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 Arizona Administrative Code and Arizona Revised Statutes 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](http://www.azdhs.gov/licensing/childcare-facilities)
**A few DEFINITIONS before we get started:**

<table>
<thead>
<tr>
<th>Licensing Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BCCL:</strong></td>
<td>Bureau of Child Care Licensing</td>
</tr>
<tr>
<td><strong>Certificate Holder:</strong></td>
<td>A person to whom the Department has issued a certificate</td>
</tr>
<tr>
<td><strong>Department:</strong></td>
<td>The Arizona Department of Health Services, Public Health Services Licensing Division – for you, the Bureau of Child Care Licensing</td>
</tr>
<tr>
<td><strong>Enrolled child:</strong></td>
<td>A child who is not a resident, and for whom you are providing child care services ... regardless of compensation</td>
</tr>
<tr>
<td><strong>Hours of operation:</strong></td>
<td>The specific days of the week and time period during a day when child care services are provided on a regular basis</td>
</tr>
<tr>
<td><strong>Provider:</strong></td>
<td>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</td>
</tr>
<tr>
<td><strong>Resident:</strong></td>
<td>A person using the home as their principal place of habitation for 30 days or more during the calendar year</td>
</tr>
<tr>
<td><strong>Staff member:</strong></td>
<td>An individual who works at a child care group home providing child care services</td>
</tr>
</tbody>
</table>
FILES – documentation you will need to have available

Provider & staff info

Children’s info
- Emergency cards
- Immunization
- Special needs

Residents of Home
- Adults
- Children
- Pets

Home
- Gas
- Pool
- Pesticide
- Insurance

Procedures
- Field trips
- Medication
- Fire drills

- For a more complete listing, see this form “Files Needed”
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
2. Fingerprint clearance **card**
   - 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](http://AZDPS.gov). After verifying the validity of the clearance card, you can print the screenshot as documentation of your card check.

**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.

**Applicant's Name:**

**Social Security Number:**

**Application's Address:**

**City:**

**State:**

**Zip Code:**

**Facility Name:**

**UCC/NI:**

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

© Arizona Central Services 2018
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

If you are NOT a DES provider

• Submit the background request form 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 denied a valid fingerprint clearance card or has a substantiated 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 *access* to all areas of the premises to which an enrolled child may have access during *hours of operation*.

• The parent/guardian of a child is allowed immediate access during hours of operation to all areas that child care is provided.

Investigations

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

2. Is 21 years of age or older.

3. Has a high school diploma (or equivalent diploma), an associate’s or a bachelor’s degree.

Meets one of the following:
- Completed 3 credit hours
  - In child development, nutrition, psychology, or early childhood education.
- Completed 60 training hours
  - In child development, nutrition, psychology, or early childhood education.
- At least have 12 months child care experience.

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

1. Lives in the home.

2. Is 21 years of age or older.

3. Has a high school diploma (or equivalent diploma), an associate’s or a bachelor’s degree.

Meets one of the following:

- Completed 3 credit hours
  - In child development, nutrition, psychology, or early childhood education.

- Completed 60 training hours
  - In child development, nutrition, psychology, or early childhood education.

- Have at least 12 months child care experience.

Completes the Department-provided orientation training

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

Provide Documentation
Adult Staff Qualifications

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

- At least 6 months of child care experience
- Two or more credit hours
  - In child development, nutrition, psychology, or early childhood education.
- At least 30 hours of training
  - In child development, nutrition, psychology, or early childhood education.

**Note:** When 6 or more children are at the home, there must be an adult staff member in addition to the provider/staff member acting on behalf of the provider.
Tuberculosis (T.B.) Testing

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

- A negative Mantoux skin test, or other tuberculosis screening test
  - Administered within 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
Certificate Holder and Provider Responsibilities

All staff members must be at least 16 years 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 file form is available online.

All 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.
Within **10** days after the **starting date** of employment or volunteer service, **TRAINING** for **new staff members** (that includes the required topics) must be completed.

The certificate holder must provide the training.
Each staff member must complete
- A total of 12 or more actual hours of training
- Every 12 months after hire
- In two or more of the required topic areas

<table>
<thead>
<tr>
<th>TOPICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Child growth &amp; development, including sudden infant death prevention</td>
</tr>
<tr>
<td>Developmentally appropriate activities</td>
</tr>
<tr>
<td>Nutrition and developmentally appropriate eating habits</td>
</tr>
<tr>
<td>Recognition of illness / infestation</td>
</tr>
<tr>
<td>Child abuse detection / report / prevention</td>
</tr>
<tr>
<td>Child guidance / discipline</td>
</tr>
<tr>
<td>Community services / resources (children w/ special needs)</td>
</tr>
</tbody>
</table>
The provider or staff member in charge must:

- Obtain & maintain First Aid and CPR training
  - Specific to infants and children
  - Including a demonstration of the staff member’s ability to perform CPR

- Ensure that a staff member who has current training in first aid and CPR
  - Is always present during hours of operation
  - On any trip away from the home

A copy of the front and back side of the CPR and First Aid card must be in the file for the staff member.
Attendance Requirements

- The Provider and staff members must **record** their start and end times **daily** when providing child care services.
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 during the hours of child care services.

The certificate holder or Provider does not allow the cultivation of medical marijuana on the premises.
Postings

The Provider must post 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"
A certificate holder shall:

- Prepare a **document** 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 **initial inspection**.
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.
Child Immunization Requirements

You **cannot** permit a child to attend the home until you **receive** one of the following:

- Immunization records provided by a **Health Care Provider**
- Immunization records from the Department’s Child Immunization Reporting System
  
  *(Arizona State Immunization Information System - ASIIS)*

- An **Exemption Affidavit** 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

If a child has *not* received an age-appropriate 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 times of the child’s arrival and departure
- Sign the record with at least a first initial and full last name
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
Illness and Infestation

• A child, staff member, or resident must be **excluded** 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 **written record** of the notification
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

* other than human immunodeficiency virus or a sexually transmitted disease
Suspected Abuse or Neglect of an Enrolled Child

- Immediately **report** suspected abuse or neglect of a child to:
  - Dept. of Child Safety (DCS)
  - Police Department

- If a **staff member** or **resident** is suspected, **also** 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:

- **Administering** medications
- **Storing** medications
- **Supervising** the ingestion of medications
- **Documenting** 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.
Medications

Designated Staff Member

✓ Administers a medication to a child when written authorization from the child’s parent is completed on a Department-provided Medication Consent Form

✓ Documents each administration on the form

Note: Ensure that all the required information is completed.
Medications

Designated Staff Member:

- Administers prescription medications
  - **Only** 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
  - **Only** 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)

• 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 require 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.
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
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

First Aid KIT
- Inaccessible to children

- Adhesive Bandages
- Gauze pads & rolls
- Antiseptic solution or wipes
- Single-use gloves
- Resealable gallon-size bags
- Scissors & medical tape
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**
  - 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 written weekly schedule that consists of times including:

- **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
General Program, Equipment and Health & Safety Standards

- 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
- OR, if the home supplies the substances:
  - Obtain written permission from the parent for the application of the specific sunscreen, diapering products, or other substances
  - School-aged children 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 not 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 not allow an enrolled child to sleep in a waterbed, the upper bed of a bunk bed, or a stacked crib.
Supplemental Standards for Napping or Sleeping

A crib used by a child:

- Has bars or openings spaced **no 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 **not** contain:
  - bumper pads, pillows, comforters, sheepskins, stuffed toys, or other soft products
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 in writing

• **Does not use a positioning device that restricts movement**
  • unless the enrolled infant's physician, physician assistant, or registered nurse practitioner has instructed otherwise in writing

• **Does not 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 consecutively 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 *written instructions* 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 **not** permit an infant to use a walker
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 two-year-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 reach food while sitting
Supplemental Standards for Care of an Enrolled Infant or One- or Two-Year-Old
(Toilet Training)

• 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
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.

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

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<table>
<thead>
<tr>
<th>Child’s name:</th>
<th>Date of birth:</th>
<th>Date of enrollment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medication schedule:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name of medication:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Times to be administered:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Nutrition and feeding instructions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Meals and snacks:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Qualifications required of staff to feed child:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Names of staff who received training:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Accommodations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical equipment or adaptive devices:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Medical emergency instructions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Toileting and personal hygiene instructions:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Specific child care services to be provided to the child at the facility:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frequency and length of any prescribed medical treatment or therapy:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Training required of a staff member to care for the child’s special needs:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Participation in fire evacuation drills:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Plan developed by:
Parent(s): | Health Care Provider(s):
Staff name(s):
Plan developed date: | Copy provided to parent on: | Updated:

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

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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
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**

- **Staff members’ children disciplined consistently with regulations**

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.
General Nutrition and Menu Standards

Meals and snacks are served to enrolled children in compliance with Table 4.1.

- 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 same food item, 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.
General Nutrition and Menu Standards

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% low-fat milk** for a child older than two years of age.

- **Only pasteurized milk** is served.

- **Whole milk** for children two years of age or younger.

- **Reconstituted dry milk is not served** to meet the fluid milk requirement

- **Served from original container**

### Table 4.2. Meal Pattern Requirements for Children

<table>
<thead>
<tr>
<th>Food Components</th>
<th>Ages 1 through 2 years</th>
<th>Ages 3 through 5 years</th>
<th>Ages 6 and Older</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Milk, fluid</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>2. Vegetable, fruit, or full-strength juice</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>3. Bread and bread alternates (whole grain or enriched)</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>4. Meat or meat alternates</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>5. Lean meat, fish, or poultry (edible portion) or cheese</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>Lunch or Snack</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Milk, fluid</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>2. Vegetable and/or fruit (2 or more kinds)</td>
<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>3. Bread and bread alternates (whole grain or enriched)</td>
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<td>1/4 cup</td>
<td>1/3 cup</td>
<td>1 cup</td>
</tr>
<tr>
<td>6. Reconstituted dry milk is not served to meet the fluid milk requirement</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Served from original container</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**If parent provides meal, and does not instruct otherwise:**

Serve milk or juice if not provided by parent.
General Nutrition and Menu Standards

- **Juice:**
  - 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

- Maintain enough food to serve all meals & snacks to each child attending in a single day.
General Nutrition and Menu Standards

- **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

- **Weekly menu:**
  - Specific foods
  - Dated
  - Written substitutions
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

---

**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
  - $41^\circ F$ or below – fridge
  - $0^\circ F$ 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 **Travel Permission Form**.

<table>
<thead>
<tr>
<th>Arizona Department of Health Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bureau of Child Care Licensing</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td><strong>Travel Permission Form</strong></td>
</tr>
<tr>
<td>R9-3-408 A.1</td>
</tr>
<tr>
<td>R9-3-517 A.1</td>
</tr>
<tr>
<td><strong>PERMISSION to transport a child from the Facility or Group Home</strong></td>
</tr>
<tr>
<td>My child has permission to be dropped off at or picked up from his/her school, bus stop or another location.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Child's name:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of location where the child will be dropped off and/or picked up:</td>
</tr>
</tbody>
</table>

**Beginning date:**

**Ending date:**

**Parents/Guardian Signature:**

R9-3-408 B.1: Maintain a copy of the written permission. R9-3-517 A.2: Maintain a copy of the written permission date on the written permission.

The written permission for a **field trip** must include the information on the **Field Trip Permission Form**.
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 large, 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 license
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
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**
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 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
If a child can fall more than 48 inches from a climber, swing or slide, the fall zone area 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, self-latching, 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 not 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 lifeguard certification must be stationed at the pool while children swim
Fire Safety, Gas Safety, and Emergency Standards

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
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
The home has at least two portable fire extinguishers:

- One in the kitchen
  - Labeled at least 1A-10-BC
  - 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
A disposable fire extinguisher
- Is REPLACED when its indicator reaches the red zone

Each rechargeable fire extinguisher:
- Is serviced at least once every 12 months; and
- Has a tag attached that specifies
  - Date of the last servicing
  - Identification of the service person
Fire Safety, Gas Safety, and Emergency Standards

- **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**
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
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

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

**Child Care Group Home**

**EMERGENCY PLAN**

For ANY emergency, including:
- FIRE, EXPLOSION, DROWNING, SERIOUS INJURY, INTRUDER, etc.

The EMERGENCY PLAN should include the following information:

- List the names of STAFF MEMBERS who will do the following tasks:
  - Stay with the children
  - Call for emergency help
  - Administer First Aid/CPR, if necessary
  - Accompany child
  - Call Parents
  - Bring Emergency Record cards
  - Use fire extinguisher, if needed

Determine where the MEETING PLACE will be:

<table>
<thead>
<tr>
<th>INSIDE</th>
<th>OUTSIDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any other SAFETY PROCEDURES that would be applicable to the OPERATION of your Child Care Group Home during the emergency:</td>
<td></td>
</tr>
</tbody>
</table>

**HOME Information**

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>City</td>
</tr>
<tr>
<td>Telephone number</td>
</tr>
</tbody>
</table>
Fire and Safety

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

- 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

Fire & Emergency Evacuation Drills

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

Smoke detector batteries

- Test
- Maintain
- Document
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
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
General Safety Standards

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

- **Skiriting**
  - Is permanently attached
  - Surrounds the entire perimeter of the residence
- **Each stairway or ramp has railings**
General Safety Standards

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.
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
General Safety Standards

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
Each fan is inaccessible to children

General Safety Standards

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
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
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 daily or, if necessary, more often

- Food waste at the home is stored in a container 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
Diaper Changing Standards

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 **15 feet**

Check diapers throughout the day

- **Change when soiled** or **wet**
Diaper Changing Standards

• Before and After each diaper change:
  • **Cleans, sanitizes** and **dries** a diaper-changing 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 Standards

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

Wash YOUR hands with antibacterial soap and water. WASH AWAY 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.

3. Clean child’s bottom with disposable wipe. Throw soiled wipe into the soiled diaper container.

4. 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.

6. Wash the CHILD’S hands regardless 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.
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
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 **enclosures**
  - **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
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.