

SECTION .0300 - ADMINISTRATION

10A NCAC 06R .0301 GOVERNING BODY

(a) Responsibility for management rests with the governing body of the day care program. In a private for-profit program, responsibility for management rests with the owner or board of directors; in a private, non-profit program, with the board of directors; in a public agency, with the board of that agency.

(b) The governing body of a day care program shall establish and maintain management procedures, including:

- (1) approval of organizational structure;
- (2) adoption of an annual budget;
- (3) regular review of financial status, making sure that the program is under fiscal management; This includes conducting a review of the annual budget, monthly accounts of income and expenditures to reflect against the projected budget, and an annual audit;
- (4) appointment of the program director who shall delegate responsibility for conduct of specific programmatic and administrative activities in accordance with policies adopted by the governing body; and
- (5) adoption of written policies regarding operation, including:
 - (A) program policies outlining program goals; enrollment and discharge criteria and procedures; hours of operation; types of services provided, including transportation if offered; rates and payments; and management of medications. The policies shall be designed so copies may be given to interested parties who request information about the day care program;
 - (B) personnel policies; and
 - (C) any other policies deemed necessary by the governing body, such as agreements with other agencies and organizations.

(c) All policies affecting clients shall be written in direct and understandable language.

(d) The owner of a day care home shall establish and maintain operating procedures, including the following:

- (1) develop an annual budget;
- (2) maintain monthly accounts of income and expenditures; and
- (3) establish written policies regarding operation, including:
 - (A) program policies outlining program goals; enrollment and discharge criteria and procedures; hours of operation; types of services provided, including transportation if offered; rates and payments; and management of medications. The policies shall be designed so copies may be given to interested parties who request information about the day care program;
 - (B) personnel policies; and
 - (C) any other policies deemed necessary, such as agreements with other agencies and organizations.

*History Note: Authority G.S. 131D-6; 143B-153;
Eff. July 1, 1978;
Amended Eff. July 1, 1990; January 1, 1981;
Temporary Amendment Eff. October 1, 2001;
Amended Eff. July 1, 2007; August 1 2002;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. September 6, 2016.*