

10A NCAC 09 .1712 WRITTEN PLAN OF CARE

- (a) Each family child care home operator (operator or operators) who intends to complete routine tasks while children are in care shall develop and adopt a written plan of care for completing routine tasks. For purposes of this Rule, routine tasks includes running errands, meeting personal and family demands, attending classes, and attending medical appointments.
- (b) Operators who complete routine tasks with enrolled children shall limit these tasks to no more than two hours per week.
- (c) Children shall not attend classes or medical appointments, with the family child care home operator, as described in Paragraph (a) of this Rule.
- (d) Operators who attend classes, medical appointments, or who must complete routine tasks in excess of two hours per week, shall ensure that a qualified additional caregiver or substitute provider who meets the requirements of 10A NCAC 09 .1729, cares for enrolled children during these times.
- (e) The written plan of care shall:
 - (1) specify times for completing routine tasks and include those times on the written schedule;
 - (2) specify the names of any individuals, such as additional caregivers or substitute providers, who will be responsible for the care of children when the operator is attending to routine tasks;
 - (3) specify how the operator shall maintain compliance with transportation requirements specified in 10A NCAC 09 .1723 if children are transported;
 - (4) specify how parents will be notified when children accompany the operator off premises for routine tasks not specified on the written schedule;
 - (5) specify any other steps the operator shall take to ensure routine tasks will not interfere with the care of children; and
 - (6) be provided and explained to parents of children in care on or before the first day the child attends the home. Parents shall sign a statement acknowledging the receipt and explanation of the plan. Parents shall also give written permission for their child to be transported by the operator for specific routine tasks that are included on the written schedule. The acknowledgment and written parental permission shall be retained in the child's record as long as the child is enrolled at the home and a copy of each document shall be maintained on file for review by the Division.
- (f) If the operator amends the written plan, the operator shall give written notice of the amendment to parents of all enrolled children at least 30 days before the amended plan is implemented. Each parent shall sign a statement acknowledging the receipt and explanation of the amendment. The operator shall retain the acknowledgement in the child's records as long as the child is enrolled in the home and a copy shall be maintained on file for review by the Division.

History Note: Authority G.S. 110-85; 110-86(3); 110-91; 143B-168.3; Eff. October 1, 2017.