



C-NET



Church Child Care Network Serving South Carolina's Church Child Care Centers

2017 C-Net Affiliate Information

Name of Center: _____ Phone: () _____

Mailing Address: _____ Fax: () _____

Street Address (if different): _____ E-Mail Address: _____

City & Zip: _____ Web Address: _____

Sponsoring Church: _____ Church Phone: () _____

Director/Principal: Mr. Mrs. Miss Rev. Dr. _____

Director's Home Phone: () _____ Director's E-Mail Address: _____

Pastor: Mr. Mrs. Miss Rev. Dr. _____

Pastor's Home Phone: () _____ Pastor's E-Mail Address: _____

Secretary: Mr. Mrs. Miss _____ Secretary's E-Mail Address: _____

Is your center (check one): licensed registered neither DSS number (if applicable) _____

ENROLLMENT: List below the number of students in your center in each age group (including after school care) and totals as indicated.

Birth-1 yr.	_____	3 yrs.-4 yrs.	_____	6 yrs.-8 yrs.	_____
1 yr.-2 yrs.	_____	4 yrs.-5 yrs.	_____	8 yrs.-10 yrs.	_____
2 yrs.-3 yrs.	_____	5 yrs.-6 yrs.	_____	10 yrs.-12 yrs.	_____

C-Net fees are computed at \$4.00 per student and caregiver.
The **minimum** is \$100.00 per center and the **maximum** is \$300.00.

Total Student Enrollment _____

Total Caregivers & Administration (Include Full-time and Part-time) _____ (or min./max.)

Grand Total (Student Enrollment Plus Caregivers and Administration) _____ X \$4.00 = _____

Check Number _____ **Total Dues =** _____

U.S. Congressional District: _____	U.S. Congressman's Name: _____
S.C. House District Number: _____	S.C. House Member's Name: _____
S.C. Senate District Number: _____	S.C. Senator's Name: _____

The following questions are designed to keep your center operating legally and safely. A "YES" answer is not required (except question # 5) for affiliation with C-Net, but is strongly recommended.

Answer the following: (check all that apply)

- Yes No 1. Does the center have an approved AHERA (asbestos) plan on file or an exemption letter? (EPA Required)
- Yes No 2. Does the center have a birth certificate on file for each child?
- Yes No 3. Does the center have an up-to-date immunization record (DHEC #1148) on file for each child? (SC Statute §49-29-180)
- Yes No 4. Does the center keep records of all internal medication it administers? (SC DSS Reg. 114-525 D(3)(a))
- Yes No 5. Does the center file IRS Form 5578 and publish its non-discriminatory policy annually? (Required by Fed. Law)
- Yes No 6. Does the center have on file proof of having passed DSS fire, safety, and health inspections? (Inspections required by SC DSS for registered/licensed centers)
- Yes No 7. If the center uses an on-site well, is the water tested by DHEC?
- Yes No 8. Does the center have on display current certificate of DSS registration or license? (Required by SC DSS for registered/licensed centers)
- Yes No 9. Does the center hold regular fire and tornado drills? (Record of drills required by SC DSS fire inspection for registered/licensed centers)
- Yes No 10. Does the center have in force a control and training plan for Bloodborne Pathogens? (Required by Fed. Law)
- Yes No 11. Does the center have a Crisis Management Plan in effect? (Recommended by Property and Casualty Ins. & required by SC DSS for registered/licensed centers)
- Yes No 12. Does the center have a Hazard Communication Program in effect? (Federal Law Title 29 # 1910.1200)
- Yes No 13. Are the following on file for each employee: an application, copy of high school diploma or higher degree, I-9 form, W-4 form, a copy of state (SLED) and federal fingerprint results, & TB certificate? (Federal Law)
- Yes No 14. Has the center completed a "Terms of Employment" form for every employee? (SC Code of Laws §41-10-30)
- Yes No 15. If the center offers food service, does it comply with all applicable DHEC regulations?
- Yes No 16. Does the center comply with drug and alcohol random testing for its drivers? (Federal Law)
- Yes No 17. Does the center have workman's compensation insurance? (SC Law if more than 4 employees)
- Yes No 18. If the center uses vehicles larger than 15-passenger (including driver), do they meet all DOT regulations, and are drivers required to have a CDL license with an "S" rating? (Federal Law)
- Yes No 19. If the center uses a vehicle that is designed to seat more than 10 people in addition to the driver (12 or more) to transport children to and from center or center-related activities, does the vehicle meet the federal requirements for a center bus? (SC State Law)
- Yes No 20. Does the center have a child accident insurance policy in place? (Strongly recommended)

C NET Information and Form Request

Need Something? Check below.

- IRS Form 5578* (Non-discrimination)
- Federal I-9 Form* (Employment Eligibility)
- SC Terms of Employment Notice*
- Drug and Alcohol Testing Program
- ST-387 SC Sales Tax Exemption Application*
- Student Accident Insurance
- Disability Insurance
- Property and Casualty Insurance
- 403-B Retirement Program
- Staff & Director Training Record

*These forms may be duplicated as needed.

Send the following and bill our school:

- Crisis Management Manual \$149.00
- Bloodborne Pathogens Kit \$95.00
- Hazard Communication Standard Manual \$79.00

Signature

Title

Date

C-Net affiliation is available annually for the regular calendar year.

Please return this completed form along with payment to:

C-Net • 615 St. Andrews Road • Columbia, SC 29210

Questions? Please call: 803-798-7558

(A service of the South Carolina Association of Christian Schools)