrawal

Families requesting to withdraw must submit written notice at least **two (2) weeks** before the child's last day of attendance.

Registration fees are non-refundable.

Any outstanding balance must be paid in full before records are released.

TUITION & PAYMENT POLICIES

Our goal is to provide high-quality care while maintaining transparent and consistent billing practices.

Tuition Plans

Families may enroll in:

- ✓ Before Care Only
- ✓ After School Care Only
- ✓ Before & After Care
- ✓ School Closure Care (when offered)

Tuition rates are published separately and may be updated annually.

Payment Methods

ALKS accepts:

- ✓ Debit Cards

- ✓ Credit Cards
- ✓ ACH Bank Draft
- ✓ Cash App (when approved)
- ✓ Other approved electronic payment methods

Cash payments are not accepted unless approved by the Director.

♥ **Automatic Payments**

Automatic payment enrollment is strongly encouraged.

Families choosing automatic payments authorize ALKS to charge the payment method on the agreed-upon due date. Parents are responsible for maintaining valid payment information.

♥ **Registration Fee**

An annual, non-refundable registration fee is required to reserve a child's placement in the program.

Enrollment is not guaranteed until the registration fee has been paid.

♥ **PAYMENT POLICIES**

♥ **Payment Due Dates**

Payments are due according to the family's selected payment plan.

Weekly, monthly, and other approved billing schedules must remain current to maintain enrollment.

♥ **Late Payments**

If payment is not received by the due date, the account may become subject to:

- ✓ Late payment fees
- ✓ Temporary suspension of services
- ✓ Loss of enrollment
- ✓ Collection procedures when necessary

Need Assistance?

Parents experiencing financial hardship are encouraged to contact the Director **before the payment due date** to discuss possible arrangements.

Returned Payments

A processing fee may be assessed for declined or returned electronic payments.

Repeated return payments may require future payments to be made using an approved guaranteed payment method.

Refund Policy

Registration fees are non-refundable.

Tuition is not refunded for:

- ✓ Absences
- ✓ Vacations
- ✓ Illness
- ✓ School closures beyond the control of ALKS
- ✓ Weather-related closures
- ✓ Program dismissal due to policy violations

Refund requests due to extraordinary circumstances will be reviewed on a case-by-case basis.

CHILD CARE RESOURCES (CCR)

ALKS proudly accepts families participating in the North Carolina Child Care Resources (CCR) subsidy program.

Parent Responsibilities

Families receiving assistance remain responsible for:

- ✓ Parent fees assigned by CCR
- ✓ Charges not covered by subsidy

- ✓ Late pick-up fees
- ✓ Returned payment fees
- ✓ Registration fees (unless otherwise covered)

Attendance

Parents must ensure children attend according to the approved subsidy schedule.

Failure to comply with CCR attendance requirements may affect eligibility for continued assistance.

Reporting Changes

Families must promptly notify both CCR and ALKS of changes involving:

Employment

School enrollment

Address

Household information

Contact information

Eligibility status

Failure to report required changes may result in loss of services.

ATTENDANCE • ARRIVAL & DEPARTURE

Attendance

Regular attendance helps children benefit fully from the program.

Parents should notify ALKS whenever a child is absent.

Before Care Arrival

Children may arrive only during designated before-care hours.

Parents or guardians are responsible for ensuring children are signed in according to program procedures.

After Care Arrival

Children enrolled in after-school care will report directly to ALKS staff immediately following school dismissal.

Staff conduct attendance verification to ensure every enrolled scholar has safely arrived.

Authorized Pick-Up

Children will only be released to individuals listed on the Authorized Pick-Up Form unless written authorization is provided by the parent or legal guardian.

A government-issued photo ID may be required before releasing a child.

Late Pick-Up

Parents are expected to pick up children before program closes.

Late pick-ups may result in additional fees, and repeated occurrences may place enrollment at risk.

Child Safety

Children will never be released to an individual who appears impaired or otherwise unable to safely supervise the child.

In such situations, ALKS will take appropriate steps to protect the child's safety, which may include contacting an authorized emergency contact or appropriate authorities.

HEALTH & WELLNESS • MEDICATION • NUTRITION • BEHAVIOR GUIDANCE • PERSONAL BELONGINGS

HEALTH & ILLNESS POLICIES

The health and well-being of every scholar is a top priority at **A Loving Kinda Space (ALKS)**. To help maintain a safe and healthy environment, families are asked to keep children home when they exhibit symptoms of illness.

♥ Children Should Remain Home If They Have:

- ✓ A fever of **100.4°F (38°C)** or higher
- ✓ Vomiting
- ✓ Diarrhea
- ✓ Persistent coughing that interferes with activities
- ✓ Difficulty breathing
- ✓ Undiagnosed rash
- ✓ Pink eye (conjunctivitis)
- ✓ Symptoms of a contagious illness
- ✓ Head lice until treatment has begun
- ✓ Any condition that prevents participation in normal program activities

■ Important

Parents will be contacted if a child becomes ill during the program day. Children who become ill must be picked up promptly.

♥ Returning to the Program

Children may return when:

- ✓ They have been fever-free for at least **24 hours** without fever-reducing medication.
- ✓ Vomiting and diarrhea have been resolved for at least **24 hours**.
- ✓ They can participate comfortably in normal activities.
- ✓ A healthcare provider's release is provided when requested.

♥ MEDICATION ADMINISTRATION

Whenever possible, medication should be administered at home.

When medication must be given during program hours, ALKS will follow all applicable North Carolina childcare regulations.

Medication Requirements

Medication must:

- ✓ Be in its original container
- ✓ Include the child's name
- ✓ Contain the original prescription label (if prescription medication)
- ✓ Include dosage instructions
- ✓ Not be expired

Parent Authorization

Medication may only be administered when:

- ✓ A completed Medication Authorization Form is on file
- ✓ Parent/guardian permission has been provided
- ✓ Instructions are clearly documented / Medication administration will be documented each time medication is given.

 **Emergency Medications** Emergency medications (such as EpiPens, inhalers, or seizure medications) must be discussed with the Director before attendance begins.

NUTRITION, SNACKS & FOOD ALLERGIES

ALKS believe healthy children learn and play more effectively.

Snacks

Healthy afternoon snacks and water may be provided daily when included in the program.

Parents should notify ALKS of any dietary restrictions or food allergies before attendance begins.

Food Allergies

A child with food allergies must have:

- ✓ Allergy information on file
- ✓ Emergency Action Plan (when applicable)
- ✓ Required Emergency Medication
- ✓ Parent instructions

Every effort will be made to reduce exposure to known allergens; however, ALKS cannot guarantee an allergen-free environment.

Outside Food

Parents should not send food containing common allergens for group sharing unless specifically approved by the Director.

BEHAVIOR GUIDANCE & POSITIVE DISCIPLINE

At ALKS, we believe discipline is an opportunity to teach—not to punish.

Our goal is to help scholars develop self-control, responsibility, respect, and positive decision-making skills.

We Encourage

- ✓ Respect for others
- ✓ Kindness
- ✓ Responsibility
- ✓ Cooperation
- ✓ Honesty
- ✓ Problem-solving

✓ Leadership

✓ Good sportsmanship

♥ Positive Guidance Strategies

Staff may use:

✓ Positive reinforcement

✓ Praise and encouragement

✓ Redirection

✓ Restorative conversations

✓ Natural and logical consequences

✓ Conflict resolution

✓ Individual behavior support plans when appropriate

♥ Prohibited Practices

The following are **never permitted**:

✗ Corporal punishment

✗ Physical discipline

✗ Verbal abuse

✗ Humiliation

✗ Threats

✗ Intimidation

✗ Withholding food or water

✗ Withholding restroom access

- ✗ Public embarrassment
- ✗ Any form of abuse or neglect

Family Partnership

Parents will be informed of significant behavioral concerns, and ALKS will partner with families to develop strategies that support the child's success.

PERSONAL BELONGINGS, ELECTRONICS & DRESS EXPECTATIONS

Personal Belongings

Please label all personal items with your child's name.

ALKS is not responsible for lost, stolen, or damaged personal belongings.

Electronics

Unless required by the school or approved by the Director:

- ✓ Cell phones should remain stored away during program hours.
- ✓ Tablets, gaming devices, and other electronics should not be brought to the program.
- ✓ Smart watches may be worn but should not disrupt activities.

Clothing

Children should wear comfortable clothing appropriate for active indoor and outdoor play.

Closed-toe shoes are strongly recommended for safety during recreation.

Parents should send weather-appropriate outerwear, including coats, hats, and rain gear when needed.

Lost & Found

Unclaimed items will be placed in the Lost & Found area.

Items remaining after a reasonable period may be donated or discarded.

♥ Our Commitment

We are committed to creating a healthy, safe, respectful, and engaging environment where every scholar has the opportunity to learn, grow, and thrive each day.

♥ SAFETY & EMERGENCY PREPAREDNESS

The safety of every scholar is the highest priority at **A Loving Kinda Space LLC (ALKS)**. We maintain comprehensive emergency procedures and train staff to respond quickly, calmly, and appropriately during any emergency.

Our Emergency Preparedness Plan complies with the requirements of the **North Carolina Division of Child Development and Early Education (DCDEE)** and is reviewed regularly with staff.

♥ Emergency Situations May Include

- ✓ Fire or smoke emergencies
- ✓ Severe weather (tornadoes, thunderstorms, hurricanes)
- ✓ Power outages
- ✓ Medical emergencies
- ✓ Hazardous material incidents
- ✓ Lockdowns or security threats
- ✓ Building evacuations
- ✓ Missing child procedures

■ Important

Emergency contact information must remain current at all times. Parents are responsible for notifying ALKS immediately of any changes to phone numbers, addresses, or emergency contacts.

♥ EMERGENCY DRILLS & FAMILY REUNIFICATION

To ensure readiness, ALKS conducts emergency drills throughout the year as required by North Carolina regulations.

Emergency Drills Include

- ✓ Fire drills
- ✓ Tornado and severe weather drills
- ✓ Lockdown drills
- ✓ Shelter-in-place drills
- ✓ Evacuation procedures

These drills are designed to familiarize scholars and staff with emergency procedures while minimizing fear or anxiety.

Family Reunification Procedures

If an emergency requires relocation from the program site:

- ✓ Families will be notified as quickly as possible through phone, text, email, or the program communication platform.
- ✓ Children will only be released to individuals listed on the Authorized Pick-Up Form unless other written authorization has been provided.
- ✓ Government-issued photo identification will be required before a child is released.

Safety Reminder

Parents are asked **not to come directly to the program location during an active emergency** unless instructed to do so, as emergency responders may need unrestricted access to the facility.

INCIDENT REPORTING & PARENT COMMUNICATION

ALKS believes open, respectful, and timely communication builds strong partnerships with families.

Parent Communication

Families can expect regular communication regarding:

- ✓ Program updates
- ✓ Activities and events
- ✓ Payment reminders
- ✓ Weather-related closures
- ✓ Behavior concerns
- ✓ Celebrations and achievements
- ✓ Policy updates

Communication may occur through:

- ✓ Email
- ✓ Text message
- ✓ Parent communication applications
- ✓ Phone calls
- ✓ Printed notices
- ✓ In-person conversations

Incident Reports

Parents will be notified as soon as reasonably possible when a child experiences:

- ✓ An injury requiring first aid
- ✓ A behavioral incident involving aggression or safety concerns
- ✓ An illness requiring early pick-up

✓ Any event significantly affecting the child's health or well-being

Written incident reports will be completed when appropriate, and parents may be asked to sign acknowledging.

♥ **CONFIDENTIALITY, RECORDS & PRIVACY**

ALKS respects the privacy of every child and family.

Information collected during enrollment is used solely to provide safe, effective care and to comply with licensing requirements.

💙 **Confidential Records**

The following information is kept confidential:

- ✓ Enrollment records
- ✓ Emergency contacts
- ✓ Medical information
- ✓ Behavioral documentation
- ✓ Financial records
- ✓ Custody documentation
- ✓ Incident reports

Records will only be shared when: ✓ Authorized by the parent or legal guardian,

✓ Necessary to protect the health or safety of a child

✓ Required by law, ✓ Requested by authorized licensing or regulatory agencies

♥ **Photo & Video Release**

Photographs and videos may be taken during program activities for educational, promotional, or communication purposes.

Families will indicate their photo permission preferences during enrollment.

Children whose parents decline photo permission will not be intentionally included in promotional materials.

♥ PARENT PARTNERSHIP, GRIEVANCE PROCEDURE & NON-DISCRIMINATION

Families are an essential part of every child's success.

ALKS values collaboration and encourages parents to:

- ✓ Maintain open communication with staff
- ✓ Update contact information promptly
- ✓ Review program communications regularly
- ✓ Participate in family events whenever possible
- ✓ Share concerns respectfully and promptly

♥ Parent Concerns & Grievances

If a parent has a concern, we encourage the following process:

Step 1 – Discuss the concern with the appropriate staff member.

Step 2 – If unresolved, schedule a meeting with the Director.

Step 3 – If additional review is needed, submit the concern in writing for formal review.

ALKS is committed to resolving concerns fairly, respectfully, and in a timely manner.

♥ Non-Discrimination Policy

A Loving Kinda Space LLC provides services without discrimination based on race, color, national origin, ethnicity, religion, sex, disability, age, or any other status protected by applicable law.

We celebrate diversity and are committed to creating an inclusive environment where every child and family feel welcomed, respected, and valued.

♥ Our Promise to Families

At **A Loving Kinda Space**, we believe strong partnerships between families and staff create the best opportunities for children to succeed. We are committed to

maintaining a safe, respectful, and welcoming environment built on trust, communication, and mutual respect.

PROGRAM RULES & FAMILY EXPECTATIONS

To ensure a safe, respectful, and enjoyable environment for everyone, all scholars, parents, and staff are expected to follow the program rules outlined below.

Scholar Expectations

Scholars are expected to:

- ✓ Treat staff, volunteers, and fellow scholars with kindness and respect.
 - ✓ Follow staff directions promptly.
 - ✓ Use respectful language and appropriate behavior.
 - ✓ Care for program materials, equipment, and school property.
 - ✓ Participate safely in activities.
 - ✓ Keep hands, feet, and objects to themselves.
 - ✓ Resolve disagreements respectfully with staff assistance.
 - ✓ Remain with their assigned group unless directed otherwise by staff.
-

Parent Expectations

- Parents and guardians are expected to:
- ✓ Treat staff, scholars, and other families respectfully.
 - ✓ Keep all emergency contact information current.
 - ✓ Ensure tuition and applicable fees are paid on time.
 - ✓ Notify ALKS of schedule changes, absences, or early pick-ups.
 - ✓ Arrive on time for pick-up.
 - ✓ Support program policies and behavior expectations.
 - ✓ Communicate concerns respectfully and professionally.

Zero-Tolerance Policy

Harassment, threats, abusive language, discrimination, or aggressive behavior toward staff, children, or other families will not be tolerated and may result in dismissal from the program.

TECHNOLOGY & ELECTRONIC DEVICE POLICY

Technology can be a valuable educational tool when used responsibly.

Personal Electronic Devices

Unless approved by the Director:

- ✓ Cell phones should remain stored away during program hours.
 - ✓ Tablets, laptops, gaming systems, and similar devices should not be brought to the program.
 - ✓ Smart watches may be worn but should not interfere with activities.
-

Program Technology

When technology is used within the program, it will support:

- ✓ Homework and educational activities
- ✓ STEM learning
- ✓ Research projects
- ✓ Creativity and problem-solving
- ✓ Age-appropriate educational games

All internet use will be supervised whenever possible and used in accordance with school and program expectations.

TRANSPORTATION & WEATHER POLICIES

Transportation

ALKS provides care before and after school. Transportation is generally limited to movement between the school day and the ALKS program location as part of the

school partnership. Parents are responsible for notifying ALKS of any changes to their child's dismissal plan before the end of the school day.

Inclement Weather

When partner schools are closed due to weather or emergencies, ALKS will communicate whether care will be available.

Notifications may be sent through:

- ✓ Email
- ✓ Text message
- ✓ Parent communication app
- ✓ Program website or social media (when applicable)

The safety of scholars, families, and staff will always guide operational decisions.

School Delays

If the partner school operates on a delayed schedule, ALKS will notify enrolled families regarding any adjustments to before-care services.

CHILD PROTECTION & MANDATORY REPORTING

The safety and well-being of every child is our highest priority.

All ALKS employees are mandated reporters under North Carolina law.

If staff members have reasonable cause to suspect that a child has been abused, neglected, or otherwise placed at risk, they are legally required to report those concerns to the appropriate authorities.

Reports are made in good faith to protect children and comply with state law.

Commitment to Child Safety

ALKS is committed to:

- ✓ Providing a safe environment

- ✓ Maintaining appropriate supervision
- ✓ Following all licensing regulations
- ✓ Conducting required background checks
- ✓ Training staff in child abuse recognition and prevention
- ✓ Protecting the dignity and privacy of every child

♥ NORTH CAROLINA LICENSING STATEMENT

A Loving Kinda Space LLC operates in accordance with the requirements established by the **North Carolina Division of Child Development and Early Education (DCDEE)**.

The program strives to maintain compliance with all applicable licensing regulations governing school-age childcare, including requirements related to:

- ✓ Health and safety
- ✓ Staff qualifications and training
- ✓ Criminal background checks
- ✓ Emergency preparedness
- ✓ Child supervision
- ✓ Recordkeeping
- ✓ Facility standards
- ✓ Nutrition and sanitation

Parents have the right to review the program's licensing information and inspection reports as permitted by law.

Questions regarding licensing may also be directed to the North Carolina Division of Child Development and Early Education.

♥ PARENT COMMUNICATION AGREEMENT

To maintain effective communication, parents agree to:

- ✓ Read all emails, newsletters, and announcements.
- ✓ Respond promptly to requests for information.
- ✓ Keep contact information current.
- ✓ Inform ALKS of changes in emergency contacts, medical information, custody arrangements, or authorized pick-up persons.
- ✓ Notify ALKS of planned absences or schedule changes.

Open communication helps ensure the safety and success of every scholar.

TUITION AGREEMENT ACKNOWLEDGMENT

By enrolling in A Loving Kinda Space LLC, I understand and agree that:

- ✓ Tuition is due according to my selected payment plan.
- ✓ Registration fees are non-refundable.
- ✓ I am responsible for any parent fees assigned by Child Care Resources (CCR).
- ✓ Late payments may result in late fees, suspension of services, or termination of enrollment.
- ✓ I understand the program's refund and withdrawal policies.
- ✓ I authorize ALKS to process approved automatic payments if I have enrolled in auto-draft services.

PHOTO & MEDIA AUTHORIZATION

During participation in ALKS activities, photographs and videos may be taken for educational, communication, or promotional purposes.

Please indicate your preference during enrollment.

☐ **YES**, I authorize A Loving Kinda Space LLC to use my child's image in program publications, newsletters, social media, marketing materials, and the program website.

☐ **NO**, I do not authorize the use of my child's image for promotional purposes.

Parents may update this authorization in writing at any time.

 PARENT HANDBOOK ACKNOWLEDGMENT

I acknowledge that I have received the **A Loving Kinda Space LLC Parent Handbook & Program Policies (2026–2027) and the Summary of the NC Child Care Law and Rules.**

I understand that it is my responsibility to read and comply with the policies outlined in this handbook.

I understand that policies may be revised as necessary to maintain compliance with North Carolina licensing requirements or improve program operations.

Parent/Guardian Name: _____

Scholar Name(s): _____

Parent/Guardian Signature: _____

Date: _____

* *How to Report a Problem North Carolina law requires staff from the Division of Child Development and Early Education to investigate a licensed family childcare home or childcare center when there has been a complaint. Childcare providers who violate the law or rules may be cited for violations of childcare requirements and may be issued an administrative action, fined, and/or may have their licenses suspended or revoked. Administrative action must be posted in the facility. If you believe that a childcare 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 9 1 9 - 8 1 4 - 6 3 0 0 or 1 - 8 0 0 - 8 5 9 - 0 8 2 9 .

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A MESSAGE TO OUR FAMILIES

Thank you for choosing **A Loving Kinda Space**.

We are honored to partner with your family in providing a safe, nurturing, and enriching environment where scholars can learn, grow, and thrive beyond the school day.

Our commitment extends beyond childcare—we are dedicated to fostering confidence, character, curiosity, and meaningful relationships that leave a lasting impact.

Together, we will create memorable experiences, encourage academic success, celebrate achievements, and build a strong community where every child knows they are valued.

More Than Care – It's A Loving Kinda Space

Thank you for trusting us with your most precious gift, your child. We look forward to a wonderful year of learning, laughter, growth, and partnership.

With appreciation,

ALKS

Owner/Director

A Loving Kinda Space LLC

Parent Handbook Acknowledgment

A Loving Kinda Space LLC • 2026-2027 School Year

I acknowledge that I have received the A Loving Kinda Space LLC Parent Handbook & Program Policies (2026-2027) and the Summary of the North Carolina Child Care Law and Rules.

I understand that it is my responsibility to read and comply with the policies outlined in the handbook. I understand that policies may be revised as necessary to maintain compliance with North Carolina licensing requirements or to improve program operations.

- I have reviewed the enrollment, attendance, arrival and departure policies.
- I have reviewed the tuition, payment, late fee, refund and withdrawal policies.
- I understand my responsibilities regarding Child Care Resources (CCR), when applicable.
- I have reviewed health, medication, behavior, safety, emergency and authorized pick-up policies.
- I understand that I am responsible for keeping contact, medical, custody and emergency information current.

Parent/Guardian Name: _____

Scholar Name(s): _____

Parent/Guardian Signature: _____

Date: _____

Please return this signed acknowledgment to A Loving Kinda Space LLC.
Keep the Parent Handbook for your records.

Tuition & Photo/Media Authorization

Parent signature page • A Loving Kinda Space LLC

TUITION AGREEMENT ACKNOWLEDGMENT

- Tuition is due according to my selected payment plan.
- Registration fees are non-refundable.
- I am responsible for any parent fees assigned by Child Care Resources (CCR).
- Late payments may result in late fees, suspension of services, or termination of enrollment.
- I understand the program's refund and withdrawal policies.
- I authorize approved automatic payments if I enroll in auto-draft services.

PHOTO & MEDIA AUTHORIZATION

During participation in ALKS activities, photographs and videos may be taken for educational, communication, or promotional purposes. Please select one:

- YES - I authorize A Loving Kinda Space LLC to use my child's image in program publications, newsletters, social media, marketing materials, and the program website.
- NO - I do not authorize the use of my child's image for promotional purposes.

I understand that I may update this authorization in writing at any time.

Parent/Guardian Name: _____

Scholar Name(s): _____

Parent/Guardian Signature: _____

Date: _____

Summary of NC Child Care Law & Rules

Parent-friendly summary based on the NC DHHS/DCDEE brochure, Revised July 2026.

WHAT NORTH CAROLINA DEFINES AS CHILD CARE

- North Carolina law generally defines child care as care for three or more children under age 13, from a non-relative, on a regular basis at least once a week, for more than four hours but less than 24 hours per day.
- The North Carolina Department of Health and Human Services regulates child care through the Division of Child Development and Early Education (DCDEE). Regulation is intended to protect children's health, safety and well-being while they are away from their parents.

CHILD CARE CENTERS

- Licensure as a child care center is generally 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. Licensed centers are visited at least annually.

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.

REPORTING ABUSE, NEGLECT OR MALTREATMENT

- Every citizen has a responsibility to report suspected child abuse, neglect or maltreatment. Suspected maltreatment at a child care facility may be reported to DCDEE. Suspected abuse or neglect in a family must be reported to the county department of social services.

NC Child Care Law: Staffing & Ratios

STAFF REQUIREMENTS

- A child care center administrator must be at least 21 and have at least a North Carolina Early Childhood Administration Credential or its equivalent.
- Lead teachers must be at least 18 and have at least a North Carolina Early Childhood Credential or its equivalent. If required credentials are not already held, the state brochure describes a period for beginning credential coursework.
- Staff working directly with children must meet required training, CPR/First Aid, emergency preparedness and criminal background qualification requirements.

STAFF / CHILD RATIOS

Age	Teacher:Child	Max Group
0-12 months	1:5	10
12-24 months	1:6	12
2-3 years	1:10	20
3-4 years	1:15	25
4-5 years	1:20	25
5 years and older	1:25	25

- For multi-age groupings, ratios and group-size requirements are governed by the applicable child care rules and may require prior approval.

NC Child Care Law: Safety, Records & Program

BEHAVIOR MANAGEMENT & DISCIPLINE

- Each facility must have a written discipline policy, discuss it with parents and provide a copy when a child is enrolled. Changes must be shared with parents in writing before taking effect.
- Corporal punishment is prohibited in child care centers and family child care homes, subject to the limited religious-facility exception described in state law.

ACTIVITIES & CURRICULUM

- Activity plans and schedules must balance active and quiet activities and indoor and outdoor activities. Written activity plans should support children's developmental domains and provide opportunities for exploration and choice.

SAFETY & HEALTH

- Licensed facilities must maintain sanitation and health and safety standards. Meals and snacks must meet applicable requirements, and food must be offered at least once every four hours.
- Children must have outdoor play opportunities as required by rule and must have space and time provided for rest.

TRANSPORTATION & RECORDS

- Programs providing transportation must meet motor vehicle laws, including inspection, insurance, licensing and restraint requirements. Children may never be left alone in a vehicle, and staff-child ratios must be maintained.
- Centers and homes must keep accurate records for children, staff and the program, including required emergency drill records.

NC Child Care Law: Facility Information & Complaints

SPACE & EQUIPMENT

- Indoor and outdoor environments must meet applicable space requirements. Outdoor play space must be fenced.
- Indoor equipment must be clean, safe, well maintained and developmentally appropriate. Equipment and furnishings must be sturdy and free of hazards.

REVIEWING FACILITY INFORMATION

- Facility and visit documentation may be viewed through the Division's Child Care Facility Search. A public file is maintained for each licensed center or family child care home.

HOW TO REPORT A PROBLEM

- North Carolina law requires DCDEE to investigate complaints involving licensed child care centers and family child care homes. Providers that violate child care laws or rules may be cited and may face administrative action, fines, suspension or revocation.

NC Division of Child Development and Early Education

919-814-6300

1-800-859-0829 (in-state)

ncchildcare.ncdhhs.gov

NC Department of Health and Human Services

1915 Health Service Way, Raleigh, NC 27607

Important:

This booklet summary is provided for parent convenience. The official NC DHHS/DCDEE brochure and current child care laws and rules control if requirements change.

A Loving Kinda Space LLC

More Than Care - It's A Loving Kinda Space.

BEFORE & AFTER-SCHOOL CARE

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