Cornerstone
Child Development Centers

Parent Handbook

Cornerstone Child Development Center – Main
315 Webb Road Salisbury NC 28147
704-855-1218 Office Ext. 109
Front Desk Ext. 121

Cornerstone Child Development Center – City
1325 Faith Road Salisbury NC 28146
704-633-0016

Cornerstone Child Development Center- East
125 Eastville Dr. Salisbury, NC 28146
704.279.1255

Cornerstone Child Development Center-North
1010 S. Salisbury Ave. Spencer, NC 28159
704.637.5878

Revised 6-20-2016 MM

Handbook Table of Contents

Page Number	Content Area
3	Mission Statement, Hours, Ages, Operating Policies
4	Welcome Letter
5-7	Tuition & Fee Policies: Registration, Drop In, School Closings, Payments Accepted, Partial/Late/Suspended/Terminated Payments, Termination of Services
8	Arrival & Departure, Absences, Inclement Weather, Closings, Transportation Policy
9	Transportation Conduct, Before/Afterschool & NCPrek Transportation, Field Trips, Parent Involvement
10	Nutrition & Menus, Birthday/Special Events, Outdoor Play, Toilet Training, Rest Periods
11	Clothing & Shoes, Jewelry/Hair Bead Policy, Child Abuse/Neglect Reporting Policy
12	Children Unattended in the Car, Child Safety Seats, Discipline & Behavior Management Policy
13	Discipline and Child Guidance Procedures, Biting Policy
14	Biting Policy, Statement of Confidentiality
15	Health, Medicine Policy
16	Emergency Procedures, Smoke-Free Policy
17	Nondiscrimination Statement
18	Infant/Toddler Safe Sleep Policy
19	Subsidy Guidelines
20-23	Summary of NC Child Care Law & Rules
24	Health Check NC Health Choice Information
25-26	WIC Eligibility Information

Mission Statement

Helping children discover the best in their world and in themselves by providing a loving, and supportive, learning environment using the holistic approach to child development through a cooperative partnership between parents and educators.

Center Hours

Monday-Friday
6:00 a.m.-6:00 p.m.
Latest arrival time: 9:30a.m.
Parents are asked to indicate child's usual schedule on his/her application. If a significant change in schedule is necessary, please notify the Center as soon as possible Children should not be present more than 10 hours per day.

Ages of Children Served

6 Weeks- 12 Yrs. Old

Operating Policies

Application: Openings are filled on a first-come, first-served basis depending on the age and developmental level of the child and the vacancies in the appropriate age group.

Enrollment: Before enrollment and entrance into the Center, the following should be completed and/or received for each applicant:

- completed application, permission forms, parent agreement, and contact emergency information
- Completed health form and immunization records
- Child care food reimbursement application forms
- Signed discipline and behavior management policy
- Registration fee (non-refundable)
- Pre-enrollment visit by parent and child with the Center Director

Please bring the following for your child on the first day of attendance:

- Crib sheet for cot
- Blanket to cover up with
- 2-3 Change of clothes
- Diapers/wipes (if applicable)

Cornerstone
Child Development Centers

Dear Cornerstone Child Development Center Family:

Welcome! You are a Cornerstone Child Development family now. We would like to extend an open invitation to you to drop in often for informal visits. This will give us the opportunity to become acquainted with your entire family and will allow us to provide optimum learning opportunities for your child. Our doors are always open to you.

Informality is the keynote. We will place great value on freedom to be oneself- for adults and children alike. We offer a relaxed and casual setting geared to the needs and interests of each child and each parent who is a part of our center. We try to take into consideration individual differences and special abilities as well as family cultural patterns.

We will have special days for families. But don't wait for invitations. Visit us often even for five minutes. Know with your child that Cornerstone Child Development Centers is a good place because you have been there and seen it firsthand.

We thank you for allowing us to join with you in providing for the care, loving, and nurturing of your developing child. We look forward with eagerness to the year ahead.

With Much Excitement,

Cornerstone Child Development Centers

Tuition & Fee Policies:

Enrollment Fee:

- Paid prior to child attending the center
- To reserve a spot within 2 weeks, $25 Enrollment Fee must be paid.
- Enrollment Fee must be re-paid upon re-enrolling any child(ren) who has been unenrolled from one of our centers for 30 days or more.

Weekly Tuition Rates & Other Fees (*Subject to Change)

Pre-School:

6 weeks old to 23 months	$168
2 year-olds	$154
3-5 year- olds	$128

School Age:

Before & After School	$ 85
School Closings (Enrolled in B/A)	$ 10 additional fee per day
School Closing Only	$23.60/Day
Summer Camp	$118
Summer Camp Activity Fee	$ 50

Other Fees:

Transportation Fee	$ 30/month/center/family
NCPK Transportation Fee	$ 20/month
Late Payment Fee	$10
Late Pick Up Fee (past closing)	$1/min. for first 15 min./ $2/min. thereafter
Pre-K Graduation Fee	$10
Annual Registration Fee	$25/Child (max. $50 per family)
Returned Check Fee	$30

Private:

1. Tuition is due and payable on the Friday prior to child care unless the center is closed. Tuition is then due and payable on the first day the center is reopened.
2. There will be a $10.00 late fee for all tuition that is not paid according to the statement made above.
3. There is a service charge of $30 on all returned checks. In the event of 2 or more NSF checks within a 6 month period, checks will no longer be accepted from that person.
4. A written two weeks' notice must be provided to the Director before removing the child from CCDC or pay for the two weeks' tuition if notice is not given.
5. The child will no longer be allowed to attend if the account is delinquent, and this does not cancel the responsibility for paying accrued charges to CCDC. Delinquent constitutes not paying the current week's bill by Tuesday of any given week. As of Wednesday, the child(ren) will no longer be permitted to attend until the balance has been paid in full. If the account goes through a collection agency, the parent/guardian will be responsible for any incurred fees plus outstanding balance.
6. We offer a 10% "Sibling Discount" on full tuition rates. The discount will be applied to the tuition of the oldest child(ren).
7. Full tuition is billed regardless of attendance due to absence, holidays, inclement weather or otherwise.
8. After 1 year of continuous Private Pay enrollment, families will be eligible for 5 days of tuition free vacation. In order to be tuition free the vacation must be taken in 5 consecutive days & the child will not be permitted to attend on any of those days. Please schedule the vacation 2 weeks in advance with the Director.
9. To terminate care, a written notice is required and must be submitted 2 full weeks in advance of the final day of care. The designated form can be picked up from and must be turned in to your Director.

Voucher:

1. Tuition is due and payable on the 1st & 15th of each month unless the center is closed. Tuition is then due and payable on the first day the center is reopened.
2. There will be a $10 late fee for all tuition that is not paid according to the statement made above.
3. There is a service charge of $30 on all returned checks. In the event of 2 or more NSF checks within a 6 month period, checks will no longer be accepted from that person.
4. A written two weeks' notice to the Director before removing my child from CCDC or pay for the two weeks' tuition if notice is not given.
5. The child will no longer be allowed to attend if my account is delinquent, and this does not cancel the responsibility for paying accrued charges to CCDC. Delinquent constitutes not paying the Parent Fee owed by the 3rd/17th of any given month. As of the 4th/18th, your child(ren) will be placed in termination for non-payment until the balance has been paid in full. If the account goes through a collection agency, the parent/guardian will be responsible for any incurred fees plus outstanding balance.
6. Full tuition is billed regardless of attendance due to absence, holidays, inclement weather or otherwise.
7. To terminate care, a written notice is required and must be submitted 2 full weeks in advance of the final day of care. The designated form can be picked up from and must be turned in to your Director.

Annual Registration:

Annual Registration Fees are due on the first day of your anniversary month (Ex: If your child enrolls 6/10/2016, your annual registration fee will be due on 6/1/2017). Annual Registration fees are as follows:

- Family with one child $25
- Family with more than one child $50

Drop-In Care & ¾ Time Policy:

Drop in Care is available at some locations on an "as needed" basis. Spots are only available when reserved in advance. Please contact your director for additional information.

Cornerstone Child Development Centers offers part time care at the 3/4 time rate of up to 31 hours of care per week. Should a waiting list develop of full-time enrollments, 3/4 time enrollees will be given the 1st option to switch from 3/4 care to full-time care or a 2 week's termination notice may be given.

School Closing Policy:

For students enrolled in the Before/After School Program, a daily fee will be charged above the regular tuition rate for every day attended for all School Closings (ex: Christmas & Spring Break, Teacher Workdays, Holidays, etc.). For those enrolled in Drop-In Care & School Closings only, the tuition rate will be at the School Closings Only daily rate. (*please see current fee schedule*)

**All payments will be applied to the oldest balance*

Payment Methods Accepted:

We accept:

- Money Orders
- Personal Checks (We will charge a $30 fee for a returned check, plus applicable late payment fees.)
- Credit/Debit cards payments onsite (we do not accept credit/debits payment over the phone)
- PayPal payments (processing fees may apply)
- Cash – We prefer one of the other methods. We seldom have change on site. If you choose to pay in cash, you may have to accept any overage as a credit on your account.

Partial Payments

Payments are expected to be made IN FULL each week. A partial payment will be accepted, but the unpaid portion will still be considered late and be assessed a late payment fee as described below. Services may still be suspended if an account is delinquent.

Late Payments

Payments are DUE on Friday. Payments received after 11:59p.m. FRIDAY will be charged a late payment fee of $10. Services can be temporarily suspended for non-payment. Services can also be terminated and further collection action will be taken.

Suspended or Terminated for Non-payment

Services will be temporarily suspended while an account is delinquent. If an account is suspended, regular charges and late payment fees will still apply during a temporary suspension of services. After a period of time, services can be permanently terminated for non-payment. All unpaid balances are pursued with further collection action, usually small claims court.

Termination of Services

Parent Termination of Services: Two weeks' notice is required to terminate care. If parents cannot give a two week notice, parents are responsible to pay the equivalent of a two weeks' notice before the child's last day of care.

Provider Termination of Services: CCDC reserves the right to terminate the care at will. Except for reasons of non-payment or safety, CCDC will also give the parents a two week notice to find other care arrangements for their child. Reasons the provider may choose to terminate care include, but are not limited to, the following:

- If we (CCDC) feel we are unable or unqualified to meet the needs of the child without additional staff.
- If the child's behavior is destructive, uncontrollable, violent, or threatening to the other children or staff at the center. (This determination is made at the sole discretion of the provider.)
- If a parent's behavior is threatening or abusive to the children or staff at the center.
- If parents fail to pay bills on time.
- If parents fail to complete required forms and submit them on time.
- If the child demonstrated that they are unable to adjust to the setting.
- If the parents fail to cooperate with or abide by center policies and procedures.
- If parents knowingly bring a child ill or medicated to mask a fever or illness.

In the event that the provider decides to terminate the child care relationship due to the points mentioned above, the provider reserves the legal right to terminate the child care relationship without notice. To avoid the unfortunate situation from occurring, parents and legal guardians are required to thoroughly read the handbook. Parents and legal guardians are required to ask for a detailed explanation of any child care rules and regulations they do not clearly understand prior to enrolling the child in the child care center.

Revised 6-15-16 MM

Arrival & Departure

Children must be accompanied to and from their classroom by an adult. Upon arrival all parents must assist their child in washing their hands before entering the classroom. The teacher should be aware of the child's arrival and departure. Children will not be permitted to leave with an older sibling or unauthorized persons. The authorization is part of the contact and emergency information on the application forms. The child's teacher should be made aware in advance if anyone other than the regular persons are to pick up a child. For safety reasons, identification is required.

For the Safety of Our Children...

- Please do not park in front of the daycare door as this would block our fire exits.
- Please do not leave the car engine running while you bring your child into the center.
- Please do not leave children unattended in the car.

Absences

When a child is to be absent, parents are asked to call the center as early as possible each day. Advanced notification of vacations or days off is also appreciated. Due to the high demand for care in our facilities and in accordance with DSS childcare voucher program, CCDC reserves the right to terminate your child if they have missed 10 or more unexcused days within a month.

Inclement Weather

In case of inclement weather, the center will be open if at all possible. In the event that the Center cannot be open or that the Center's opening is delayed, announcements will be made on the WSOC Charlotte Channel 9, Facebook and the centers voicemails.

C.C.D.C. Closings (*Please view our website for specific closing dates)

Good Friday	1 Day
Easter Monday	1 Day
Memorial Day	1 Day
Independence Day	1 Day
Labor Day	1 Day
Thanksgiving Holiday	2.5 Days
Christmas Holiday	2.5 Days
New Years Holiday	1 Day
Staff Development Day	TBA

Transportation Policy

School Age Children

If your child is required by Law to ride in a booster seat it is your responsibility to provide the center with one on the first day of enrollment. If you fail to do so we will not drop/pick your child up from school. When a child is transported to his/her destination, an adult must wait until the child enters the building or is met by an authorized person. When regularly scheduled transportation is provided, such as to and from school; the center must maintain a list of children to be transported, route and scheduled stops, name and place where child is to be dropped off.

Smoking is prohibited in the vehicle.

Should there be an automobile accident, the Director or Executive Director must verbally inform the proper agencies within 24 hours, and provide a written report within 5 business days after the incident. In case of an unforeseen circumstance, the Director can give permission for staff to use their personal vehicles to transport children. Should an accident occur while staff personal vehicle is in use, the staff, children and the vehicle are covered with Cornerstone Child Development Centers' insurance.

Transportation Conduct

Transportation Conduct will be governed by the "3 Strikes Rule." "3 Strikes Rule" is when a student is allowed 3 strikes before transportation will be terminated. Examples of when this rule may apply may include but not be limited to any combination of the following: when the child is not boarding the bus within 30 seconds of arrival, no call no show for pick up, and/or behavioral issues etc.

Before/Afterschool & NC-Prek Transportation

Before/Afterschool Transportation Fee:	$30 (per month/family/center)
NC-Prek Transportation:	$20 (per month/family/center)
Fees are due:	Half on the 1st and the 15th of each month

Delinquent transportation fees will result in your child not being transported until fees are paid in full. Delinquent constitutes not paying the transportation fee owed by the 3rd/17th of any given month.

Transportation will be offered to children for before and after school care and NC- Prek for a required minimum of three children per route. Cornerstone Child Development Centers reserves the right to cancel a route due to not meeting the minimum number of children required to transport for the route at any point during the school year. Families will receive a two weeks' notice. For specific schools CCDC transports to and from, please contact the center Director.

Field Trips

Field trips may be taken throughout the year for children 3 years old and up; however, the majority will most likely occur in the summer. Parents will be notified in advance and permission will be required for child(ren) to attend. Additional fees will apply and those also must be collected in advance. If the appropriate number of staff required for a field trip is not met, CCDC reserves the right to cancel any fieldtrip at their discretion. Parents/Guardians are welcomed to chaperone field trips however their child(ren) will have the same expectations as everyone else to follow the same activity plan for the field trips.

Staff will do name to face attendance as children load onto the bus, to verify that all children are accounted for before and during the fieldtrip and also upon returning to CCDC. To ensure that no child is left unattended, our staff will have all children exit the bus when it reaches its destination. A staff member will do a walk-through of the bus to verify that all children have exited the bus.

Revised 6-15-16 MM

Parent Involvement Policy

Cornerstone Child Development Center recognizes the importance of parents as partners in their children's early education. Parent involvement, is key in building a positive learning experience for children. Families, when possible, are encouraged to participate in their child's early education experience. All parents are encouraged to "lend a helping hand" a few hours a month.

It is our goal to provide the best care possible for your child, there needs to be mutual cooperation and understanding between home, and the center. Parents who share child care experiences with their children at home reinforce these new experiences and make them more enjoyable. Meetings are held periodically to share information with you; you are expected to attend these meetings. If you should have any questions or concerns at anytime, please feel free to share them with us. To file complaints or to obtain information please see the on-site Director.

Parent Involvement for Grant Recipient's

If you are a grant recipient, as a stipulation of receiving grant funds, you must meet with the center director and develop a plan of Involvement while your grant is active. Please get with your director to discuss your strengths and that you are willing to assist with so this can be scheduled.

Nutrition & Monthly Menus

Your child is served breakfast, lunch, & snack. Our menus are planned and posted on the parent board for your review. Our center participates in the North Carolina Child Nutrition Program in order to ensure that your child will be served a nutritious & tasty meal. It is not recommended that parents bring a different meal for your child. However, we will accommodate children's religious backgrounds. Menu exceptions cannot be made except for documented medical reasons. It is important that you advise us of any allergies your child may have. We offer Parents Choice formula for your infant or toddler who is not yet eating table food. The formula will be sent home at the beginning of the month to prepare enough bottles for each day.

Birthday/Special Events

We appreciate your interest and involvement when arranging birthday/special events for your child. If you wish to provide a "treat" for each child in your child's group, please arrange the date and time with the teacher. No homemade goodies are to be brought in, only store bought items are permitted.

Outdoor Play

Fresh Air and exercise are apart of your child's daily activities. Please be sure your child has appropriate clothing for all seasons. We carefully monitor outdoor play and provide adequate water and shade. Should you desire sunscreen or sunblock for your child you must fill out a medicine form. According to the NC Child Care Law Article 7, chapter110, outdoor play is required as part of the daily activities in a child care center. Children that are ill, cannot go outdoors or are not able to participate in all the daily activities, should be excluded from care. All children must be able to participate in all the daily activities. If a child is not well enough to go outside, the child is not well enough to be at the center.

Toilet Training

Children will be potty trained when they are ready. We do not force children to potty train. However a child cannot transition to Pre-K until they are potty trained. Please communicate. It is important during the potty training process to communicate with your child's teacher about any questions or concerns you may have. Children potty-training must wear clothes that are easy to take on and off. One-piece suits or suspender type clothing prevent children from developing self-help skills necessary for meeting toileting needs. Children who are potty training should also have several pairs of training pants and extra sets of clothing available at the center. Please place child's initials on all articles of clothing brought in. The center is not responsible for lost or damaged clothing.

Rest Periods

Your child's day here is planned to provide many exciting and active learning experiences. 6 weeks-15 months are on their individual schedules and will sleep as needed throughout the day. All other children

will have a rest period after lunch. We encourage your child to rest quietly during that time. You must supply a standard size crib sheet and blanket for naptime. Every Friday your blanket must be taken home, laundered then returned on Monday. We are responsible for washing the crib sheets.

Clothing & Shoes

Children should be dressed in washable, comfortable clothing appropriate for the season. Shoes that buckle or tie should be worn. Sandals and thongs are not appropriate for comfortable, safe play and should not be worn to the center. Clothing should not prevent children from full participation in the center activities. Please place child's initials on all articles of clothing brought in. The center is not responsible for lost or damaged clothing.

Jewelry/Hair Bead Policy

We do not allow any type of Jewelry/Hair Bead to be brought into the center, due to the possibility of it being a choking hazard.

Child Abuse/Neglect Reporting Policy

To report suspected child abuse or neglect call:
Rowan County DSS 704-216-8498, DCDEE Intake Unit 1-800-859-0829 or 919-662-4499
Every resident of NC is required by law to report any suspicion of child abuse and or neglect.
NC General Statue 7B-301

Procedure and Practices, including responsible person(s):

All observations or suspicions of child abuse or neglect will be immediately reported to the Child Protective Services, listed above, no matter where the abuse or neglect might have occurred. The staff person who observed or has suspicions will inform the Director of the facility. The staff member and/or Director will call to report suspected abuse or neglect.

The person making the report of the suspected abuse or neglect shall include: give the person's name, address and telephone number. The report shall include name and address of the juvenile, name and address of the juvenile's parent, guardian or caretaker, age of the juvenile, and ages of other juveniles in the home; present whereabouts of the juvenile if not a the home address, nature and extent of any injury or condition resulting from abuse, neglect or dependency, and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention.

All staff involved in the reported incident will follow the direction of Child Protective Services regarding completion of written reports. If the parent or legal guardian of the child is suspected of abuse or neglect, staff will follow the guidance of Child Protective Services regarding notification of the child's parent or legal guardian. Reporters of suspected child abuse will not be discharged for making a report; unless it is proven that a false report was knowingly made.

Signs of suspected child abuse or neglect will be documented, which will be kept in a confidential file located in the Director's office.

If a staff member is suspected of abuse or neglect, parents or legal guardians of suspected abused children will be notified by the Executive Director immediately after contact with Child Protective Services is made.

Staff who are accused of child abuse or neglect may be suspended or given leave (with/without) pay, pending investigation of the accusation. Such staff may also be removed from the classroom and given a job that does not require interaction with children. However, no accusation or affirmation of guilt will be made until the investigation is complete. Caregivers found guilty of child abuse will be immediately dismissed.

When this policy applies: Whenever any staff member has reason to suspect that any child on the premises of this child care facility may have been abused or neglected by anyone.

Communication plan for staff and parents: Staff and volunteers will receive or be given access to a written copy on our website of this policy in their Staff Handbook and review this policy in Staff Orientation Training. All parents will receive or be given access to a written copy on our website of this policy in their Parent Handbook upon their child's enrollment.

Revised 12-11-2015 MM

Children Unattended in the Car

Do not leave children unattended in the car. If assistance is needed, call us ahead of time at 704.855.1218 ext. 109 and ask for assistance. Depending upon the environmental circumstances (hot/cold weather, etc.), leaving children unattended can be considered neglect. Cornerstone Child Development staff members are required to report all observed child abuse and neglect to the Department of Social Services.

Policy Adopted July 31, 2009

Child Safety Seats

North Carolina law requires all children under eight years of age or weighing less than 80 pounds be restrained in a proper child safety seat, placed in the rear seat of the vehicle. Failure to comply with this law, after one written warning by Cornerstone Child Development Center personnel, will result in termination of care. Labeled car seats may be left in the foyer in the morning so that they are available for the return home. Cornerstone Child Development Center will not be held responsible for any lost or stolen car seats.

Policy Adopted July 31, 2009

Discipline & Behavior Management Policy

Praise and positive reinforcement are effective methods of the behavior management of children. When children receive positive, nonviolent, and understanding interactions from adults and others, they develop good self-concepts, problem solving abilities, and self-discipline. Based on this belief of how children learn and develop values, this facility will practice the following discipline and behavior management policy:

How we respond to children and provide alternatives for children who need de-escalate stressful situations:

1. Praise, reward, and encourage the children.
2. Reason with and set limits for the children.
3. Model appropriate behavior for the children.
4. Modify the classroom environment to attempt to prevent problems before they occur.
5. Listen and nurture the children.

6. Provide alternatives for inappropriate behavior to the children.
7. Provide the children with natural and logical consequences of their behaviors.
8. Treat the children as people and respect their needs, desires, and feelings.
9. Ignore minor misbehaviors.
10. Explain things to children on their levels.
11. Use short supervised periods of "time-out"
12. Stay consistent in our behavior management program.
13. Include families on suggestions they have for their child when helping them cope.
14. Communicate to families on the progress of their behavior management.
15. Allow the children to problem solve while coaching them when help is needed.

How we do not respond to children:

1. Spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. Make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. Shame or punish the children when bathroom accidents occur.
4. Deny food or rest as punishment.
5. Relate discipline to eating, resting, or sleeping.
6. Leave the children alone, unattended, or without supervision.
7. Place the children in locked rooms, closets, or boxes as punishment.
8. Allow discipline of children by children.
9. Criticize, make fun of, or otherwise belittle children's parents, families, or ethnic groups.

"Time Out" Policy

"Time-out" is the removal of a child for a short period of time, determined by the age of the child, for example a three year old has time out for three minutes, from a situation in which the child is misbehaving and has not responded to other discipline techniques. The "timeout" space, usually a chair, is located away from classroom activity but within the teacher's sight.

During "time-out," the child has a chance to think about the misbehavior which led to his/her removal from the group. After a brief interval, the teacher discusses the incident and appropriate behavior with the child. When the child returns to the group, the incident is over and the child is treated with the same affection and respect shown the other children.

Parents/guardians cannot physically discipline their child on the premises.

Revised 1-11-16 MM

Discipline and Child Guidance Procedures

The Center's formal Discipline and Behavior Management Policy is listed above. A copy of the policy is included with the application that must be signed and returned with the enrollment application. The following steps will be taken for repeated inappropriate, disruptive, or hurtful behavior.

- Verbal redirection to a more appropriate activity or behavior.
- Parent/teacher or management conferences will be called to ensure a consistent effort in dealing with the problem.
- With parental permission, consultation with community resource persons may be held to help identify the child's needs and appropriate actions for specific problems.

If a child's behavior continues to be such that his safety or the safety of others are in danger and/or the rights of others are not respected thus making him/her unable to function in the group, the child will no longer be able to attend the Center. Parents will be asked by the Director to find an alternative placement

for him/her. If this step is required, the Director will make every effort to assist in appropriate evaluation and placement of the child.

Policy Adopted July 31, 2009

Biting Policy

Biting is a natural developmental stage that many children go through. It is usually a temporary condition that is most common between thirteen and twenty-four months of age. The safety of the children at the center is our primary concern. The center's biting policy addresses the actions the staff will take if a biting incident occurs.

Toddlers bite other toddlers for many different reasons. A child might be teething or overly tired and frustrated. He or she might be experimenting or trying to get the attention of the teacher or his peers. Toddlers have poor verbal skills and are impulsive without a lot of self-control. Sometimes biting occurs for no apparent reason. The center will encourage the children to "use their words" if they become angry or frustrated. The staff members will maintain a close and constant supervision of the children at all times.

The following steps will be taken if a biting incident occurs at our center:

- The biting will be interrupted with a firm "STOP…we bite food to eat, not our friends!"
- Staff will stay calm and will not overreact.
- The bitten child will be comforted.
- Staff will remove the biter from the situation. The biter will be given something to do that is satisfying.
- The wound of the bitten child shall be assessed and cleansed with soap and water.
- The parents of both children will be notified of the biting incident. Appropriate forms will be filled out (Incident Report). If there was blood exposure both parents will be notified immediately.
- Confidentiality of all children involved will be maintained.

Cornerstone Child Development Center reserves the right at any time to send home or terminate a child due to excessive and/or long term biting. All attempts will be made to help the child before termination occurs.

Statement of Confidentiality

(Parents, Visitors, Students, Personnel, Volunteers)

Aim:

To protect the child at all times and to give all staff, families, and visitors clear guidance as to their legal and professional roles and to ensure good practice throughout the Center which is understood by all.

Sharing information unnecessarily is an erosion of trust. The Center is mindful that it is placed in a position of trust by all stakeholders and there is a general expectation that a professional approach will be used in all matters of confidentiality.

Guidelines:

1. All information about individual children is private and should only be shared with those staff that has a need to know. Children's names should NEVER be used outside of the Center.
2. Photographs of children should not be used without parents' permission especially in the press and internet. When permission is given, the child's name should never be attached to the photo. This is often a cultural issue that the Center needs to be aware. Examples include: Facebook, My Space, or other social networking sites
3. Information about children will be shared with parents but only about their child. Parents should refrain from asking about other children because it breach's that child's confidentiality.
4. Parents may take pictures in the classroom, but must also abide by all of the guidelines set forth in this statement.
5. Pictures should be used for educational purposes (with permission); i.e. teachers, college and, high school students. Visitors shall not be allowed to take any photographs.
6. This statement is verification that all individuals including; personnel, students, parents, and volunteers that enters C.C.D.C. Centers are to remember that confidentiality is to be an ethical principle to follow at all times. This statement signifies commitment to this belief and the above practices.

If there are questions as to confidentiality and the sharing of information, DO NOT share information until you have been informed by the center Director.

Health:

- *Physical:* Each child is required to have a physical examination to be enrolled in the Center. The medical form must be dated and signed by a doctor or other approved medical personnel. The medical records must include current immunization records. Medical forms with immunization records are due no later than two weeks after enrollment.
- *Illnesses:* The Center is open to care for well children. If a child is sick, arrangements should be made for his/her care at home. Children should not be brought to the Center with an excessive cold, temperature over 100.5 degrees, upset stomach or diarrhea, or suspicious rashes unless we receive a signed note from a doctor stating your child is not contagious. Children must be able to participate in regular activities. If a child becomes ill during the day, parents will be notified to pick him/her up as soon as possible. This precaution is best for the ill child as well as the other children. Children may not remain in the Center with a temperature of 101 degrees or more.
  It is STRONGLY RECOMMENDED that children not return to the Center until they have been temperature/symptom free for 24 hours. Parents will be notified if children are exposed to a contagious illness/disease.

Revised 6-20-16 MM

Medicine Policy

We realize that there are times when your child may need medication during the day. With your child's health and safety in mind, C.C.D.C. does not administer any medications besides:

- Sunblock or Sunscreen
- Diaper Cream (no substitutes)
- Asthma Medication

Prescribed asthma medication must be in its original container bearing the pharmacist's label, which lists the child name, date the prescription was filled, the physicians' name, the name of the medicine or the prescription number, and the directions for dosage. Medication cannot be given on "As needed" basis. You must also fill out a medicine form when medication is to be given. All medication policies are subject to state regulations. Medications of any kind cannot be left in backpacks or diaper bags. This includes diaper creams or any other kind lotions or creams.

Emergency Procedure

In case of an emergency we will make every attempt to contact you or one of your listed emergency contacts. If you or an emergency contact is not available a staff member will accompany your child to the nearest emergency room. An incident report will be filled out by a staff member and will be given to parent upon pick-up of child.

Smoke-Free Policy

Due to acknowledged hazards to young children arising from exposure to second and third hand smoke, it shall be the policy of Cornerstone Child Development Centers to provide a smoke-free environment for staff, children, and parents. This policy covers the smoking or any tobacco product and applies to both employees and non-employee participants of Cornerstone Child Development Centers.

DEFINITION:

1. There will be no smoking in any area of the child care center including the Cornerstone Church campus at any time.

2. There will be no smoking in any staff, volunteer or parent's vehicle at any time on campus. There will be no tobacco use in personal vehicles when transporting children on child care authorized activities.

3. There will be no smoking by staff or volunteers during functions including field trips, walks, and all other off-site activities.

CCDC will respect the policies and regulations of the hosting facility's smoking policy when attending trainings off-site.

4. According to the health benefits of children and the dangers of third hand smoke, CCDC requires that if employees should leave the premises they must wear a smoking shirt/jacket. Upon returning to the center the shirt/jacket must be removed and left in one's personal vehicle, and wash their hands immediately.

Adopted 6-20-16 MM

Nondiscrimination Statement

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- **Mail**:
  U.S. Department of Agriculture
  Office of the Assistant Secretary for Civil Rights
  1400 Independence Avenue, SW
  Washington, D.C. 20250-9410
- **Fax**: (202) 690-7442; or
- **Email**: program.intake@usda.gov

This institution is an equal opportunity provider.

Infant /Toddler Safe Sleep Policy

Sudden Infant Death Syndrome (SIDS) is the unexpected death of a seemingly healthy baby for whom no cause of death can be determined based on an autopsy, an investigation of the place where the baby died, and a review of the infant's medical history.

We believe that a safe sleep environment for infants helps lower the chances of an infant dying from SIDS, and that parents and childcare providers can work together to provide a safe sleep environment. According to N.C Law G.S. 100-91 (15), childcare providers caring for infants 12 months of age or younger, are required to implements a safe sleep policy, share the safe sleep policy with parents/guardians, and participate in Infant/Toddler Safe Sleep and SIDS Risk Reduction in Child Care training. Cornerstone CDC's will implement the following safe sleep practices.

Safe Sleep Practices

1. All childcare staff caring for infants and child care staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.

2. Infants will always be placed on their backs to sleep, unless there is a signed Alternate Sleep Position Waiver – Health Care Professional Recommendation in the infant's file. A waiver notice will be posted at the infants crib. This facility does not accept Alternate Sleep Position Waiver – Parent Request. Waivers will be retained in the children's file as long as they are enrolled.

3. When babies can easily turn over from the back to the stomach, they will be placed to sleep on their backs and then allowed to adopt the sleep position they prefer. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Child care staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.

4. Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on the Sleep Chart. The sleep chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in the childcare facility. We will check the infant for:

    - Normal skin color
    - Normal breathing by watching the rise and fall of the chest
    - His or her level of sleep
    - Signs of overheating:
      flushed skin color, increase in body temperature (touch the skin) and restlessness

5. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.

6. The temperature in the room where the infants sleep, will be kept below the temperature of 75 degrees Fahrenheit and monitored using a thermometer in the room.

7. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and play.

Safe Sleep Environment

8. Infants head will not be covered with blankets or bedding.

9. No loose bedding, pillows, bumper pads etc. will be used in cribs. We will tuck any infant blankets in at the sides and foot of the mattress.

10. Toys and stuffed animals will be removed from the crib when the infant is sleeping.

11. Pacifiers will be allowed in the infants crib while they sleep. When the pacifier falls out of their mouth, it will not be reinserted.

12. A safety-approved crib with a firm mattress and tight fitting sheet will be used.

13. Infants are required to sleep in their assigned cribs. Only one infant in a crib at a time, unless we are evacuating infants for an emergency or participating in planned emergency drills.

14. Once mobile, infants will sleep on assigned cots.

15. No smoking is permitted in the infant room or on the premises.

16. SIDS drills will be practiced and documented at least twice a year.

Do You Qualify?
Child Care Subsidy Guidelines

Child Care Subsidy is available to help parents pay for quality childcare. The Rowan County Department of Social Service administers the program.

Call **Intake** at **704-216-8369** for an appointment to apply for assistance and to see if you qualify.

The following are *some* of the requirements to be eligible:

1. You must be employed 30 or more hours per week.
2. If both parents are living in the home, both must be employed 30 hours/week.
3. You may qualify if you are a full time student.
4. You may qualify if you are a part time student and part time employed.
5. Meet the income eligibility limits below.

Family Size Per year max income	**Current program eligibility** (based on 75% state median income)	**Starting Oct. 1 Children ages 0-5** (based on 200% FPL)	**Starting Oct. 1 Children ages 6-12** (based on 133% FPL)
Family of 2	$34,164	$31, 464	$20,916
Family of 3	$42, 204	$39, 576	$26,316
Family of 4	$50, 244	$47, 700	$31,716
Source: Information provided by the N.C. Division of Child Development and Early Education			

Effective October 1, 2014

Summary of NC Child Care Law and Rules

Division of Child Development and Early Education
North Carolina Department of Health and Human Services
820 South Boylan Avenue
Raleigh, NC 27699

Revised March 2016
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.

Reviewing Files

A public file is maintained in the Division's main office in Raleigh for every center or family child care home. These files can be

- viewed during business hours (8 a.m. -5 p.m.);
- requested via the Division's web site at www.ncchildcare.nc.gov;
- or requested by contacting the Division by telephone at 919-527-6335 or 1-800-859-0829 -800-859-0829.

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 issued an administrative action, fined and may have their licenses suspended or revoked. 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 919-527-6500 or 1-800-859-0829.

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, 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 919-527-6335 or 1-800-859-0829**.** Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any maltreatment complaint or the issuance of any administrative action against the child care facility. **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.**

The following requirements apply to both centers and homes.

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 ratio must be maintained.

Program Records

Centers and homes must keep accurate records such as children's attendance, immunizations, and emergency phone numbers. 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.

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.

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. Child care resource and referral agencies can provide help in choosing quality care. Check the telephone 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 in Child Care website at: *www.ncchildcare.nc*.gov . For more information on the law and rules, contact the Division of Child Development and Early Education at 919-527-6335 or 1-800-859-0829 (In State Only), or visit our homepage at: ncchildcare.nc.gov

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 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.

Star Rated Licenses

Centers and 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.

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 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:

- Home providers must be 21 years old with at least a high school education or its equivalent, and mentally and emotionally capable of caring for children.
- He or she must undergo a criminal records background check initially, and every three years thereafter.
- All household members over age 15 must also undergo a criminal records background check initially, and every three years thereafter.
- All family child care home providers must have current certification in CPR and first aid, complete an ITS-SIDS training (if caring for infants 0 -12 months) every three years and the Emergency Preparedness and Response in Child Care training and plan. They also must complete a minimum number of training hours annually.

All family child care homes must meet basic health and safety standards. Providers must maintain verification of children's immunization and health status. They must provide developmentally appropriate toys and activities, as well as nutritious meals and snacks for the children in care. All children must participate in outdoor play at least one hour per daily, if weather conditions permit.
Child Care Centers

Licensing 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. 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.
Licensed centers must meet requirements in the following areas.

Staff
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. At least one person on the premises must have CPR and First Aid training. All staff must also undergo a criminal records background check initially, and every three years thereafter. One staff must complete the Emergency Preparedness and Response in Child Care training and plan.

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. Ratios and group sizes for licensure are shown below and must be posted in each classroom.

Age	Teacher: Child Ratio	Max Group Size
0-12 months	1:5	10
12-24 months	1:6	12
2 year olds	1:10	20
3 year olds	1:15	25
4 Year olds	1:20	25
School-age	1:25	25

Small centers 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.

Space and Equipment

Centers must have at least 25 square feet per child indoors and 75 square feet per child outdoors. Outdoor play space must be fenced. Indoor equipment must be clean, safe, well maintained, and developmentally appropriate. Outdoor equipment and indoor furnishings must be child size, sturdy, and free of hazards that could injure children.

Curriculum

Four and five star programs must use an approved curriculum in their four-year-old classrooms. Other programs may choose to use an approved curriculum to get a quality point for the star-rated license. Activity plans must be available to parents and must show a balance of active and quiet, and indoor and outdoor activities. Rooms must be arranged to encourage children to explore, use materials on their own and have choices.

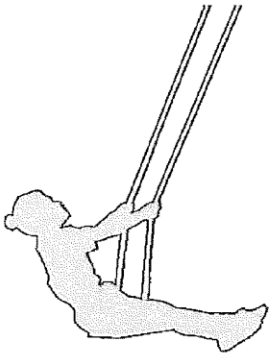
Health and Safety

Children must be immunized on schedule. Each licensed center must ensure the health and safety of children by sanitizing areas and equipment used by children. Meals and snacks must be nutritious, and children must have portions large enough to satisfy their hunger. 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. They must have space and time provided for rest.

HEALTH CHECK (MEDICAID)
NC HEALTH CHOICE FOR CHILDREN APPLICATION
Free or Low-Cost Health Coverage

This application may also be used by parents, caretakers, pregnant women & other adults to apply for Medicaid.

Si usted desea obtener la forma DMA-5063, solicitud en español para seguro medico para niños, comuníquese con el departamento de servicios sociales de su localidad. También puede llamar al Centro de Atención al Cliente del Departamento de Salud y Servicios Humanos (DHHS, por sus siglas en inglés) al 1-800-662-7030. Se le atenderá en español. (You can get a Spanish application at your local department of social services or call 1-800-662-7030.)



Health Check NC Health Choice for children

Better health for you and your children, peace of mind for you.

WHAT ARE HEALTH CHECK (MEDICAID) & NC HEALTH CHOICE FOR CHILDREN?

Health Check (Medicaid) and Health Choice are two similar health coverage programs. Your family's income, the number of people in your family and the age of the children determine if you or your children qualify. This information will also be used to determine in which program the children will be enrolled.

WHAT ARE THE BENEFITS?

- Sick visits
- Checkups
- Hospital care
- Counseling
- Prescriptions
- Dental Care
- Eye exams and glasses
- Hearing exams and hearing aids
- And more!

Transportation - Medical transportation may be available to individuals authorized and receiving Health Check (Medicaid). If you need assistance with transportation to receive medical care, contact your local department of social services after you receive a letter approving Health Check (Medicaid). If the children are enrolled in Health Choice, you must provide your own transportation.

HOW DO I APPLY?

It's easy. Just mail or drop off the completed application at the department of social services in the county where you live. If you would like help filling out the application, call or visit your department of social services. You can find the address and phone number in your phone book under "County Government" or by calling the DHHS Customer Service Center at 1-800-662-7030.

Be careful to answer all the questions completely so we can process your application more quickly. If you need more space, please attach additional pages. It can take 45 days or less to process your application. If we need additional information, we will contact you by mail. The sooner we get the information, the sooner we can let you know if you or your children qualify.

WHO CAN ANSWER MY QUESTIONS?

Contact the department of social services in the county where you live or call the DHHS Customer Service Center at 1-800-662-7030.

Who is Eligible for WIC?

WIC is available to pregnant, breast feeding and postpartum women, infants and children up to age five. To participate, these persons must:

- Live in North Carolina.
- Have a family income less than 185% of the U.S. Poverty Income Guidelines. A person receiving Medicaid, Work First Families Assistance (TANF), or assistance from the NC Food and Nutrition Services automatically meets the income eligibility requirement.
- Be at nutritional risk. A nutritionist or other health professional makes the nutritional risk assessment at no cost to the participant, usually at the local WIC office. Examples of nutritional risk conditions are listed below. For a complete listing, call 919-707-5800.
    - Abnormal anthropometric or hematological measurements
    - Documented nutrition-related medical conditions
    - Inadequate dietary intake
    - Conditions that predispose a person to inadequate nutritional patterns such as lead poisoning, migrancy, alcohol or drug abuse.

WIC Certification Periods

- **Pregnant women** are certified for their pregnancy and up to six weeks postpartum. By 6 weeks postpartum they must be recertified as a postpartum or breast feeding woman.
- **Non-breast feeding postpartum women** are certified until six months postpartum.
- **Breast feeding postpartum women** are certified for up to 12 months postpartum.
- **Infants** certified before six months of age are certified until their first birthday. Infants certified after six months of age are certified for six months.
- **Children** are certified every twelve months until five years of age.

WIC Income Guidelines

Once the size and gross income of the economic unit (or household) have been determined and documented, staff use the poverty income guidelines included in the chart below to determine income eligibility. The guidelines are published by the U.S. Department of Health and Human Services (DHHS).

Income Eligibility Chart (Effective June 1, 2015) *

Maximum Gross Income					
Size of Household**	**Annual**	**Monthly**	**Weekly**	**Bi-Weekly**	**Twice Monthly**
1	$21,775	$1,815	$419	$838	$908
2	$29,471	$2,456	$567	$1,134	$1,228
3	$37,167	$3,098	$715	$1,430	$1,549
4	$44,863	$3,739	$863	$1,726	$1,870
5	$52,559	$4,380	$1,011	$2,022	$2,190
6	$60,255	$5,022	$1,159	$2,318	$2,511
7	$67,951	$5,663	$1,307	$2,614	$2,832
8	$75,647	$6,304	$1,455	$2,910	$3,152
9	$83,343	$6,946	$1,603	$3,206	$3,473
10	$91,039	$7,587	$1,751	$3,502	$3,794
11	$98,735	$8,228	$1,899	$3,798	$4,114

12	$106,431	$8,870	$2,047	$4,094	$4,435
13	$114,127	$9,511	$2,195	$4,390	$4,756
14	$121,823	$10,152	$2,343	$4,686	$5,076
15	$129,519	$10,794	$2,491	$4,982	$5,397
16	$137,215	$11,435	$2,639	$5,278	$5,718
For each additional household member, add:	**$7,696**	**$642**	**$148**	**$296**	**$321**

Note: A person who currently receives Medicaid, Work First, or Food and Nutrition Services (Food Stamps) automatically meets the income eligibility guidelines for WIC.
*185% of the Federal Poverty guidelines per the Federal Register.
** A household (or economic unit) is defined as a person or group of persons, related or nonrelated, who usually (although not necessarily) live together, and whose production of income and consumption of goods or services are related. The income of everyone in the economic unit is counted to determine eligibility.