

Summer Day Camp Frequently Asked Questions

What is a Summer Day Camp?

A recreation program that offers care to three or more school-age children and operates for less than four consecutive months per year is considered a **summer day camp**. A center providing care for school-age children exclusively on a seasonal basis between May 15 and September 15 shall be licensed as a summer day camp **10A NCAC 09 .2502**. The law does not require summer day camps to be licensed.

Why are some Summer Day Camps licensed?

Operators, who wish to be eligible to receive payment through the subsidized child care program, are required to be licensed. Any children who are receiving subsidized child care services must be in a program that is licensed by the Division.

What age children can be enrolled in a licensed summer day camp?

A licensed summer day camp can only enroll school age children.

What is the definition of a “school-age child?”

School-age child means any child who is attending or who has attended a public or private grade school or kindergarten and meets age requirements as specified in G.S. 115C-364.

What are the requirements to be licensed as a summer day camp?

- An approved building, fire and sanitation inspection.
- Developmentally appropriate activities
- Nutritious meals and snacks
- Health and safety training
- Criminal record checks for all staff.
- Education and/or experience requirements.
- Additional health and safety requirements must be met for the equipment, materials and the location where the children receive care.

What are the educational requirements for an administrator and program coordinator?

- Administrators must be 21 years old and have 400 to 600 hours experience working with school age children, and complete the NC Early Childhood Administration Credential or its equivalent. If the administrator is also responsible for planning the school age program, 5 hour training, Basic School-Age Care, specific to school age topics, must be completed.
- Program coordinators must be 18 years of age with a high school diploma or equivalent, and have 2 semester hours in child/youth development and 2 semester hours in school age programming.
- Additional details about the licensing requirements are described in the application packet.

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What is the process for a Religious-Sponsored Summer Day Camp?

Summer day camps that are operated by a church or school of religious charter can apply for a summer day camp license or can operate under the provisions of General Statute 110-106 by submitting a Letter of Intent. **A Letter of Intent must be submitted to the Division at least 30 days prior to the first day of operation. This letter must be typed on church letterhead and signed by the Pastor/Responsible Party of the Church.**

Your Letter of Intent to open a child care facility must include the following information:

- ___ Letter of Intent must be on sponsoring organization letterhead
- ___ Letter of Intent must be signed by sponsoring organization leader. (example: church pastor)
- ___ Name of Sponsoring Organization
- ___ Address of Sponsoring Organization
- ___ Telephone Number of Sponsoring Organization
- ___ Proposed Name of Child Care Facility
- ___ Address of Proposed Child Care Facility
- ___ Telephone Number of Proposed Child Care Facility
- ___ Proposed Number of Children
- ___ Proposed Age Range of Children
- ___ Scheduled Opening Date
- ___ Contact Person for proposed facility
- ___ Copy of Operator's Criminal Record Check Qualification Letter

Is a fenced-in play area required?

A fenced in area is required only if staff and children will be on the premises 75% or more of the time **and the program is not located at a public school**. If your consultant requires for you to have a fenced in area, you can purchase orange construction temporary fencing (Lowes, Home Depot). If your program is planning on operating an afterschool program after the summer program, you are required to get permanent fencing. Programs can have fenced in asphalt, as long as there is not any anchored equipment. Your program may use asphalt for activities like tennis, basketball, volleyball, jump rope, hopscotch, etc.. Sandboxes cannot be put on asphalt. If the equipment on non-asphalt areas is anchored, you must have a fall zone at the proper depth based upon the critical height (highest point a child can climb) of the structure.

Does the program need a building/fire inspection if off the premises more than 75% of the time? No. The program must show an activity schedule showing that they will be off

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the premises (home base) 75% of the time. During inclement weather, you may not be on the premises (home base) for more than 25% of the time. If you are on site for more than 25% of the time, you must get a building/fire inspection for the home base, or provide a copy of the contract with an agency that will provide space during inclement weather. If you contract with another facility for inclement weather, you would not need a building/fire inspection.

Should staff have already taken BSAC before employment? If staff were employed at the summer day camp last year, then they should have completed BSAC at this point. New employees have six weeks from date of employment to complete BSAC training.

Can a Summer Day Camp have violations on the first visit? No. the initial visit is a pre-licensing visit, no violations can be cited. Consultants will document any non-compliance items observed during the initial visit in addition to what specifically needs to be corrected.

What is the age range for a Summer Day Camp?

School age and up

Summer Day Camps are normally designed for 5-12 year old school-age children. Summer day camps may accept children 13 up to 21 years of age; however, in such cases a designation will be placed on your license that reads: "Care provided to children over age 12"

Preschool age children

If a Summer Day Camp wants to enroll preschool age children, they must meet all requirements for that age child in accordance with the Child Care Requirements. Even though a child will be entering kindergarten in the Fall and has already turned 5 years old, that child is not considered a "school aged child" until they have attended a public or private grade school or kindergarten.

Subsidy and Inspections (Religious-Sponsored Programs only):

Once the Letter of Intent is received by the Division, a Response Letter is sent to you stating that the religious sponsored program can open 30 days after the Letter of Intent is received in the Raleigh office. A copy of the operator's and staff Criminal Record Check qualification letters must be on site prior to operation.

The facility would, also, be eligible to receive subsidy funds when they open; however, no subsidy reimbursement for children's care will be paid to the facility until issued the Notice of Compliance. Additionally, within that 30 day timeframe the applicant must complete all inspections (building, fire and sanitation). By the end of the 30 days of operation, if the program cannot meet all applicable Child Care Requirements, including receiving the three inspections, they will not receive subsidy payment for the child care services that were provided during the 30 day operating period. It is; therefore, in the program's best interest to be certain that they choose a building that will meet code and that they understand the application of the Child Care Requirements that apply to religious sponsored programs.

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Who takes care of the Subsidy applications? Child care providers should take or mail a Subsidy application and the rate sheet paperwork to their local DSS for processing.
Subsidy applications should not be given to child care consultants.