

MEMORANDUM

April 4, 2011

TO: Licensed Child Care Facilities
FROM: Lisa Roberts, Child Care Facilities Surveyor
Anna Lisa Nuno, Child Care Facilities Surveyor
Rachel Netz, Child Care Facilities Surveyor
Lisa Marcusson, Child Care Facilities Surveyor

SUBJECT: REMINDERS STATE REQUIREMENTS

*The Bureau of Services for Child Care was recently audited by Legislative Council Bureau Auditors. As a result we are reviewing all facility files for completeness and uniformity. Please send current copies of the following documents:

- Disaster Plan
- Facility Statement
- Staff Orientation and Staff Handbook

The attached handouts--*Emergency Disaster Plan Outline, How to Write a Facility Statement, and Orientation Program Requirements*--lists in outline form the requirement for each document. When submitting your facility documents, please label where each requirement is located. **Please send these three items by May 31st.**

*Recently all facilities were sent a letter regarding initial and annual training hours. We would like to clarify how the training hours will be tracked.

Within the first year of employment, all new staff must complete their initial trainings in the first 90 days (CPR, First Aid, Signs of Illness/Blood Borne Pathogens, Child Abuse, 3 hours of Child Development/Guidance and/or Discipline, and SIDS if working with children under age 1) **and** an additional 15 Nevada Registry approved clock hours of their choosing. After employee's first year, we will transition employees to their Facility License year to track annual training hours. Employees need to complete an average of one hour per month from their anniversary of their hire date to the license expiration month. For example if an employee started April 1, 2011 in a facility whose license expires in October they would need the initial training courses by July 1, 2011 plus 15 additional Nevada Registry hours by March 31, 2012. From April 1, 2012 through October 31, 2012 they would need 6 training hours (one per month average) in order to transition to the facility licensing year. From then on the employee

completes 15 annual hours according to the license year. **It is imperative that an employee's hire date is clearly documented.**

*We are frequently asked the same questions and see similar non-compliance items. We feel the need to give the following reminders.

Address Changes

Our address and fax number has changed. Please make a note and contact the appropriate individuals:

Bureau of Services for Child Care
4150 Technology Way, 3rd Floor
Carson City NV 89706
775-684-4464 fax

Certificate of Liability Insurance:

All Child Care Facilities must provide a Certificate of Liability Insurance that includes the following:

- Certificate Holder listed as the following
Bureau of Services for Child Care
4150 Technology Way, 3rd Floor
Carson City NV 89706
775-684-4464 fax
- 30 day cancellation clause
Be sure your insurance company has our current address and fax number. As you renew your Liability Insurance request that they send an updated Certificate of Liability Insurance to the Bureau.

Hand Washing Policy

The hand washing requirements changed April 1, 2010. Enclosed you will find the current hand washing policy to review with your staff and add to your employee handbook.

Medication Policy

In April 1, 2010 an additional requirement was added to the medication policy. Staff must now be trained in administering medications either by parents or a health care professional. Included is a medication request form that has a spot to indicate who has been trained in administering medication.

Immunization Guidelines

It is the director's responsibility to ensure that all children's files contain the most up to date immunization records or exclusions. When up to date records are received please shred any old records. Please refer to immunization handout included to ensure children are up to date.

Transportation Log

This needs to be completed for each trip and kept at the facility for four months. Each transportation log must include name of each child, date, time of departure, arrival time at destination, signature of driver, name of each adult transported. Upon arrival the facility shall mark child off the log as they depart, conduct a visual and physical sweep of the vehicle to ensure a child is not left behind and include in the log signed verification that each child who is transported in the vehicle is accounted for and that the visual and physical sweeps were conducted.

Emergency Disaster Plan

Emergency plan must be reviewed with all staff on a quarterly basis and documented by a staff meeting agenda. Emergency plan must be evaluated and documented annually and changes must be made as appropriate.

Background Checks

Please note the Facility Director is responsible for reviewing and signing the Consent and Release form. Included with this memo you will find a list of crimes that, if convicted, exclude a person from working in a child care facility. A director who knowingly hires a person convicted of these crimes puts their facility's license at risk.

Director and Staff Requirements

- Corrections from an Annual Inspection must be met by deadline noted on report. If you need an extension make arrangements with your surveyor prior to the deadline date.
- All new staff that started after April 2010 need to have an orientation completed within 2 weeks of their start date. The date of hire and orientation should be clearly marked on every staff's file.
- Participation in the Nevada Registry is now a Licensing Requirement. Please note that all new staff must apply to the Nevada Registry within their initial 90 days. The registry will ask for copies of your initial courses so this should be the last item you complete. Once the registry receives all required documentation they will send the employee a letter to their home within a week. A copy of this letter in the employee file serves as verification until certificate is received. All existing providers please take a look at the attached Nevada Registry Timeline for more information as to when you need to apply.
- Substitute caregivers have the same requirements as regular caregivers; background checks, TB, initial training, and the

annual training hours.

- Volunteers that are present 15 or more hours per week have the same requirements as regular caregivers; background checks, TB, initial training, and the annual training hours. Volunteers less than 15 hours per week need a TB test and will not count in the ratios unless they have met all the regular caregiver requirements. All volunteers must be supervised by an employee over 18 years of age when providing care.

Portable Wading Pools (water containers)

Portable wading pools and other containers of water can not exceed six inches, must be cleaned and sanitized immediately after each use, and be approved by your Health Inspector before use. Refer to hand washing policy when playing with water.

Activities with Water

When a facility has an activity planned in water they must adhere to the following

- the depth of water must be less than chest high
- for children less than three a caregiver must be within arm's reach
- children are not allowed to wade or swim in a moving body of water (i.e. stream, river, creek) over 6 inches
- children must be supervised by a **certified lifeguard or water safety instructor**
- water activities must be optional

When a facility has an activity planned in water they must adhere to the following water regulations:

<u>Age of Child</u>	<u>Ratio</u>
less than 3	1 to 1
3-6 yrs	1 to 4
6 yrs and older	1 to 6
○ if there are between 6-12 children (over 6 yrs) 2 caregivers are needed	
○ if there are between 12-20 children (over 6 yrs) 3 caregivers are needed	
○ if there are more than 20 children (over 6 yrs) 3 caregivers are needed plus an additional caregiver for every sixth additional child	

These regulations do not apply to a swimming lesson taught by a certified instructor at a public swimming pool.

Field Trips

For Child Care centers, institutions, preschools, and accommodation facilities an extra caregiver or adult volunteer must be present on all field trips away from the child care facility to provide direct supervision and increase safety of the children. This regulation does not apply to a group composed entirely of school age children (kindergarten and up).

Licensing Binder

During the New Regulation Training we discussed having a licensing binder that contains required records such as staff files, current fire and health inspections, copy of advertising, liability and vehicle insurance, fire/disaster/carpet logs, emergency plans, and animal vaccines. Many of our facilities have completed this and have stated that it has helped them stay organized. Compiling a binder could help make your Surveyor's visits shorter and less disruptive.

Helpful Websites

http://www.dcf.state.nv.us/DCFS_ChildCare.htm

Bureau of Services for Child Care--contact information, forms, regulations, list of licensed facilities

<http://www.nevadaregistry.org/>

Nevada Registry--approved trainings, job board, early childhood information and "How to Apply"

<http://nccic.acf.hhs.gov/>

National Child Care Information and Technical Assistance Center

<http://www.cdc.gov/>

Center for Disease and Control--Up to Date Immunization and Disease Information

<http://nrckids.org/CFOC/>

National Resource Center for Health and Safety in Child Care and Early Education

<http://www.zerotothree.org/>

National Center for Infants, Toddlers, and Families

<http://dps.nv.gov/PAN/planaheadflip/Default.html>

Disaster Plan specific for Nevada

<http://www.naccrra.org/publications/naccrra-publications/emergency-preparedness.php>

Disaster Plan specific for Child Care

Items Included with this Memo

- 1 Emergency Disaster Plan Outline
- 2 How to Write a Facility Statement
- 3 Orientation Program Requirements
- 4 Hand Washing Policy
- 5 Medication Release
- 6 Immunizations Guidelines
- 7 Transportation Log
- 8 List of Prohibited Crimes
- 9 Nevada Registry Timeline
- 10 List of Reportable Communicable Diseases
- 11 Supervision Regulations
- 12 Exclusion guidelines for ill children/staff
- 13 Ratio Guidelines
- 14 Discipline Regulations
- 15 Statement Acknowledging Requirements to Report
Suspected Child Abuse
- 16 Toilet Learning Guidelines