### Welcome to the Child Care Group Home New Owner Orientation



LICENSING

## Bureau of Child Care Licensing

# PLEASE READ

## Thank you for your interest in certifying a child care group home.

The following information is an overview of the required information you will need to know and follow under <u>Arizona Administrative Code</u> and <u>Arizona</u> <u>Revised Statutes</u> for Child Care Group Homes (chapter 7.1).

All of the required information is NOT reviewed in this presentation.

It is your responsibility to review the licensing Rules & Statutes.

Please contact the Bureau of Child Care Licensing (BCCL) if you have any questions or need further information.

Click on items that are GREEN and UNDERLINED for quick links to online resources.

## We will review the following:





- Basic documentation needed for **FILES**
- Health and safety considerations regarding your HOME & equipment



• A few basic **PROCEDURES** & their required documentation



This icon will let you know there are helpful forms available on our website: www.azdhs.gov/licensing/childcare-facilities

Find forms, applications & information related to licensing & certification.

### A few DEFINITIONS before we get started:

	how and the second s	
	Licensing Term	Definition
1	BCCL:	Bureau of Child Care Licensing
	Certificate Holder:	A person to whom the Department has issued a certificate
	Department:	The Arizona Department of Health Services, Public Health Services Licensing Division – for you, the Bureau of Child Care Licensing
	Enrolled child:	A child who is not a resident, and for whom you are providing child care services regardless of compensation
70	Hours of operation:	The specific days of the week and time period during a day when child care services are provided on a regular basis
	Provider:	A person who lives in the home, is qualified, has completed this Orientation, has a complete file – AND who works at the home providing child care services, and supervises other staff members
	Resident:	A person using the home as their principal place of habitation for 30 days or more during the calendar year
	Staff member:	An individual who works at a child care group home providing child care services
Now let's ta	alk about FILES	

# **FILES** – documentation you will need to have available



For a more complete listing, see this form "Files Needed"

5

## Fingerprinting



#### Arizona Department of Health Services Bureau of Child Care Licensing CRIMINAL HISTORY AFFIDAVIT

Complete this form immediately upon beginning employment, and at the time of reapplication for a Fingerprint Clearance Card. (All requested information is required.)

Apprent's Name (First, Minne, Last)	SOCIAL SECU	rny Number
Applicant's Address (#, Street, City, State, Zip)	Birth date	
Facility Name		
Facility Address (#, Street, City, State, Zip)	OR	CDC/SGH #

Pursuant to A.R.S. § 36-883.02(H), for purposes of this section, "child care personnel" means any employee or volunteer working at a child care facility Pursuant to A.R.S. § 36-897.03(1), for purposes of this section, "child care personnel" means all employees of and persons who are eighteen years of age or older and who reside in a child care group home that is certified by the department

Pursuant to A.R.S. § 36-883.02(C) and 36-897.03(B), child care personnel shall certify on forms that are provided by the department that:

- I have read and am willing to attest to the following in regards to the offences listed in A.R.S. § 41-1758.07(B) for centers, (B) or (C) for Group Homes, which can be found at http://www.azleg.gov/ArizonaRevisedStatutes.asp?Title=41:
- 1. Are you awaiting trial on or have you ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the offenses listed in A.R.S. § 41-1758.07(B) for centers, (B) or (C) for Group Homes, in this state or similar offenses in another state or □YES □NO jurisdiction?
- 2. Are you a parent or guardian of a child adjudicated to be a dependent child as defined in A.R.S. § 8-201? YES NO
- 3. For Centers: Have you been denied or had a certificate revoked to operate a child care group home or a license to operate a child care facility in this or any other state, or have you been denied or had a certificate revoked to work in a child care facility or a child care group home? □YES □NO
- For Group Homes: Have you been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state, or had a license to operate a child care facility or a certificate to operate a child care group home revoked for reasons that relate to the endangerment of the health and safety of children? □YES □NO

Pursuant to A.R.S. § 36-883.02(E), and A.R.S. § 36-897.03(E), the forms are confidential

Pursuant to A.R.S. § 36-883.02(F), a child care facility shall not allow a person to be employed or volunteer in the facility in any capacity if the person has been denied a fingerprint clearance card pursuant to section 41-1758.07 or has not received an interim approval from the Board of Fingerprinting pursuant to A.R.S. § 41-619.55(1).

Good cause exceptions; revocation 1. Pending the outcome of a good cause exception determination, the board or its hearing officer may issue interim approval in accordance with board rule to cominue working to a good cause exception applicant

Pursuant to A.R.S. § 36-897.03(F), a person who is awaiting trial on or who has been convicted of or who has admitted in open court or pursuant to a plea agreement to committing a criminal offense listed in Section 41-175807, subsection B, paragraph 2 or 3 of this section is prohibited from being employed in any capacity in a child care group home.

Pursuant to A.R.S. § 36-897.03(G), a person who is awaiting trial on or who has been convicted of or who has admitted in open court or pursuant to a plea agreement to committing a criminal offense listed in Section 41-1758.07, subsection C shall notwork in a child care group home without direct visual supervision unless the person has applied for and received the required fingerprint clearance card pursuant to §41-1758 and is registered as child care personnel. A person who is subject to this subsection shall not be employed in any capacity in a child care group home if that person is denied the required fingerprint clearance card.

Pursuant to A.R.S. § 36-883.02(G) and A.R.S. § 36-897.03(H), the employer shall notify the Department of Public Safety if the employer receives credible evidence that any child care personnel either

- Is arrested for or charged with an offense listed in A.R.S. § 41-1758.07(B).
- Falsified information on the form required by subsection C for Centers, B for Group Homes, of this section.

I hereby certify under penalty of perjury that the answers given above are true and correct to the best of my knowledge and belief.

Applicant's Signature / Date\_

G: Forms Criminal History Affidavit 8-09.doc(8/09) (update 1/12) CCL form - 285

#### R9-3-202

#### **RESIDENTS over 18 years of age also** require this documentation.

#### **Reminder:**



- Personnel files will always consist of 3 fingerprinting items for each staff member:
  - 1. A criminal history affidavit
    - Completed, signed & dated before start date
    - Image: Provide the second s
      - Card issued prior to date of employment - keep a copy of the front & back of the card
  - 3. Documentation from DPS that the fingerprint card is valid.
    - Contact DPS online at AZDPS.gov. After verifying the validity of the clearance card, you can print the screen shot as documentation of your card check.





Find forms, applications & information related to licensing & certification.

#### **Central Registry Background Check**

#### If you are a DES provider

- Using DES-provided forms, submit the request for a Central Registry background check for all staff and resident adults, including you
- Complete the Direct Service
   Position form
- Keep copies in staff/resident file

7

**R9-3-202** 

If you are NOT a DES provider

- Submit the <u>background</u> <u>request form</u> to DCS for staff & resident adults
- Complete the Direct Service Position Affidavit
- Keep copies in staff/resident file

If an adult (resident or staff) is <u>denied</u> a valid fingerprint clearance card or has a <u>substantiated</u> CPS Registry allegation with no exemption, THEY CANNOT be PRESENT IN THE HOME during hours of operation.

#### Access to Premises

- The Department must have immediate <u>access</u> to all areas of the premises to which an enrolled child may have access during <u>hours of operation</u>.
- The parent/guardian of a child is allowed immediate access during hours of operation to all areas that child care is provided.

R9-3-206 & 301.E

### Investigations

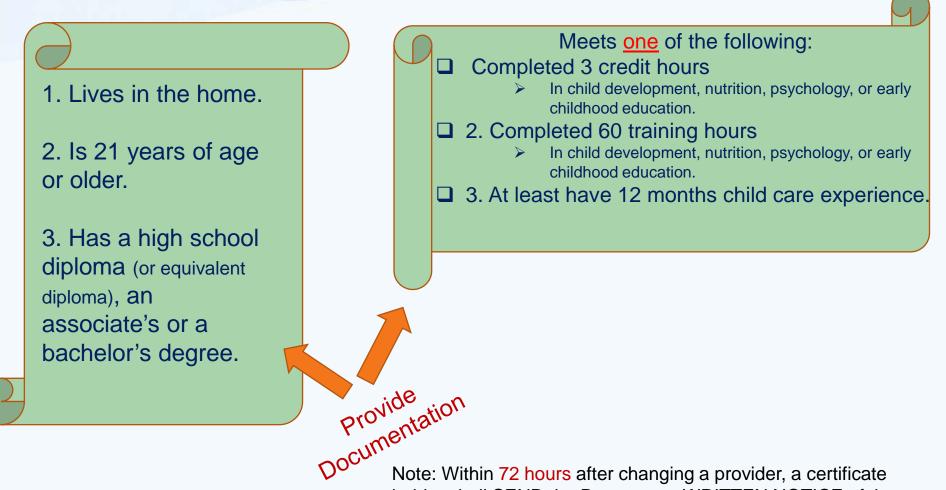


 The Department has the authority to interview staff members or enrolled children outside of the presence of others when conducting an investigation.



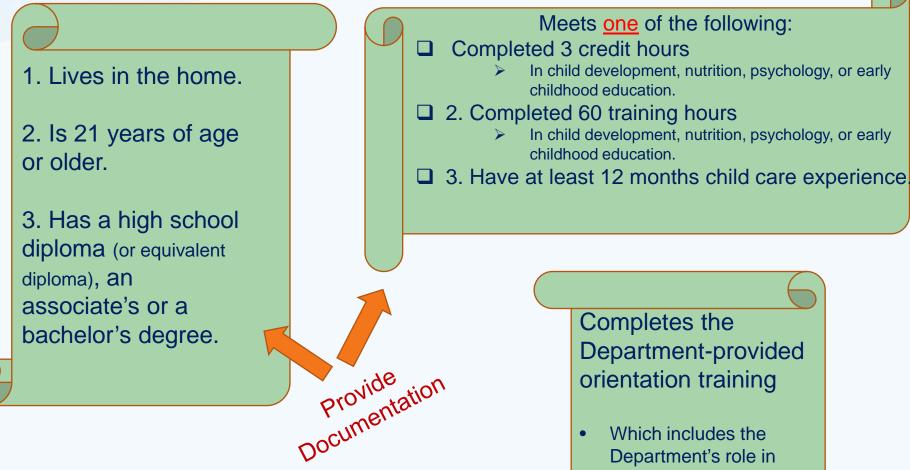
8

#### **Provider Qualifications**



Note: Within 72 hours after changing a provider, a certificate holder shall SEND the Department WRITTEN NOTICE of the change, including the <u>name of the new provider</u>.

#### **Provider Qualifications**



Which includes the Department's role in certifying and regulating child care group homes.

### **Adult Staff Qualifications**

If <u>acting on behalf of the provider</u>, you must have a high school diploma or a high school equivalency certificate and <u>one</u> of the following:





## Tuberculosis (T.B.)Testing

STAFF members and RESIDENTS (12 yrs & older) must have evidence of freedom from tuberculosis <u>on</u> or <u>before</u> their starting date:

- A negative Mantoux skin test, or other tuberculosis screening test
  - Administered <u>within</u> 12 months **before** their starting date.

- If a staff member has a positive Mantoux skin test
  - A written statement, signed & dated (within 6 months), from a healthcare provider
  - Must state that person is free from infectious active tuberculosis

R9-3-301.A.3

#### **Certificate Holder and Provider Responsibilities**

All staff members must be at least <u>16</u> <u>years</u> of age and are supervised until they are an adult.

- The Provider maintains a file for each staff member and resident
- Each file must include documentation for the items that apply to each individual.
  - This <u>file form</u> is available online.

<u>All</u> of the records required must be written in English or include an English translation.

Note: The form has asterisks (\*) on the sections that are requirements for a resident's file.

#### CHILD CARE GROUP HOME Staff and Household Members' Files R9:3:301. A. and D.

	News					
01.	Name			Date of Birth:		
	Address:			City / State / 2	Zip:	
	Telephone #:			Position / Rel	ationship:	
2.	Start Date:	Hire Date: (if differ	ent)	I		
□ 3.	End Date:					
4.	Immunization Statement: In 0 that he/she has immunization current. Signature:	is against measle	s, rubella,	diphtheria, mump		s that are
□ <u>5</u> .	Criminal History Affidavit , or	iginal signed & da	ted			
□ 6. □		t Registration Appli ce Card (expiration	cation (appl date	lication #		
	Documents required by R9-3 Mantoux TB Test Results (on or A health care provider's signed	w/in 12 months pri				of start date
8.	Good faith efforts to contact ; □ Contact 1 Name:	previous employe Date:		ontact 2 e:		Date:
D 9.	CPS Registry background	check CP	S Registry	Direct Service P	osition form or	<i>Affidavit</i> form
	DHS New Provider Orient	ation certificate (p	orovider/ov	vner)		
□10. □		ays of starting date	(date		g at least two or	more topics
□ 11.	Documents required by R9-3	-302.A.1 or D.1 (p	rovider or p	erson left in chara	e)	
	High School Diploma/GED	-	□ save, orig. □ by phone	Verified ( by:		
	Work Experience		□ by letter	-	(date)	
		on (R9-3-302.E, R CPR Certificate Expires:	(if	) ] AZ Driver's Licen f a driver) xpires:	ise	

RETAIN ENTIRE FILE 12 MONTHS FROM TERMINATION DATE G:/Forms/SGHSGH Staff & Household Files (3/15)

<sup>13</sup> **R9-3-301.** 

## Staff Training

10 day New Staff Orientation Training

Within <u>10</u> days after the <u>starting date</u> of employment or volunteer service,

TRAINING for <u>new</u> staff members (that includes the required topics) must be completed.

The certificate holder must provide the training.



#### Checklist for Training of New Staff Member

Employee's Name: \_\_\_\_\_

+

Starting Date:

In accordance with R9-5-403 for centers, and R9-3-302. A for group homes, training for new staff members who provide child care services must be completed within 10 days of the starting date of employment and must include all of the items listed below.

Staff training requirements:	Date Completed
Facility philosophy and goals (centers only)	
Names and ages of and developmental expectations for enrolled children for whom the staffmember will provide child care services	
Health needs, nutritional requirements, any known allergies and information about adaptive devices of enrolled children for whom the staff member will provide child care services	
Lesson plans (centers only)	
Child guidance and methods of discipline	
Hand washing techniques	
Diapering techniques and toileting, if assigned to diaper changing duties	
Food preparation, service, sanitation, and storage, if assigned to food preparation	
If a staff member is assigned to feeding infants, the preparation, handling and storage of infant formula and breast milk	
Recognition of signs of illness and infestation	
Child abuse or neglect detection, prevention, and reporting	
Accident and emergency procedures	
Staff responsibilities as required by Statutes and Rules that govern group homes or centers	
Sun safety policies and procedures	
Safety in outdoor activity areas	
Transportation procedures, if applicable	
Field Trip procedures, if applicable	
Sudden Infant Death Syndrome (SIDS) – if providing service for infants/ones (required for child care group homes)	
Employee's Signature:Date:	
Director's/Provider's Signature:Date:	

## Staff Training

**Annual Staff Training** 

- Each staff member must complete
  - A total of 12 or more actual hours of training
  - Every <u>12 months</u> after hire
  - In two or more of the required topic areas





#### Every 12 months

#### TOPICS

Child growth & development, including sudden infant death prevention

**Developmentally appropriate activities** 

Nutrition and developmentally appropriate eating habits

**Recognition of illness / infestation** 

Child abuse detection / report / prevention

Child guidance / discipline

Community services / resources (children w/ special needs)

## Staff Training





 A copy of the front and back side of the CPR and First Aid card must <u>be in the file</u> for the staff member The provider or staff member in charge must:

- Obtain & maintain First Aid and CPR training
  - Specific to infants and children
  - Including a <u>demonstration</u> of the staff member's ability to perform CPR
- Ensure that a staff member who has current training in first aid and CPR
  - Is <u>always</u> present during hours of operation

AND

On any trip away from the home

### **Attendance Requirements**



 The Provider and staff members must <u>record</u> their start and end times <u>daily</u> when providing child care services.

#### CHILD CARE GROUP HOME Staff/Volunteer Attendance

NAME	DATE	ARRIVAL TIME	DEPARTURE TIME	ARRIVAL TIME	DEPARTURE TIME	
						ſ
						┝
						Ĺ
						ł
						ľ
						Ĺ
						Ĺ
						ŀ
						ł

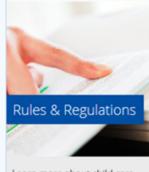
G:\Forms\Staff & Volunteer Attendance (2/12) CCL form - 274

#### **Certificate Holder and Provider Responsibilities**

The Provider, staff member or a resident cannot be employed or operate another business at or out of the group home <u>during</u> the hours of child care services.

The certificate holder or Provider does <u>not</u> allow the cultivation of medical marijuana on the premises.





Learn more about child care center rules and regulations.

18

### Postings

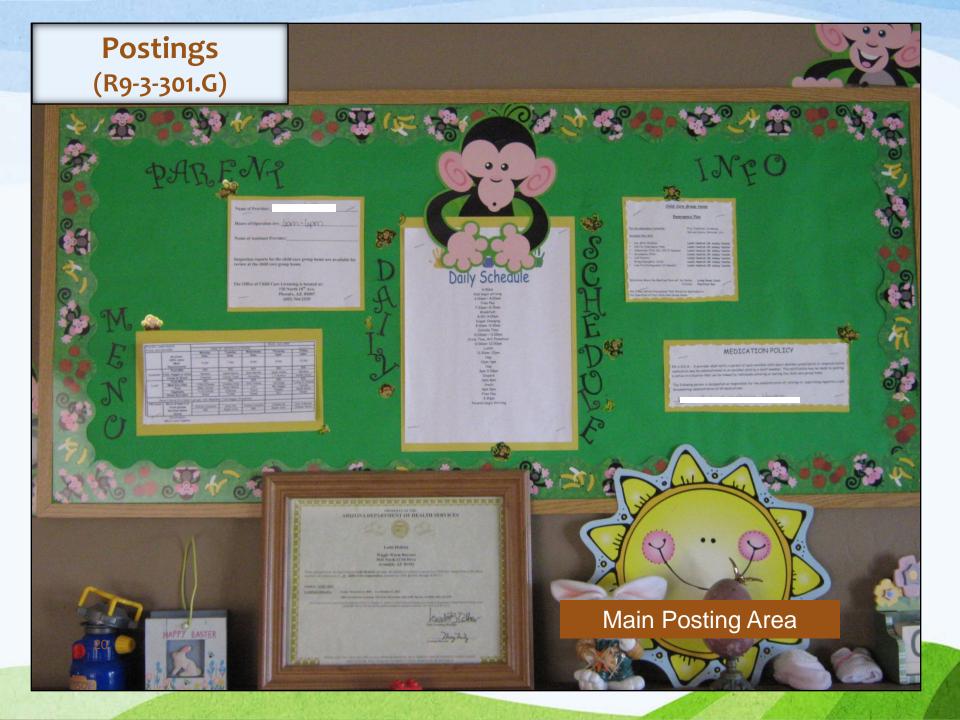
The Provider must <u>post</u> the following in a place that can be **conspicuously** viewed by individuals entering or leaving home:

- The DHS certificate
- The name of the provider
- The name of the staff member designated to act on behalf of the certificate holder when the provider is not present
- The hours of operation
- The weekly activity schedule (R9-3-401(B)(4)(b))
- The amount of time in minutes enrolled children may watch television, videos, or DVDs
- The weekly menu (R9-3-406(F)) before the first meal or snack of the week



Check out the form "Group Home Posting"

19



#### **Statement of Services**

#### A certificate holder shall:

 Prepare a <u>document</u> that includes the following information for parents. Other information can be added.

Note: You must have this prepared and give a copy to the Department at your <u>initial</u> <u>inspection</u>. Child Care Group Home Parent Handbook Outline

Statement of Services Checklist

R9-3-301.F.1.a-j

This checklist is designed to assist you in the development of your statement of services (parent handbook).

- □ a. The name and contact telephone number of the provider
- □ b. The hours of operation of the child care group home
- c. Charges, fees, and payment requirements for child care services
- d. Whether medications are administered at the child care group home and, if so, a description of what the parent is required to give to the child care group home
- e. Whether enrolled children go on field trips under the supervision of a staff member
- □ f. Whether the child care group home provides transportation for enrolled children to or from school, a school bus stop, or other locations
- □ g. The mechanism by which a staff member will verify that an individual contacting the child care group home by telephone claiming to be the parent of an enrolled child is the enrolled child's parent
- □ h. A statement that a parent has access to the areas on the premises where the parent's enrolled child is receiving child care services
- □ i. A statement that inspection reports for the child care group home are available for review at the child care group home
- □ j. The local address and contact telephone number for the Department.

G:\Form\\SGH\Parent Handbook Outline SGH (9/11)

K9-3-301

### Enrollment of Children (Emergency card)



licensing & certification

Before a child receives child care services, a child's parent MUST complete a Department-provided form that is signed by the child's parent

·		
	Arizona Department of Health Bureau of Child Care Lico	
Emergenc	y, Information and Immuni	
Child's Name:	Date Enrolled:	Updated
Home Address (6, Street, City, State	e, Zip Code):	Date Disearelled:
Home Phone:	Date of Birth:	Sex: male female
Farvat or Concilian Name:	Home Address (R. Street, City, State, Zo	p Cede):
Cell Phone (optional):	Contact Telephone Number:	
Parent or Caucifian Name	Bome Address (K. Street, City, State, Zi	a Cathir
	And Antes (C. Jerr, C.C. June, C.	
Cell Phone (optional):	Contact Telephone Number:	
Name Name		Conract Telephone Number: Conract Telephone Number:
Name:		Coanact Telephone Number.
Name:		Contact Telephone Number:
If Medical care is necessary, cal Health Care Name		Contact Telephone Number:
Provider*		
*A Health Care Provider is a ph	hysician, physician assistant or reg	istered nurse practitioner.
	injury or sudden illness, idividual be called first:	
a request that this in	idividual of called hrst:	
The following individual(s) may Nameto:	y NOT remove my child from the	facility:
Custody papers have been provided as	nd are on file at the facility. 🔲 yes 🗌	] 80
Telephone Authorization Code	(optional):	

22

### **Child Immunization Requirements**



You <u>cannot</u> permit a child to attend the home until you <u>receive</u> one of the following:

LIFETIME MUNIZATION RECORD

- Immunization records provided by a <u>Health</u> <u>Care Provider</u>
- Immunization records from the Department's Child Immunization Reporting System

(Arizona State Immunization Information System - ASIIS)

An <u>Exemption Affidavit</u> for the child completed by the parent or guardian

Note: Only medical or religious exemptions are allowed

Attach a copy of the record to the child's *Emergency* Information & Immunization Record Card.



Immunization Requirements & Data Reports.

### Immunization Requirements





If a child has **<u>not</u>** received an ageappropriate immunization:

- Notify the parent that the child cannot attend after 15 days, unless updated information is received
- Document the updated record

Children or staff members lacking proof of immunity against a disease must be **excluded** from child care during an outbreak of the disease.

#### Admission and Release of Enrolled Children

A child must be signed into and signed out from the home by one of the following:

- □ The enrolled child's **parent**
- An individual authorized in writing or by telephone by the child's parent
- The school-age child, if the parent has given written permission



The person signing must:

- Record the <u>times</u> of the child's arrival and departure
- Sign the record with at least a first initial and full last name

25

#### Admission and Release of Enrolled Children

If a staff member **does not recognize** an individual that comes to pick up a child:



BEFORE the child is released to the unknown individual

Verify the individual is listed on the Emergency card
 Verify their identify by checking a driver's license or picture ID

26

### Illness and Infestation

- A child, staff member, or resident must be <u>excluded</u> from the home when:
  - Shows symptoms of illness
  - Has greater needs for care
     that impact care for others
  - Has an infestation or communicable disease

- If a child or staff member shows signs of illness or infestation:
  - Immediately separate from other children
  - Notify the parent to pick up the child
  - Make a <u>written record</u> of the notification

+			ACC		Child Care Licensing ILLNESS, INFESTATION, AND AB	SENC
	Date	Time	Affected Child/Staff Name	Description/Location of Accident, Injury, Emergency, Illness, Infestation or Absence	Action Taken	Med treati requ
						C
						C
						C
						C
						C
						C
						C
						C
						c
						C
						C
						C

27

### Illness and Infestation

- If you are notified that a child, staff member, or resident has an infestation or a communicable disease\*:
  - Provide written notice of exposure within 24 hours to all parents and staff members
  - Provide notice to the local health agency (if required) when a communicable disease or infestation is present

	PARENT ALERT	Date
you are notified that a child, staff ember, or resident has an infestation a communicable disease*:	(Name of disease, illness or ir center / school, and it is <b>contagio</b> To protect the health of others, ple may include:	
Provide written notice of exposure within 24 hours to all parents and staff members	fever rash vomiting diarrhea red watery eyes itching	very tired loss of appetite yellowing of the skin /eyes dark (tea colored) urine coughing / sneezing
Provide notice to the local health agency ( <u>if required</u> ) when a communicable disease or infestation is present	child care director. A visit to the he management may be needed. For If these symptoms appear while th	symptoms please notify the school nurse or ealth professional for diagnosis, and / or r questions please call he child is in school / child care, they will be and you will be called to pick him / her up.
	Part	ent Alert Letter
* other than human immunodeficiency virus or a sexually transm	nitted disease	Rules & Regulations

Learn more about child care

center rules and regulations.

28

### Suspected Abuse or Neglect of an Enrolled Child





- Immediately <u>report</u> suspected <u>abuse</u> or <u>neglect</u> of a child to:
  - Dept. of Child Safety (DCS)
  - Police Department
  - If a <u>staff member or resident</u> is suspected, <u>also</u> report it to:
    - Department of Health Services, BCCL
- Keep documentation of the report in your records

### Medications

#### **Medication policy**

- Prepared and maintained on the premises
- Specifies if prescription or nonprescription medications are administered to enrolled children

If medications ARE administered to children at the home, you are responsible for:

- <u>Administering</u> medications
- <u>Storing</u> medications
- <u>Supervising</u> the ingestion of medications
- <u>Documenting</u> the administration of medications

Note: At any given time, only one designated staff member at the child care group home is responsible for the duties.





Find forms, applications & information related to licensing & certification.



30

### Medications

DATE	NAME OF MEDICATION	Arizona Department of Health Services Bureau of Child Care Licensing									
			MEDICATION CONSENT FORM								
		First & Last Name of CHILD									
		Type/Name of Medication:	Prescription #:	Dosage: Route (meth	od)*:						
		Start date:	End Date:	Times & frequency:							
		REASON:									
		I give permission for the child listed above. Date of authorization:	e administration of the Signature (parent/gu	he medication, according to the instructions and and and a second s	isted, to	the					
		POSSIBLE SIDE EFFEC	: TS TO WATCH FOR	WITH THIS MEDICATION:							
						_					
		* Injections: Attach		ovider's written authorization.							
			**********		YES	N					
			F REVIEW PRIOR TO	*******	YES	N					
		FOR STAF	**************** F REVIEW PRIOR TO int form complete?	*******							
		FOR STAF	*************** F REVIEW PRIOR TO int form complete? ion label on the med ?	D ADMINISTERING MEDICATION:		C					
		FOR STAF Is the medication conse Is the original prescripti for use by manufacturer	*************** F REVIEW PRIOR TO nt form complete? ion label on the med r? hild on the container	ADMINISTERING MEDICATION:	ם 1	C					
		FOR STAF Is the medication conse Is the original prescripti for use by manufacturer Is the full name of the ch Is the prescription or ov	*************** F REVIEW PRIOR TO nt form complete? ion label on the med r? hild on the container rer-the-counter medi	ADMINISTERING MEDICATION:							

#### **Designated Staff Member**

Administers a  $\checkmark$ medication to a child when written authorization from the child's parent is completed on a **Department-provided** Medication Consent Form

Documents each  $\checkmark$ administration on the form

NO 

Note: Ensure that all the required information is completed.

31

R9-3-309

G:\Forms\Medication authorization.doc (8/11) CCL form - 302

#### Medications







#### **Designated Staff Member:**

- Administers prescription medications
  - <u>Only</u> from a container dispensed by a pharmacy
  - Accompanied by a pharmacy-generated prescription label including:
    - the child's first and last names
    - administration instructions.
- Administers nonprescription medications
  - <u>Only</u> from an original manufacturer's container
  - Labeled with the enrolled child's first and last names
  - Consistent with label instructions, or physician's note
  - Dispose of, or return, unused medications



### Medications (Storage)

#### Locked Medicine Container



#### Medication for children is:

- Stored in a locked, leak-proof storage cabinet or container that is used only for storing enrolled children's medication.
- Stored in a secured refrigeration unit that is used only for storing enrolled children's medications that requires refrigeration.
- Prescription medication necessary to treat life-threatening symptoms
  - Inaccessible to children
  - Not locked, accessible to staff
- DO NOT keep an extra supply of medications for administration to children.
- Staff and Resident Medications are stored in a locked, leak proof storage cabinet or container that is used only for staff and residents.

#### Inaccessible

Not locked



33

K9-3-309

### Accident and Emergency Procedures

- If a child has an injury or accident at the home that **does not** require medical treatment by a physician:
  - Administer treatment for the injury
  - Document the incident
- If a child has an accident, injury, or emergency that **requires** medical treatment by a physician:
  - **Notify** the parent & designated person within 30 minutes
  - **Document** the incident
  - If a child dies at the home, notify the Department within 24 hours



Arizona Department of Health Services Bureau of Child Care Licensing

#### ACCIDENT, INJURY, EMERGENCY, ILLNESS, INFESTATION, AND ABSENCE LOG

Date	Time	Affected Child/Staff	Description/Location of Accident, Injury, Emergency, Illness, Infestation or Absence	Action Taken	Medical treatment	Parent	Parent Notification	
		Name	Infestation or Absence		required	Time	Method	Initials

PLEASE HIGHLIGHT IF ILLNESS HAS BEEN REPORTED TO THE COUNTY HEALTH DEPARTMENT Accident - Unexceled ocumence har hang or may not be an emergency that cause singlivito a childran fersind attendition by a staff member. Emergency-<u>Potentially</u> life-treatering occurrence involving a child or staff member that require as in immediate response or medical treatment. Illness - Physical manifestation or sign of any sioness such as paint, vonting, rest, fiver, discharge, or diamhea.

RETAIN THIS FORM FOR 12 MONTHS FROM THE DATE OF THE CHILD'S DISENROLLMENT

G:\Forms\CDC\Accident injury emerg illness infestation absence log.doc(5/11) CCL form - 241

### Accident and Emergency Procedures

You need to have a first aid kit that:

- Contains enough of required items to meet the needs of each child
- Is inaccessible to children



#### General Program, Equipment and Health & Safety Standards

The health, safety, or welfare of a child is not placed at risk of harm.

- Supervise each child at all times
- **Play** and **communicate** with an enrolled child throughout the day
- **Respond** immediately to the distress signals of a child
- Ensure the areas of the home are maintained free from hazards.









Toys, materials, and equipment for children

- Are appropriate to the ages of the children at the home
- Include the following:
  - Arts supplies
  - Manipulatives to enhance small motor development
  - Indoor and outdoor equipment to enhance large motor development
  - Creative play materials
  - Books
  - Musical instruments



The toys, materials, and equipment for use by enrolled children:



- ✓ Are sufficient in number and variety to meet the needs of the children present
- ✓ Are accessible to children
- ✓ Are maintained

38

- ✓ free from hazards
- ✓ in a condition that allows the toys, materials, and equipment to be used for their original purpose.

The activities at the child care group home are structured

- to meet the age and developmental level of each child and
- are based upon a posted <u>written</u> weekly schedule that consists of times including:

y Standards	
Ozma Su	sie g Care
	- Care
MG? JOCK	Cdztla
6:30-8:00 8:00-8:30	
8:00-8:30 Broat	Week of:
8:30-8:45 Close	DUTE NOTO -
8:45 - 9:15 Clean up: Bathroom break, wash hand 9:15 - 10:00 Clean up: Charles, songe	Puzzles, book corner, blocks
9:15 - 10:00 Circle time, Stories, songs, dance 10:00 - 10:15	Puzzles, book corner, blocks, manipulatives
10:00 - 10:15         Clean up: Bathroom break, wash hands           10:15 - 11:30         Oursing Shack	
10:15~11:30         Morning Shack           11:30-11:45         Outdoor Play / Indoor p:	
11:30         Outdoor Play / Indoor Play / Craft activity           11:45         Clean up: Wash Hands, get transfer           11:45-11:45         Transfer	
11:95-12:00         Clean up: Wash Hands, get ready for lunc           12:00-12:30         Transition to Lunch	ky Kick the ball -
	cy Kick the ball game; Restaurant; Hatmaking
12:45-1:00 Clean up: Bathre	Hachilaking
1:00 - 3:00 Stories, Quiet Songs	
3:00 - 3:30 Rest time	
3:30 - 5:30 Clean up for Shack ; SNACK TIME 5:30 - 6:00 Clean	Raining Meatballs, Stone Soup
5:30 – 6:00 Free Play – outdoor / Indoor Clean up, Cross	Quiet activities: books, paper dolls, puzzles
Biones, Songe D	Play d
Schedule is sub-	Play dough w/ tools; hot wheel tracks & blocks
is is Subject to change dense	Sheel tracks & blocks
Schedule is subject to change depending on u	leather and etc.
	and Children's engagements
	menti

- Routines, such as meals, snacks, and rest periods, that follow a familiar and consistent pattern
- Outdoor activities to enhance large muscle development
- Stories, music, dancing, singing, and reading
- Listening and talking opportunities
- **Creative activities** such as water play, cutting and pasting, painting, coloring, dramatic play, and playing with blocks

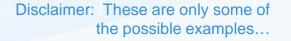
Clean clothing is available to children



- Drinking water is available to infants and one- or two-year-old children at all times
- Drinking water is accessible to older children at all times
- Monitors children for overheating or overexposure to the sun
  - If a child exhibits signs of overheating or overexposure to the sun, evaluate the child













- If the provider is asked by the child's parent to apply sunscreen, diapering products, or other substances to the skin of a child:
- Obtain the sunscreen, diapering products, or other substances from the parent
- <u>OR</u>, if the home supplies the substances:
  - <u>Obtain written permission</u> from the parent for the application of the <u>specific</u> sunscreen, diapering products, or other substances
- <u>School-aged children</u> may possess and use a topical sunscreen without a note or prescription when the parent provides notice to the group home

Children's personal items, including products, need to be:

- Labeled with an identifier that is specific to them
- Stored separately from those of other children and residents

# Supplemental Standards for Napping or Sleeping

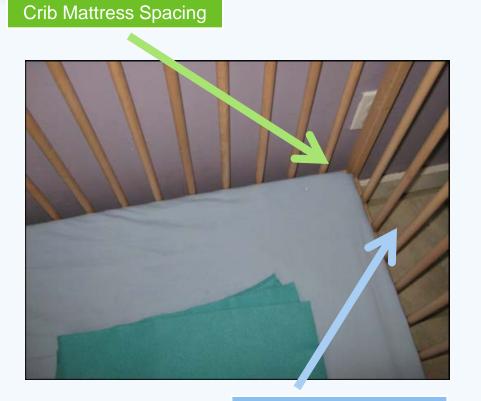
- Each child who naps or sleeps at the home is furnished with a bed, cot, mat, or crib:
  - That accommodates the child's height and weight.
  - Is <u>not</u> used by another individual while in use by the child.
  - Is covered with a clean sheet
  - Sheet is laundered when soiled
    - at least once every seven days
    - before use by a different child
    - A crib mattress cover must be fitted and laundered every 24 hours, when soiled, or before used by another child
  - A clean blanket or sheet is provided for each child.
- The Provider shall <u>not</u> allow an enrolled child to sleep in a waterbed, the upper bed of a bunk bed, or a stacked crib.





42

# Supplemental Standards for Napping or Sleeping



Crib bar spacing

A crib used by a child:

- Has bars or openings spaced <u>no</u> more than 2-3/8 inches apart
- Has a crib mattress that is:
  - Measured to fit not more than 1/2 inch from the crib side
  - Commercially waterproofed or covered with a waterproof crib mattress cover
- Is cleaned and sanitized when soiled
- When a child is in the crib, does <u>not</u> contain:
  - bumper pads, pillows, comforters, sheepskins, stuffed toys, or other soft products

43

# Standards for Care of an Enrolled Infant or One- or Two-Year-Old (Napping and Sleeping)

When putting an infant to sleep, a staff member:

- Places the infant on their back to sleep
  - unless the infant's physician, physician assistant, or registered nurse practitioner has instructed otherwise <u>in writing</u>
- Does <u>not</u> use a positioning device that restricts movement
  - unless the enrolled infant's physician, physician assistant, or registered nurse practitioner has instructed otherwise <u>in writing</u>
- Does <u>not</u> use a mechanical restraint on the infant in a crib







Supplemental Standards for Care of an Enrolled Infant or One- or Two-Year-Old

- A child is **not** allowed to spend more than 30 consecutive minutes while awake in the following:
  - a crib, playpen, swing, feeding chair, infant seat, or other confining piece of equipment.
- An infant is allowed to maintain an individual pattern of sleeping, waking, and eating
  - unless the infant's parent has instructed otherwise.







Note: A child cannot be put <u>consecutively</u> into confining equipment.



# Supplemental Standards for Care of an Enrolled Infant or One- or Two- Year-Old

- Bottles & Sippy cups
  - Only water used when child is napping or sleeping
    - unless the <u>written instructions</u> from the parent require otherwise
  - Remove from the crib, bed, cot, or mat as soon as child finishes drinking or falls asleep
  - Clean before reuse
- Ensure that toys provided are too large to swallow
- Do <u>not</u> permit an infant to use a walker







#### Supplemental Standards for Care of an Enrolled Infant or One- or Two- Year-Old

						P.
						AN
INF	ANT FEEDING	INSTR				
Child's name:						
Type of Milk or Formula:	Feedi	ng				
O No Ves – Explain:	Allerg	ies		6	-	
	Food	3	1	1. 10		200
Introduced: See Attached List on pa	age2. Puree ⊡ Junio		1	1 9		CON THE REAL
Consistency: I i Food Likes:	Funce E Sumo	ood Dislik	es	1		244 6
					here.	10 million
Utensils used: Cup For	Method of f	Feeding:	1	1.1		
Explain:	rk Li Spoon Li	Other.	1			
						All .
Feeding Schedules and Update	s:					- War
Date Time Foods	Amount	Time	Fo			
				-		
Comments:			l			
Date: Paren	nt's signature:					
Update a	s new foods are intro Post in kitchen an structions must be re	duced or	changes o area.	ccur.		
All feeding ins	structions must be re	tained for	12 months	(centers).		

47

K9-3-403

## Feeding an infant:

- According to written instructions\* from the infant's parent:
  - Prepare, store and feed the infant's formula, breast milk, or other food
- Hold the infant for feeding if the infant is younger than 6 months of age or cannot hold a bottle for feeding

\*Note: Written feeding instructions must address the amount and types of formula or food given

#### Supplemental Standards for Care of an Enrolled Infant or One- or Two-Year-Old

Feeding an infant who is no longer being held for feeding or a one- or twoyear-old child:

- Seat the child
  - In a feeding chair (with safety strap fastened)

#### OR

 At a table with a chair that allows the infant or child to <u>reach food while</u> <u>sitting</u>







Supplemental Standards for Care of an Enrolled Infant or One- or Two-Year-Old (Toilet Training)



**HOW IS POTTY-**

TRAINING

JaromysHousaofFuony.com

- Consults with the parent to establish a written plan for toilet training the child and...
  - Implements the plan,
  - Provides the parent with information about progress, and
  - Ensures that toilet training is not forced on the child.

#### Wet or soiled clothing

- Change it, except for when child can change their own clothing
- Store it in a sealed plastic bag labeled with an identifier
- Send it home with parent.
- Note: If the clothing is soiled with feces, empty the feces into a flush toilet without rinsing the clothing

happen.

<sup>49</sup> R9-3-403

# Supplemental Standards for Care of an Enrolled Child with Special Needs

Prior to providing services to a child with special needs, obtain an Individualized Plan from the parent.

"<u>Individual plan</u>" means a written description of the daily activities required for an enrolled child with special needs.

	INDIVIDUALIZ R9-5-507.A & Update every 12 months ar	R9-3-404		
Child'sname:		Date	of birth:	Date of enrollment:
	Medication s	hadalaa		
Name of medication:		X#:		
ivanie officiacatori	10 A	<b>Λ</b> π.		
Times to be a dministered:	1.10.0011			
CONTRACTOR OF THE OWNER	Meals and s	nacks		
Nutrition and feeding instruc	tions:			10
Qualifications required of sta	affto feedchild:			
Names of staff who received	training:			
	(5.).			
Medical equipment or a dapti	Other Accomm	odations:		
Medical equipment of a dapu	ve devices.			
Medical emergency instructi	ons:			
Toileting and personal hygie	neinstructions:			
Specific child care services t	o be provided to the child at t	he facility:		
Frequency and length of any	prescribed medical treatment	tor therapy:		
Training required of a staffn	nember to care for the child's	special needs		
		op commercial		
Participation in fire evacua	tion drills:			
	Plan develo	ped by:		
Parent(s):	Н	ealthCare Pro	vider(s):	
Staffname(s):				
<b>D</b>			1 1 1 . 1	
Plan developed date:	Copy provided to pa	rent on:	Updated	

This document is intended to help child care personnel document any special accommodations for specific needs of enrolled children.

G: Forms INDIVIDUALIZED PLAN.doc (8/13)

# **Discipline and Guidance**

- Establish and maintain consistent **reasonable guidelines and limits** for behavior
- Teach, model, and encourage orderly conduct, self-control, and age-appropriate behavior
- When disciplining a child:
  - **Explain** why the particular behavior is not allowed
  - Suggest an alternate behavior to the child
  - Assist the child to become engaged in an alternate activity
  - If a child's behavior may result in harm to self or others, hold the child without undue force until the child regains self-control or composure



51

## **Discipline and Guidance**



- Time-out (separation period)
  - 2 years & older, only •
  - Once child has calmed, maximum 3 minutes •
  - Staff interact with child at least once every 10 minutes •
- **Only STAFF administer discipline**

52

Staff members' children disciplined consistently with regulations R9-3-405



Do NOT use corporal punishment or a method of discipline that could cause harm to the health, safety, or welfare of a child

#### Do **NOT** discipline a child by using:

Eating, napping, sleeping, toileting, medication, mechanical restraint, humiliation or fear







Meals and snacks are served to enrolled children in compliance with <u>Table 4.1</u>.

- Each meal or snack is prepared and served according to Table 4.2
- Second servings of food are served at meal time and snack time, if requested
- The <u>same food item</u>, other than milk, is not served more than once in a single day
  - No same-day left-overs
- Food served is consistent with any modified diet prescribed by parent, physician, physician assistant or registered nurse.

Note : This section does not apply to infants.







R9-3-406,407

53



During each week, meals include a variety of foods (See meal pattern requirements in table 4.2)

Unless parent requests otherwise, **MILK** served to the child is:

- Fat-free or 1% lowfat milk for a child older than two years of age.
- Whole milk for children two years of age or younger.

- Only **pasteurized** milk is served.
- Reconstituted dry milk is not served to meet the fluid milk requirement
- Served from original container

Food Components	Ages 1 through 2 years	Ages 3 through 5 years	Ages 6 and Older
Breakfast:	1/2 cup	3/4 cup	1 cup
1. Milk, fluid	1/4 cup	1/2 cup	1/2 cup
<ol><li>Vegetable, fruit, or full-strength juice</li></ol>	1/2 slice	1/2 slice	1 slice
3. Bread and bread alternates (whole grain or enriched):	1/2 serving	1/2 serving	1 serving
Bread	1/4 cup	1/3 cup	3/4 cup
or cornbread, rolls, muffins, or biscuits	1/4 cup	1/4 cup	1/2 cup
or cold dry cereal (volume or weight, whichever is less)		-	
or cooked cereal, pasta, noodle products, or cereal grains			
Lunch or Supper:	1/2 cup	3/4 cup	1 cup
1. Milk, fluid	1/4 cup total	1/2 cup total	3/4 cup total
<ol><li>Vegetable and/or fruit (2 or more kinds)</li></ol>	1/2 slice	1/2 slice	1 slice
3. Bread and bread alternates (whole grain or enriched):	1/2 serving	1/2 serving	1 serving
Bread	1/4 cup	1/3 cup	3/4 cup
or combread, rolls, muffins, or biscuits	1/4 cup	1/4 cup	1/2 cup
or cold dry cereal (volume or weight, whichever is less)	1 oz.	1 1/2 oz.	2 oz.
or cooked cereal, pasta, noodle products, or cereal grains	1 oz.	1 1/2 oz.	2 oz.
<ol><li>Meat or meat alternates:</li></ol>	1/2 egg	3/4 egg	1 egg
Lean meat, fish, or poultry (edible portion as served)	1/4 cup	3/8 cup	1/2 cup
or cheese			
or egg			
or cooked dry beans or peas*			
or peanut butter, soy nut butter, or other nut or seed butter	2 tbsp**	3 tbsp**	4 tbsp**
or peanuts, soy nuts, tree nuts, or seeds	1/2 oz.**	3/4 oz.**	1 oz.**
or an equivalent quantity of any combination of the	4 oz.	6 oz.	8 oz
above meat/meat alternates			
or yogurt			
Snack: (select 2 of these 4 components)***	1/2 cup	1/2 cup	1 cup
1. Milk, fluid	1/2 cup	1/2 cup	3/4 cup
<ol><li>Vegetable, fruit, or full-strength juice</li></ol>	1/2 slice	1/2 slice	1 slice
<ol><li>Bread and bread alternates (whole grain or enriched):</li></ol>	1/2 serving	1/2 serving	1 serving
Bread	1/4 cup	1/3 cup	3/4 cup
or cornbread, rolls, muffins, or biscuits	1/4 cup	1/4 cup	1/2 cup
or cold dry cereal (volume or weight, whichever is less)	1/2 oz.	1/2 oz.	1 oz.
or cooked cereal, pasta, noodle products, or cereal grains	1/2 oz.	1/2 oz.	1 oz.
<ol><li>Meat or meat alternates:</li></ol>	1/2 egg	1/2 egg	1/2 egg
Lean meat, fish, or poultry (edible portion as served)	1/8 cup	1/8 cup	1/4 cup
or cheese	1 tbsp	1 tbsp	2 tbsp
or egg	1/2 oz.	1/2 oz.	1 oz.
or cooked dry beans or peas*	2 oz.	2 oz.	4 oz.
or peanut butter, soy nut butter, or other nut or seed butter			
or peanuts, soy nuts, tree nuts, or seeds			
or an equivalent quantity of any combination of the			
above meat/meat alternates			
or yogurt			
* In the same meal service, dried beans or dried peas may be used as a meat a	lternate or as a vegeta	ble; however, such	use does not satisfy
the requirement for both components.			
** At lunch and supper, no more than 50% of the requirement shall be met w			
be combined with another meat or meat alternative to fulfill the requirement.	Two tablespoons of m	at butter or one ou	nce of nuts or seeds
equals one ounce of meat.			
** Juice may not be served when milk is served as the only other component			

If parent provides meal, and does not instruct otherwise: Serve milk or juice if not provided by parent.

54

R9-3-406,407

Juice: 

55

- Pasteurized
- 100% strength
- Served from original container, or as directed if reconstituted
- Don't serve:
  - Sweetened beverages
  - High fat or high sugar foods more than twice a week





& snacks to each child attending in a single day.





## • Weekly menu:

- Specific foods
- Dated
- Written substitutions

 Washing hands with soap & running water

- **Staff** Before & after handling or serving food
- Children Before & after handling or eating food
- Use washcloth, paper towel, disposable wipe, or soap & running water
  - For children who cannot wash their own hands, or need help
  - Discard or launder cloth/towel after using once

Child Care			WEEK OF:			
MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
				an a	and white a strength of the st	



R9-3-406,407

## General Food Service and Food Handling Standards

- Encourage, but never force, a child to eat
- Assist children who need assistance
- **Teach** self-feeding skills and habits of good nutrition
- Do not allow eating directly off floor, carpet or ground



# ed

## Utensils, Food service items

• Children do not share



- Bottles & sippy cups marked
- Disposable items thrown away
- If not disposable, items are washed
  - Dishwasher
  - Hot soapy water, air or heat dried



Food prepared does NOT present a choking hazard

### **General Food Service and Food Handling Standards**



Storage

- Perishable foods are covered and stored in a refrigerator
- Thermometers in refrigerator & freezer indicate storage temperatures
  - <u>41°</u>F or below fridge
  - <u>o</u>° F or below freezer





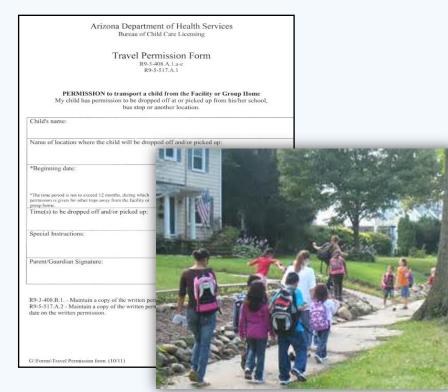
## **Preparation & Service**

- Prepared close to time of service
  - If delayed, kept cold/hot to correct temperatures
- Served milk not returned to container for later use
- Previously served food not used again
- Food NOT served past expiration date or if spoiled
- All modified diets are posted in the kitchen

Notify parent when child exhibits unusual eating behavior.

# Field Trips/ Trips Away from the Home

Children can be taken to and from school with written permission from the child's parent which must include the information on the <u>Travel Permission Form</u>.





ddress-		1 Walnut and	Number:				9112			
		Telephon	e Number:							
Description of trip:										
Date of trip:	Departure 1	e time: Return time:								
Special Instructions:										
CHILD'S NAME:	PARENT SIGNATURE & Date: (1st initial and last name)	Attendance								
(1st and last name)		Start (leave facility)	Arrival at location	Hour #1	Hour #2	Leaving Location	End (return to facility)			
						Server 1				
					_					
					-					
EHICLE LICENSE PLATE N	UMBER(S):	ADULTS	ATTENDE	G FIELD	TRIP:					

The written permission for a **field trip** must include the information on the <u>Field Trip</u> <u>Permission Form</u>.

# Field Trips and Other Trips Away from the Home **Transportation**

#### The motor vehicle used to transport a child:

- Is mechanically safe
- Is free from hazards
- Is registered by ADOT
- Has documentation of current motor vehicle insurance coverage (inside vehicle) that includes the legal name of the group home or certificate holder
- Has operational heating & air-conditioning systems
- Is equipped with:
  - A complete first-aid kit
  - Two <u>large</u>, clean towels or blankets
- Do not transport a child in:
  - a truck bed, camper, or trailer attached to a motor vehicle
- The Department is notified within 24 hours after a motor vehicle accident involving transportation of children







Driver must:

- be at least 18 years old
- have a valid driver's licent

60

### Field Trips and Other Trips Away from the Home

When **driving** a motor vehicle transporting a child:

- IN the vehicle:
  - Children are seated and inside
  - Children under 8 years old and under 4 feet nine inches tall in appropriate seat
  - Children 8 & older use lap/shoulder belts
  - Doors are locked
  - Audio headphones or telephones are NOT USED while in motion
- Children are not seated in front of air bag
- Children cannot open or close doors/windows
- Before exiting vehicle:
  - Set emergency brake
  - Remove keys from ignition
- Children are loaded/unloaded
  - In safe designated area
  - Away from moving traffic



61



Field Trips/Other Trips Away from the Home

When leaving the premises (your home), TAKE the following:

- Copies of the Emergency Record (EIIR) cards with attached immunization records – for every child with you
- Sufficient drinking water & cups/containers for each individual



While away from your home:

• Account for each child



## **General Physical Environment Standards**

<u>R9-3-205</u>

# Modification to the licensed areas may require a building permit.

Modification means the substantial improvement, enlargement, reduction, alternation, or other change in the facility or another structure on the premises of the group home.

- INDOOR AREAS:
- Maintain at a temperature between 68° F and 82° F during hours of operation

**Lighting** must be sufficient to be able to see each child

**EXITS:** At least two unobstructed, usable exits to the outside must be available for children to use





# **Outdoor Activity Area Standards**

## OUTDOOR AREA:

- Shaded areas accommodate all children
- Fence or wall:
  - At least four feet high
  - Secured to the ground
  - Open spaces are four inches or less at any point
  - An exit gate

- Kept closed while children are in area
- Play equipment arranged to:
  - Eliminate hazards
  - Minimize conflicts between children



#### **Outdoor Activity Area Standards**



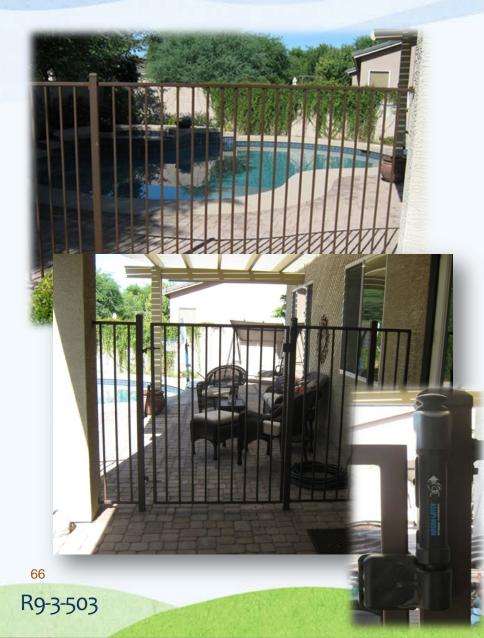
Green, growing grass under and around equipment less than 48" high If a child can fall more than 48 inches from a climber, swing or slide, the <u>fall</u> <u>zone area</u> needs:

- At least six inches of fine loose sand, pea gravel, wood fiber product, or other resilient material OR
- A shock-absorbing unitary surfacing material

The climber, swing or slide must be anchored securely to the ground

- Anchors must be:
  - Installed below the ground
  - Covered by the required resilient material
  - Not necessary if equipment is manufactured to be tip-resistant

## Swimming Pool Standards



## Swimming pool fence:

- Must totally enclose pool
- Separates pool from all other outdoor activity areas
- Is secured to the ground
- Is at least five feet high
- Has a self-closing, selflatching, lockable gate
- Does not have any open space greater than 4 inches

Note: Maintain the pool per rules if using it

# Swimming Pool Standards

The Provider shall ensure that a staff member **does** <u>not</u> allow a child to use or have access to a wading pool.

If children are allowed to swim:

- Parent must give written permission before
- A person with <u>lifeguard certification</u> must be stationed at the pool while children swim







# The **HOUSE NUMBER** of the residence

- Is painted or posted on the premises
- Is visible from the street.



At least ONE operable telephone for staff to use



#### House Number Clearly Displayed

R9-3-504,505

## A smoke detector is:

- Installed in each approved indoor area and in each hallway
- **Maintained** in an operable condition
- Is either battery operated or
- If hard-wired into the electrical system, has a back-up battery



#### Smoke Detector in Activity Area

# The home has at least **two** portable **fire extinguishers**:

- One in the kitchen
  - Labeled at least **<u>1A-10-BC</u>**
  - Mounted on the kitchen wall and is easily accessible
- One in a location accessible to staff members
  - Labeled at least **2A-10-BC**
  - Services annually

70

R9-3-504



Fire Extinguisher Mounted in the Kitchen

- A disposable fire extinguisher
  - Is **REPLACED** when its indicator reaches the red zone
- Each rechargeable fire extinguisher:
  - Is serviced at least <u>once</u> every 12 months; and
  - Has a tag attached that specifies
    - Date of the last servicing
    - Identification of the service person



71



- Electrical outlets are covered with safety plug covers or inserts when not in use
- Appliances, lights or other devices with frayed or spliced electrical cords are NOT used
- Electrical cords, including extension cords, are not:
  - Run under a rug or carpeting
  - Over a nail
  - From one room to another
- Electrical, cable or telephone outlets are covered with **face plates**

### Fire Safety, Gas Safety, and Emergency Standards



During the hours of operation:

- Wood-burning stoves,
  interiors of fireplaces and
  chimineas are inaccessible to
  children when in use
- Unvented and open-flame
   space heaters are not used
- Electric portable heaters are not used
  - unless manufactured with required safety features



### Fire Safety, Gas Safety, and Emergency Standards

- A fire and emergency plan is prepared consisting of the following information:
- Address and telephone number
- A list of emergency telephone numbers
- Contact telephone numbers for parents

	Child	l Care Group Home				
	EMERGENCY PLAN					
	For A	W emergency, including:				
	FIRE, EXPLOSION, DROWNING, SERIOUS INJURY, INTRUDER, etc.					
	The EMERGENCY PLAN should include the following information					
	List the names of STAFF MEMBER	RS who will do the following tasks:				
	Stay with the children					
Emergency	Call for emergency help					
Police (local)	Administer First Aid/CPR, if necessary					
Fire	Accompany child					
Poison Control	Call Parents					
	Bring Emergency Record cards					
Address	Use fire extinguisher, if needed					
	Determine when INSIDE:	re the MEETING PLACE will be: OUTSIDE:				
City						
Telephone number	Any other SAFETY PROCEDURES	S that would be applicable to the OPERATION of your				
		oup Home during the emergency:				
Emergency						
Police (local)						
Fire		SOA				
Poison Control	F:Forms/SGH Emergency plan & Telephone numbers.docx (3/12)	CCL form - 213				
	<b>HOME</b> Information	Emergency				
Address		Emergency Preparedness				
City		Ver Contraction				
Telephone number		Get ready for the next				
1		emergency situation.				
		A CONTRACTOR OF				

#### Fire and Safety

- A floor plan of the home showing the evacuation path from each area is:
  - Prepared
  - Posted in each area



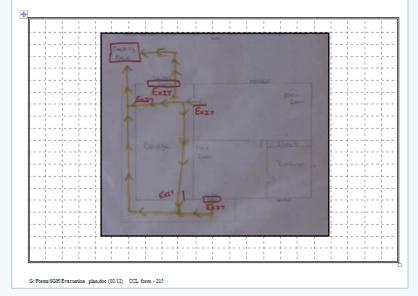


#### IN CASE OF EMERGENCY TAKE EMERGENCY CARDS WITH YOU

#### HOME EMERGENCY EVACUATION PLAN

R9-3-504.E.1.d. and 3.

Draw the floor plan of your home and using arrows/lines, show escape paths and a safe meeting place outside the home.



- > A candle or incense is not burned in the home
- Smoking is not permitted
  - in the residence
  - in the presence or sight of children



### Fire Safety, Gas Safety and Emergency Standards

ARIZONA DEPARTMENT OF HEALTH SERVICES			
LICENSING .			

Fire Drills and Smoke Detector Battery Check MONTHLY RECORD

#### INSTRUCTIONS

 During each monthly drill, conditions shall vary and each should be given at an unexpected time. Familiarize children with alternate routes.

Emphasis should be placed upon quiet and orderly evacuation under proper discipline.
 Record information for the Bureau of Child Care Licensing.

DATE(year)	DAY	TIME OF DAY	EVACUATION TIME	BATTERY CHECK
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

KEEP THIS FORM FOR 12 MONTHS FROM THE DATE OF LAST FIRE DRILL

0:/Forms/Fire Drill & smoke detector battery check log.docx (11/16) CCL form - 294

#### **Fire & Emergency Evacuation Drills**

- Unannounced
- At least once each month
- Everyone is evacuated according to the plan
- Vary the <u>time of day</u> drills are conducted
- Make a <u>record</u>

#### **Smoke detector batteries**

- Test
- Maintain
- Document





Learn more about child care center rules and regulations

#### Fire Safety, Gas Safety, and Emergency Standards

If gas pipes run from a gas meter to an appliance or location on the premises:

- A gas inspection report\* must be submitted to the Department every 12 months
  - Must verify no leaks are present
- A copy is maintained at the home
  - include documentation of any repairs or corrections

\* licensed plumber or individual authorized by the local jurisdiction



### General Safety Standards (Multiple Story Homes)



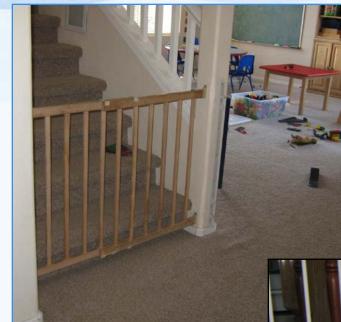
R9-3-505

#### Ground floor only child care:

- Infants
- Children younger than 5 years
- Children using a wheelchair or not able to walk

# Upper or lower floors child care:

- Children five years of age or older
- Two unobstructed, usable exits to the outside
  - One exit leads directly to the ground level outside



### Stairways

- If leading to a floor or room not approved for child care:
  - Separate by either a door or gate
  - Keep closed during hours of operation





### General Safety Standards (Manufactured Homes)

If a child care home is a **mobile** home, a **manufactured** home or a **factory-built** building:

- Skirting
  - Is permanently attached
  - Surrounds the entire perimeter of the residence
- Each stairway or ramp has railings



If located lower than 36 inches above the floor –

#### A glass window, mirror, a sliding glass door, or another type of glass partition:

- Must be made of safety glass
  - that will prevent the glass from shattering or flying when struck or broken
  - Can be manufactured, fabricated or treated
- Is shielded by a barrier to prevent
  - Impact by a child
  - Physical injury to a child
    - OR
- Has conspicuous markings located at a child's eye level

Each window blind cord or curtain cord is anchored to a wall or inaccessible to a child.



81





### Firearms kept at the home are:

Unloaded

Out of the view of enrolled children

- □ Stored in:
  - □ Separate locked areas/cabinets/containers
  - □ Away from **AMMUNITION** 
    - Also stored in locked areas/cabinets/containers



Learn more about child care center rules and regulations



82

Materials/chemicals/substances labeled as toxic, hazardous, with child warning label stored:

- In labeled container
- Separate from food storage areas
- Inaccessible to children

#### Flammable liquids stored:

- In original container
- Separate from food storage areas
- Away from any heat-producing appliance or equipment
- Inaccessible to children
  - Except for hand sanitizers being provided for use



83

#### Each fan is inaccessible to children

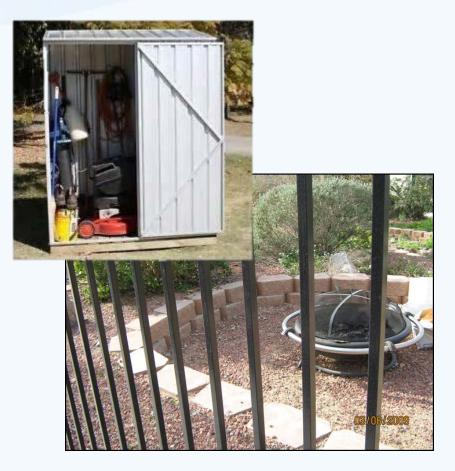


#### Children do not have access to:

- Lawn mowers, ladders, toilet brushes, plungers, and other hazardous equipment
- An air conditioner, evaporative cooler, heat pump, or furnace
- A hot tub or spa
- A pond or fountain
- An irrigation ditch, abandoned mine or well
- A trampoline

R9-3-505

84





Inaccessible Trampoline



#### Inaccessible Hazardous Equipment



## **General Cleaning and Sanitation Standards**

- Keep CLEAN and free of insects and vermin: Areas of home used for child care
   Furnishings Supplies Utensils
   Equipment Materials Toys
- Equipment, materials and toys:
  - Maintained in a clean and disinfected condition
  - If used by infants or one- or two-year-old children, clean and disinfect at least once every 24 hours
- All plumbing fixtures are maintained in operating condition
- The water pressure is sufficient to meet the home's toileting and cleaning needs







<sup>86</sup> R9-3-505

### **General Cleaning and Sanitation Standards**

### Each **BATHROOM** used by a child has the following within reach:

- Mounted toilet tissue
- Soap dispenser
- Singly dispensed paper towels



#### After toileting:



- Staff member and children wash their hands with soap and running water
- If necessary, staff member assists child who cannot wash alone
  - Use washcloth, paper towel, disposable wipes (one-time only before wash or dispose)
- Toilet bowls and sinks used by children are **cleaned and disinfected** <u>daily</u> or, if necessary, <u>more often</u>
  - Food waste at the home is stored in a <u>container</u> that is:
    - Covered and waterproof
    - Clean and lined with a plastic bag
- Food waste and other refuse is removed from the home daily or, if necessary, more often

Diapers are changed in an approved area on a nonabsorbent, sanitizable diaper changing surface that:

- Is kept clear of items not required for diaper changing
- Is not in a kitchen or eating area
- Provides access to running water and dispensed soap within <u>15 feet</u>

Check diapers throughout the day

• Change when soiled or wet





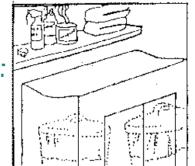
88

- Before and After each diaper change:
  - Cleans, sanitizes and dries a diaperchanging surface with single-use paper towel
  - Washes the staff member's hands with soap and running water
- Wears single-use non-porous gloves during each diaper change
- Washes a child's hands with soap and running water
  - or with a washcloth or disposable wipe (used once) after the child's diaper is changed
- **Record** each diaper change

	DIAPER CHANGING LOG						
DATE:							
Child's Name	Time Type (D /	Time Type (D / W / BM*) disper					
*D=Dry W=W	Vet BM = So	oiled					

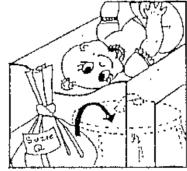
89

#### DIAPER CHANGING

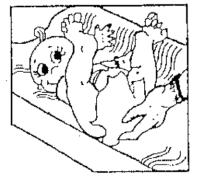


 Diaper change surface shall be nonabsorbant, seamless and smooth, and kept clear of items not required for diaper change.

Wash YOUR hands with antibacterial soap and water. WASH AWA Y GERMS before each diaper change!

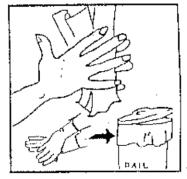


2. Place child on surface. Put on disposable gloves. Remove soiled diaper/clothing. Place soiled diaper into a covered, plastic lined container. Soiled clothing is placed into a labeled plastic bag and kept in a plastic lined container (for this purpose only) until pick-up.

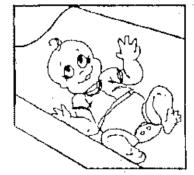


A child's diaper shall be changed as soon as it is soiled

3. Clean child's bottom with disposabel wipe. Throw soiled wipe into the soiled diaper container.



 Remove gloves and throw away in the soiled diaper container. Use disposable wipe to further clean your hands, if needed. (Limit touching the environment or supplies with gloved hands)



5. After removing the contaminated gloves, put on clean diaper and dress the child.



 Wash the CHILD'S hands reguardless of age, with running water and antibacterial soap.
 Return the child to the activity area or crib.



7. Clean and sanitize the diaper area and all contaminated areas using single use paper towels.



8. Wash YOUR hands with antibacterial soap and water. WASH AWAY GERMS! Be sure to note the diaper change on the dated log.

90

#### Soiled diapers or training pants are:

- Stored in a **waterproof** container that is:
  - tightly covered
  - lined with a plastic bag

#### **ADDITIONALLY:**

- If items are **Disposable**:
  - Discard in outside waste at least daily, or more often
- If **Cloth** diapers & **plastic** pants
  - Place in a plastic bag labeled with an identifier
- Sent home with the child's parent



### Pet and Animal Standards



#### Each dog, cat, or ferret:

- Has a current **vaccination** against rabies
  - Documentation of vaccination against rabies is available on-site
- All pet and animal habitats are kept clean
- When a bird is kept in the child care area:
  - Kept in a cage during hours of operation
  - Not kept in the kitchen or an eating area
- Pets and animals are **controlled** so no individual is endangered
- All animals, except cats and dogs, are kept:
  - In <u>enclosures</u>
  - Inaccessible to children, except as an activity

### Pet and Animal Standards

- Keep inaccessible to children:
  - Each pet dish
  - Receptacles for feces & urine
- Clean & remove feces outside
  - Prior to children going outside
- Staff & children wash hands after animal activity







### Pet and Animal Standards

A reptile in a child care group home is:

- **Kept** in a tank, container, or other enclosure that is:
  - Inaccessible to children
  - Not located in, brought into or through the approved child care areas
- Not taken out of the enclosure at any time
- Not used as part of an activity







# The End !

Now that you have reviewed the Orientation, please:

- Go to the link provided by your Licensing Surveyor
- Complete the Final Review

Once it has been evaluated, you will contacted by your Licensing Surveyor.



Find forms, applications & information related to licensing & certification.



Learn more about child care center rules and regulations.



Get ready for the next

emergency situation.

