



NC Early Care and Education and School Age Glossary Updated 10/28/2010

Accreditation	Recognition from an accrediting body acknowledging quality programs which meet a set of standards. (ex. NAEYC & NAFCC)
Acknowledgement Packet	Will be sent to all programs that return the Program Profile to DCD; informs the program of the required steps in the implementation plan.
<u>Administrative Action</u>	
Date the Notice	The date the notice of Administrative Action was sent to the program which details the type of Administrative Action taken and any corrective actions the program is required to comply with.
Notice of Action	Programs that have serious or repeated violations may receive an Administrative Action issued by the Division of Child Development. Providers have the right to appeal an administrative action.
Written Reprimand	Child care programs receive notices for not meeting child care rules. This is the least severe penalty issued by the Division of Child Development. It is issued for a problem that is not likely to happen again. For example, a program may receive a written reprimand because there was a change in ownership of the program and the Division of Child Development was not notified. A written reprimand does not have to be posted in the child care program.
Written Warning	Child care programs receive notices for not meeting child care rules. This warning is a more serious notice than a written reprimand. It is given to notify a provider that a problem has been documented. The written warning includes the changes that must be made to correct the problem. For example, a program may have had more children per caregiver than is allowed by the rules. A written warning does not have to be posted in the child care program.
Allocation Formula	A formula established by the North Carolina General Assembly for distributing state and federal funds for child care funds to all counties. The formula has three factors (a) the county's population; (b) the number of children in poverty under age 6 in the county; and (c) the number of working mothers with children under the age of 6 in the county.
Articulation	An agreement between community colleges and four year institutions of higher education to accept coursework completed at the community college towards a four year degree.
B-K	Birth through Kindergarten – refers to type of teacher's license or bachelor's degree
CAD	Contract Activity Description - a required NCPC document for each funded activity which summarizes the activity and is used as the basis for activity monitoring.
CCDF	Child Care Development Fund (CCDF) is the primary Federal program specifically devoted to child care services and quality. It enables low-income parents and parents receiving Temporary Assistance for Needy Families (TANF) to work or to participate in the educational or training



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programs they need in order to work. Funds may also be used to serve children in protective services. In addition, a portion of CCDF funds must be used to enhance child care quality and availability.

CACFP	Child and Adult Care Food Program - USDA's Child and Adult Care Food Program plays a vital role in improving the quality of day care and making it more affordable for many low-income families. Each day, 3.2 million children receive nutritious meals and snacks through CACFP. The program also provides meals and snacks to 112,000 adults who receive care in nonresidential adult day care centers. CACFP reaches even further to provide meals to children residing in emergency shelters, and snacks and suppers to youths participating in eligible afterschool care programs. CACFP is authorized at section 17 of the National School Lunch Act (42 U.S.C. 1766). Program regulations are issued by the U.S. Department of Agriculture (USDA) under 7 CFR part 226. Independent centers and sponsoring organizations receive cash reimbursement for serving meals to enrolled children and adults that meet Federal nutritional guidelines. The CACFP meal pattern varies according to age and types of meal served.
CCHC	Child Care Health Consultants – a certification and the name for a Smart Start activity implemented by a team of CCHCs providing health and safety training and consultation to child care providers
CCR&R	Child Care Resource & Referral (CCR&R) is an organization that is found in most county or multi-county areas of the state. Its purpose is to provide technical assistance to child care providers and assistance to parents who are seeking child care for their children. These organizations generally receive Smart Start funds and are occasionally located in local partnership offices.
CCR&R Council	State management hub for CCR&R services provided statewide. Council members include Child Care Resources Inc., Southwestern Child Development Commission and Child Care Services Association.
Child Care Commission	This 15-member commission establishes rules for the licensing and regulating child day care facilities and homes in North Carolina. Contact: Division of Child Development.
Child Care WAGE\$	WAGE\$ [®] provides education-based salary supplements to low-paid teachers, directors, and family child care providers working with children between the ages 0-5. The project is designed to provide preschool children more stable relationships with better educated teachers by rewarding teacher education and continuity of care. WAGE\$ [®] is offered statewide and is a funding collaboration between local Smart Start partnerships and the Division of Child Development. Counties that use Smart Start funding to support the Child Care WAGE\$ [®] project may participate. Child Care Services Association administers the project in participating counties.
CDA	The Child Development Associate credential (CDA) is a national credential awarded by the Council for Professional Recognition to individuals who have successfully completed the CDA assessment process.



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CDSA	Children's Developmental Services Agency (CDSA) administers the NC Infant Toddler program, which provides evaluation and case management and direct services for qualifying children birth to three with developmental delays. CDSAs are a part of NC's early intervention system. There are regional centers that employ teams of professionals with pediatric specialties in medicine, social work, psychology, speech & language, physical therapy, occupational therapy, special education, nursing, and nutrition. They serve young children having or suspected of having developmental disabilities and lacking access to other care providers.
Certificate	The completion of a selected set of courses totaling no more than 18 credit hours. Certificates (such as the Infant Toddler Certificate) are offered at NC Community Colleges and vary by individual college.
Certification	NC Early Educator Certification (EEC) is an occupational certification and an acknowledgement of an individual's verified level of educational achievement, based on a standardized scale. It is a portable certification owned by the individual that is required for those working in regulated early care and education and school age settings in NC.
CEU	A Continuing Education Unit is a series of sessions that are learner-focused, grounded in objectives and assessed. A CEU may be delivered in a variety of formats at one time or over a period of time. 1 CEU = 10 contact hours.
Child Care Licensing Consultant	Employee of DCD that will visit, assist and monitor child care facilities.
CLASP	Center for Law and Social Policy
Criminal Records Check (CRC)	A search of local, state, and/or federal records to determine if a person has been convicted of a crime. Effective January 1, 1996, anyone working, or wanting to work, in child care must complete a criminal records background check. The results of the background check are used to decide if the person is fit to care for children.
Credential	The completion of selected course(s) required by state law to be qualified for certain positions in child care. There are 3 current credentials: Administration, Early Childhood, and Family child care.
CSEFEL	Center on the Social and Emotional Foundations for Early Learning
DCD	Division of Child Development – a division within the NC Department of Health and Human Services which regulates and licenses child care, school age and Developmental Day programs. All Smart Start funds are handled by DCD under a state appropriation. Most child care subsidy goes through DCD.
Degree	The completion of a selected set of courses. A two-year early childhood degree (Associates) totals no less than 64 and no more than 76 credit hours if provided through a NC Community College and may include one or more practical experiences. The Bachelor of Science in Birth to Kindergarten Teacher Education major program often requires 70+ semester credit hours beyond the university core course, and could include a supervised internship



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Developmentally Appropriate Practice	All teaching practices should be appropriate to children's age and developmental status, attuned to them as unique individuals, and responsive to the social and cultural contexts in which they live.
DHHS- Department of Health and Human Services	The Smart Start legislative appropriation comes through this state government department. The DHHS Secretary is also a member of the NCPC Board.
Diploma	The completion of a selected set of courses totaling no more than 48 credit hours offered by the NC Community Colleges. The availability of diplomas vary by individual college.
DPI	Department of Public Instruction DPI is the state agency with responsibility for the public school system in N.C. The State Superintendent is also a member of the NCPC Board.
DSP	Direct Service Provider - refers to providers Smart Start contracts with to provide activities A DSP is generally an agency used by local partnerships to deliver specified services in the community. Local partnerships contract with DSPs to provide these services. Examples of DSPs include local health and social services departments, the public school system, etc.
DSS	Department of Social Services (DSS) is a county agency that typically manages the state/federal child care subsidy funds.
Dual Subsidy	A dual subsidy system is one in which the child care subsidy funds are administered through more than one agency. A county desiring to administer child care subsidy funds outside of the DCD reimbursement system must apply to NCPC and DCD and be approved to operate a dual delivery system.
Early Head Start	Early Head Start serves families with children ages birth through three and low-income pregnant women. Created by the 1994 Head Start Reauthorization Act, it is also a federally funded, comprehensive preschool program designed to meet emotional, social, health, nutritional and psychological needs.
EC or ECE	Early Childhood Education
ECERS-R	Early Childhood Environment-Rating Scale - Revised – This scale is designed to assess programs for children 2 ½ to 5 years of age. The scale evaluates physical environment; basic care; activities, interactions; schedule, program structure; and provisions for parent and staff. NC uses the scale score as part of the star-rated licensing system
ED	Executive Director - This acronym typically refers to an executive director at a local partnership. These individuals are the NC Partnership for Children's primary contact on a variety of issues related to Smart Start.



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Eligibility Requirements for Subsidized Child Care	The requirements a family must meet to receive financial assistance to pay for child care. The criteria is based upon both the family need and family income. Reasons for needing child care may include the parent is looking for work or attending a job training program; the child has developmental needs; or as a support to Child Protective or Child Welfare Services. Depending upon the reason for care, some families may be able to receive financial assistance without considering how much they earn.
Enrolled in Subsidized Child Care Program (SCC)	Approval for Subsidized Child Care- You may be eligible to receive financial assistance which can help pay the cost of child care. For more information about Subsidized Child Care contact your local Department of Social Services or Child Care Resource and Referral Agency. Child Care Voucher Document issued to the family that is determined eligible to receive child care services by the Local Purchasing Agency (LPA). This voucher serves as an agreement between the parent and the provider and is the mechanism which places the responsibility for the selection of a provider with the parent instead of the LPA. The voucher also certifies that payment could be made to an eligible provider participating in the Subsidized Child Care Program.
ERS- Environment Rating Scales	Tools designed to assess process quality in an early childhood or school-age care group setting.
Facility Identification Number (ID#)	License Number- Every home and center has an ID number that is assigned by the Division of Child Development. The ID # is listed on the permit. If you have a question about a program, or want to receive information about a program, it is very helpful to have the ID # available when you call or write to the Division of Child Development.
FAD	Full Activity Description - a section of NCPC's proposal template to be completed by organizations bidding for Smart Start funding
FCCH	Family Child Care Home
FCCRS	Family Child Care Environment Rating Scale-Revised – Scale designed to assess family child care programs conducted in a provider's home for children from infancy through school-age
FPG	Frank Porter Graham Child Development Center at UNC Chapel Hill FPG is based at UNC-CH and is one of the most noted organizations in the nation related to early childhood research and policy.
FSR	Financial Status Report –An FSR is the form used by local partnerships for reporting expenditures to NCPC and by NCPC for reporting expenditures to the Division of Child Development
FY Head Start	Fiscal Year Head Start is a federally funded, comprehensive preschool program designed to meet emotional, social, health, nutritional and psychological needs of three and four year olds and their families. Former President Lyndon B. Johnson initiated Project Head Start on May 18, 1965. Overall, the program is trying to the meet the goal of helping low-income children to be better prepared for school.



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Head Start State Collaboration Office	In 1992, North Carolina was awarded a Head Start-State Collaboration grant from the US Administration for Children and Families. Although Head Start has a federal-to-local program structure, Head Start understands that the states play a key role in creating and implementing policies that affect the lives of low-income families with children. The NC HSSCO is housed in the Office of Early Learning.
IDEA- Individuals with Disabilities Education Act	Federal legislation initially passed in 1975 to support states and localities in ensuring services to children with disabilities throughout the nation. <ul style="list-style-type: none">● Infants and toddlers with disabilities (birth-2) and their families receive early intervention services under IDEA Part C.● Children and youth (ages 3-21) receive special education and related services under IDEA Part B.● Section 619 of Part B is the Preschool Grants Program to fund services.
IEP	Individualized Education Plan - a written plan of goals and services for children with special needs three and older. This written plan is a document that is developed for each eligible child with a disability served by IDEA Part B.
IFSP	Individualized Family Service Plan – a written plan of goals and services for children with special needs under the age of three. A process required by IDEA Part C that includes families in developing a plan to provide services in natural environments to meet the special needs of infants and toddlers as they learn through typical routines and activities.
Implementation Team	A committee of staff from the Department of Health and Human Services, Division of Child Development, and Department of Public Instruction charged with designing the plan for implementation of the requirements of the Memorandum of Understanding (see MOU).
In-House	In-house activities are those that are administered by the local partnership instead of a direct service provider in the community.
Institute	The NC Institute for Child Development Professionals is the certifying body for the early care and education and school age workforce and works with partners to develop a comprehensive professional development system for the workforce (www.ncicdp.org).
ITERS-R	Infant Toddler Environment Rating Scale - Designed to assess programs for children from birth to 2½ years of age.
Licensure (Teacher)	Licensure is permission to work. Beginning, out of state and international teachers all need to be licensed by North Carolina. There is not a single point of contact for all public school employment in North Carolina. We have 115 Local Education Agencies (LEAs) and almost 100 charter schools, and each is a different employer. See www.ncpublicschools.org for more information. The More at Four Teacher Licensure Unit assists individuals working in More at Four pre-kindergarten non-public settings pursue teacher licensure through it's Teacher Licensure Unit (TLU).



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Licensing Inspection Visit	On-site visit made to the DPI operated program to monitor for compliance with all applicable minimum licensing requirements.
LME	Local Mental Health Entity
LP	Local partnerships are single-county and multi-county non-profit organizations that have primary responsibility for the development, implementation, and oversight of Smart Start at the local level.
More at Four	More at Four Pre-Kindergarten Program is a community-based, voluntary pre-k initiative overseen by the NC Office of Early Learning in the Department of Public Instruction. It is designed to prepare at-risk four-year-olds in NC for success in school. See www.nc.osr.gov .
MOU (Memorandum of Understanding)	An agreement between entities that may or may not involve funding.
NAEYC	National Association for the Education of Young Children is a national organization dedicated to improving the well-being of all young children with particular focus on the quality of educational and developmental services for all services from birth to age eight. It is the accrediting body for child care programs and early childhood degree programs.
NCAEYC	The North Carolina Association for the Education of Young Children.
NCICC- North Carolina Interagency Coordinating Council	Appointed by the Governor to advise and guide the North Carolina Department of Health and Human Services, the Department of Public Instruction and other agencies regarding services for children with special needs ages birth through 5 years old
NCPC	North Carolina Partnership for Children is the state-level, non-profit organization with responsibility for providing oversight and technical assistance under the Smart Start initiative.
NECTAC	National Early Childhood Technical Assistance Center NECTAC serves Part C-Infant and Toddlers with Disabilities Programs and Part B-Section 619 Preschool Programs for Children with Disabilities in all 50 states and 10 jurisdictions to improve service systems and outcomes for children and families.
NPDCI- National Professional Development Center on Inclusion	A time-limited federal grant project based at the FPG Child Development Institute which helps states create professional development systems to ensure that early childhood teachers are prepared to educate and care for young children with disabilities in settings with their typically developing peers.
NTAC	Smart Start National Technical Assistance Center *NTAC) is an office within NCPC that is responsible for working with other states which are trying to develop their own Smart Start initiative.
OEL	NC Office of Early Learning is part of the NC Department of Public Instruction. OEL supports pre-kindergarten programs throughout North Carolina, in public schools and licensed child care centers, including: Even Start Family Literacy, Head Start State Collaboration Office, More at Four Pre-Kindergarten Program, Preschool Exceptional Children and Title I Preschool.



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OSEP	Office of Special Education Programs. An office within the U.S. Department of Education dedicated to improving results for infants, toddlers, children and youth with disabilities ages birth through 21 by providing leadership and financial support to assist states and local districts.
PAT	Parents as Teachers PAT is a voluntary family education and support program for families with children birth to age five. Certified parent educators use an established curriculum to enhance parenting skills.
PBIS	Performance Based Incentive System – a system for setting performance criteria and outcomes developed by NCPC by which every local partnership is measured PBIS is the Smart Start system that has been developed to ensure good results for young children and their families in every county in North Carolina. PBIS provides a mechanism whereby local partnerships can be rewarded for excellent results and where local partnerships that are not achieving results will be assisted with more intensive technical assistance. These results are based on an established set of performance standards related to administration, child care, health, and family support. Local partnerships are measured on their ability to meet these standards in their communities. Measurements are based on statewide data sources obtained by NCPC.
Permit Information	Approved Capacity Maximum number of children allowed to be in care during any shift and other information.
Prelicensing Events	Activities to offer information and training on the requirements for a child care license such as prelicensing workshops, regional meetings, and on-site visits.
Probationary License	A probationary permit may be given if the program has not met the law or rules either on purpose, or an on-going basis, or is hazardous to the health and safety of children. The probationary license, and the notice explaining why it was issued, must be posted in the child care program where it can be easily seen.
Professional Development Plan	A professional development plan is a written document that is created by an individual or in partnership with others to help an individual focus, evaluate and prioritize professional development activities. There is no specified length for the plan. Elements may include (but are not limited to) a description or listing of professional aspirations and goals, a description or listing of professional interests and activities a history of previously completed professional development activities in order to keep information all in one place and a timeline for future activities or interests
Profile Packets	Will be sent through all school superintendents to each public school that has a child care or preschool education program required by the MOU to participate in the implementation plan; contains a Program Profile that must be completed and returned to DCD to initiate the implementation period for the program.
Provisional License	The license of a child care program may be placed on provisional status if the program has not met the child care rules either on purpose, or it has happened more than once, or it is dangerous to the health and safety of children. A provisional license is given so that the program has time to fix the problems. The provisional license, and the notice explaining why it was



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	given, must be posted in the child care program where it can be easily seen.
QE	Quality enhancement (QE) efforts are strategies implemented in local communities to enhance the quality of child care provided for children 0-5 in licensed child care facilities.
QRIS	Quality Rating and Improvement System
School Age	School-age means any child who is at least five years old on or before August 30th of the current school year and who is attending, or has attended, a public or private grade school or kindergarten. Any child who is at least five years of ages on or before April 16 of the current school year, is determined by the principal of the school to be gifted and mature enough to justify admission, and is enrolled no later than the end of the first month of the school year. Any child who has been attending school during the school year in another state in accordance with that states' laws or rules before moving to North Carolina.
Smart Start	Smart Start is a statewide initiative to help all North Carolina children enter school healthy and ready to succeed.
Special Provisional Permit	A special provisional permit may be given to any type of center of home when abuse or neglect occurred in the child care arrangement. The center or home may not enroll new children during the time the special provisional permit is in effect unless they receive written permission. Both the special provisional permit and the letter stating why it was given must be posted.
Subsidized School-age Child	Any child currently enrolled in public or private grade school that is receiving child care assistance from the local Department of Social Service.
Technical Assistance (TA)	Provision of targeted and individualized support by a professional(s) with specific knowledge and skills to develop or strengthen processes, application, or implementation of services og/by the TA recipients. Levels, intensity, and duration of TA may vary greatly, depending on need, response and resources. It may be provided face-to-face, via distance methods or a hybrid of the two. Typical forms of TA include coaching, mentoring, consultation and professional development advising.
TANF	Temporary Assistance for Needy Families
T.E.A.C.H. Early Childhood®	T.E.A.C.H. stands for Teacher Education and Compensation Helps. The program provides scholarships to Early Educators working in licensed early care and education settings to complete course work in early childhood education and to increase their compensation. In 1980, Child Care Services Association created T.E.A.C.H. to address the issues of under-education, poor compensation, and high turnover within the early childhood workforce.



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<u>Visits-Announced</u>	A courtesy visit by the NCDCCD regulatory consultant that is made primarily at a potential or current provider's request to help achieve compliance with regulations and to improve quality of care.
Courtesy Visit	
Prelicensing Visit.	Prelicensing visits by a NCDCCD regulatory consultant offers the potential provider assistance in meeting regulations mandated by the state and to assess the program for issuance of a license.
Technical Assistance Visit	A current provider can request a technical assistance visit from an NCDCCD consultant to receive advice and guidance for a particular part of the program. This could include advice in programming, room arrangement, staff training and help understanding the regulations. A provider can also request assistance in making changes to their program in an effort to comply with an Administrative Action.
<u>Visits-Unannounced</u>	An unannounced visit is made to assess compliance with regulations. These visits are made without giving prior notice to the provider.
Abuse/Neglect Complaint Visit	An unannounced visit made to a facility to investigate possible child abuse or neglect that may have happened at the facility. The details of the complaint are confidential. The person making the complaint does not have to give his name.
Annual Compliance Visit	An unannounced visit made to a facility within a twelve month time period by a licensing consultant to monitor for compliance with child care regulations mandated by the state.
Follow-Up Visits/Routine Monitoring Visits	These visits are unannounced and can be made to assess compliance, assure DCD recommendations are put into practice, or to monitor the correction of violations following an Administrative Action.
Regulatory Complaint Visit	An unannounced visit made to a facility to investigate possible licensing violations. The details of the complaint are not confidential. The person making the complaint does not have to give his name.
Workshop	An educational or work session. Groups of people meet together over for a short period o time to concentrate on a defined topic or area of concern.



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Acronym Glossary

ACF	Administration for Children & Families (federal)
BSAC	Basic School Age Care
CCDBG	Child Care & Development Block Grant
CCDF	Child Care & Development Fund
CCR&R	Child Care Resource and Referral
CCRI	Child Care Resources, Inc.
CCSA	Child Care Services Association
CRC	Criminal Records Check
CSEFEL	Center on the Social Emotional Foundations in Early Learning
DECA	Deveraux Early Childhood Assessment
DPI	Department of Public Instruction
ECE	Early Care and Education or Early Childhood Education
ECERS	Early Childhood Environmental Rating Scales
ECW	DCD's Education Database
EEC	Early Educators Certification
ELG	Early Learning Guidelines
FCCH	Family Child Care Home
FCCRS	Family Child Care Environment rating Scale
FPG	Frank Porter Graham Child Development Institute (@ UNC)
FTE	Full Time Equivalent
HSB	Healthy Social Behaviors (project and specialists)
IDEA	Individuals with Disabilities Education Act
IEP	Individualized Education Plan
IFSP	Individualized Family Services Plan



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IT	Infant Toddler
ITERS	Infant Toddler Environment-Rating Scale
LEA	Local Education Agency
NACCRRRA	National Association of CCR&R Agencies
NAEYC	National Association for the Education of Young Children
NCAEYC	NC Association for the Education of Young Children
NCCIC	National Child Care Information Center
NPCPC	North Carolina Partnership for Children
OEL	Office of Early Learning (part of DPI)
OMB	Federal Office of Management & Budget
OSA	Office of the State Auditor
OSR	At UNC - Office of Sponsored Research
PFI	Partnerships for Inclusion
PITC	Program for Infant Toddler Caregivers (out of West-Ed)
QEP	Quality Enhancement Project
QIP	Quality Improvement Project
RFA	Request for Applications
RFI	Request for Information
RFP	Request for Proposals
SACERS	School Age Care Environment-Rating Scale
SWCDC	Southwestern Child Development Commission
TA	Technical Assistance