

OPTION 3--HEALTH AND SAFETY CODES

STUDENT

**UTAH DEPARTMENT OF HUMAN SERVICES
OFFICE OF LICENSING
DAY CARE CORE RULES CHECKLIST**

Licensing Staff _____ Date of Visit _____

Facility/Program _____ Director _____

Address _____

License Expiration Date _____

Provider Signature _____

COMPLIANCE REQUIREMENTS	Y E S	N O	N / A	CONT RACT	COMMENTS
<p>II. PROGRAM REQUIREMENTS:</p> <p>A. Policy and Procedure</p> <ol style="list-style-type: none"> 1. There is a written statement of policy and procedure. The statement includes but is not limited to the following: <ol style="list-style-type: none"> a. specific philosophy and goals, b. description of services including hours and days of operation, observed holidays, c. Population to be served, d. fee schedules including late fees, vacation, sick day policies if applicable, e. grievance procedure between parent(s)* and director, and f. transportation policy. 					
<p>B. Management</p> <ol style="list-style-type: none"> 1. The director or qualified designee is present at the center at all times during operating hours. 2. Parents are informed of the Office of Licensing. A copy of current Child Care Licensing Standards are available at the center for immediate reference by parents and staff. 3. The "Parent's Guide to Licensed Center Child Care" is available to all parents. Appendix A. 4. The center is open to parents of enrolled children at all times. 5. Only parents or persons authorized by parents are allowed to take any child from the center. Parents are required to authorize, in writing, persons who are allowed to take their child from the center. 					

* Parents: As legally appropriate, the natural parent(s), tutor, organization, or guardian of a child.

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<ul style="list-style-type: none"> 3. Fire, earthquake and generally safety plan 4. Means of exiting 5. Transportation and relocation of children when necessary 6. Supervision of children after evacuation or relocation 7. Means of contacting local agencies such as fire, law enforcement, civil defense 8. Means of contacting parents D. All caregivers and children annually receive emergency plan training. E. In the case of serious injury requiring immediate hospital treatment, every attempt is made to contact parents after emergency personnel have been contacted. F. The director or designee reports to the Office, in writing, any fatality of a child while under it's supervision and any injury or illness of a child while at the center which required hospitalization. This report is submitted within 48 hours of the occurrence. G. Written parent authorization is obtained upon enrollment for emergency transportation of children. H. Written parent authorization is obtained upon enrollment for emergency medical care, i.e., physician, dentist, paramedic, or other authorized emergency agents. 					
<p>IV. Records:</p>					
<p>A. Confidentiality</p> <ul style="list-style-type: none"> 1. The director and staff maintain the confidentiality of all personnel and children's record. 2. Parents have access to their child's records. Child information is released to persons outside the center only with written parent consent, unless otherwise provided by law. 3. Records related to licensing standards are available on request to the Office. 					
<p>B. Administrative Files</p> <ul style="list-style-type: none"> 1. Records of enrollment and daily attendance for each child. 2. Current state and local Health inspection reports including: environmental sanitation; public health nurse; immunization and nutrition. 3. Current Fire inspection report. 4. A list of current staff, substitutes and staff assignments within the center. 5. Local zoning and business license approvals, as appropriate. 					

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<p>3. The center as one person designated as Health/Safety Coordinator who is responsible for health and safety related issues and training.</p> <p>4. New center licensed for 75 children or more are required to have a half-time manager/educational coordinator in addition to the director.</p> <p>5. Center has a written job description for each position, including specific statement of duties and responsibilities and the minimum level of education, training and work experience required.</p> <p>6. Center provides sufficient staff/child ratios as required to assure the health, safety, and welfare of children.</p> <p>7. Substitute caregivers are available, approved in advance to substitute for caregivers who are unable to be on duty. Substitute caregivers have had an orientation, read Licensing Standards, and meet the minimum requirements as the person they are replacing.</p> <p>B. Personnel Qualifications:</p> <p>1. The Educational/Program Coordinator/Director hired before April 1, 1991, meets one of the following educational requirements:</p> <ul style="list-style-type: none"> a. A child development associate credential b. A minimum of 12 semester or 20 development, early childhood, or quarter college credits in child special education, and one year of experience working under the supervision of a person meeting one of the above requirements. <p>2. The Education/Program Coordinator/Director hired after April 1, 1991, meets one of the following educational requirements or comparable education and experience as approved by the Director of the Office of Licensing.</p> <ul style="list-style-type: none"> a. A Child Development Associate CDA credential with 1 year experience teaching children. b. An Associate Degree in Early Childhood Education or Child Development and 2 years experience teaching children. c. A Bachelors Degree in Early Childhood Education or Child Development. <p>3. The Educational/Program Coordinator/Director hired before April 1, 1991, has a period of 5 years to meet the above requirements.</p>					

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<p>4. If centers maintains variable age groups it maintains the proper caregiver/child ratios.</p> <p>c. Variable age groups are no larger than 25 children.</p> <p>5. A caregiver group leader is assigned for each group and is responsible for continuity of care for the group.</p> <p>6. Nap time does not exceed two hours. Children are under the supervision of 50% of the caregiver/child ration and 75% of caregiver/child ratio is maintained in the center and there is at least one caregiver involved in direct supervision of children at all times.</p> <p>E. Health Requirements:</p> <p>1. All staff have a test for tuberculosis within two weeks of employment. Staff contacts the Department of Health for final clearance prior to employment and complies as required by Health in the Code of Communicable Diseases Rules/Regulations.</p> <p>2. An initial health evaluation to include a history of infectious diseases and any current infectious disease diagnosis, signs and symptoms, is obtained for each new caregiver immediately upon employment.</p> <p>3. All staff involved with preparation/ serving of meals or snacks has a food handler's permit within two weeks of employment or as required by local health officials.</p> <p>4. If a staff member develops indications of a physical, emotional or mental condition which could jeopardize the well-being of any child or which could prevent satisfactory performance of duties, that staff member is excluded from the center until the condition is resolved to the satisfaction of a licensed physician or other appropriate professional. Physician/professional release statement is placed in the staff personnel file.</p> <p>F. Training Requirements:</p> <p>1. Director and all caregivers participate yearly in at least 20 hours of job related training of which 5 hours are about child health care. Related training available in the community, as well as in-service training and Human Services sponsored training may be counted.</p>					

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<p>C. Activity Areas:</p> <ol style="list-style-type: none"> 1. Center is arranged in activity areas, is equipped with sufficient materials and equipment of appropriate height and size, to carry out planned activities. Activity area is an identifiable space where related materials, equipment or supplies are kept in an orderly fashion. There is sufficient quantity of materials, equipment and supplies to carry out a minimum of three activities for each group, not to exceed 25 children. Each activity area has enough materials and equipment for at least one third (1/3) of the group to be involved at the same time. Equipment and materials are accessible to children. 2. Each child has the opportunity to use at least four of the following activity areas each day: <ul style="list-style-type: none"> Creative/Art Activities Book/Language Dramatic/Role Play Large Muscle, (climbing, running, jumping) Manipulative/small muscle area Science/discovery Music/listening Block building Outdoor play 3. An active, rather than a passive learning environment is emphasized. 4. There is outdoor play each day, weather and child's health permitting. 5. Stuffed animals are machine washable. All toys/indoor equipment are safe for childrens' use, sound, free of sharp edges splinters, protruding nails, rusty parts, lead based paints, do not contain poisonous or harmful materials. <p>D. Child Health and Welfare:</p> <ol style="list-style-type: none"> 1. Physical Examinations and Immunizations: <ol style="list-style-type: none"> a. All regulations of state and local health authorities are met. b. No child is admitted for care who has not had the age appropriate immunizations required by state law. Exemptions may be made under the law for medical, religious, or personal reasons. If an exemption is made, it is requested in writing by the parent or a licensed physician. A conditional enrollment may be allowed if it meets requirements for conditional enrollment under the School Immunization Act. 					

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<p>g. Any special health care requirements or recommendations reported by the child's parent are on file and implemented as directed by the physician.</p> <p>3. Personal Hygiene:</p> <p>a. All personal toilet articles are individually identified and kept in sanitary condition.</p> <p>b. Common towels and washcloths are prohibited.</p> <p>c. Wet or soiled clothing is changed promptly and placed in an impervious plastic bag to be sent home.</p> <p>d. Children's hands are washed before eating, after toileting, and when obviously soiled.</p> <p>e. Staff wash and before food preparation, after using the toilet and anytime hands become soiled.</p> <p>4. Medication:</p> <p>a. The director has written parent consent to administer prescription/nonprescription drug/medication to child. Consent is maintained in the child's file.</p> <p>b. All medicines/drugs are stored in their original container and is inaccessible to children.</p> <p>c. Prescription drugs/medication are administered only according to a prescription from a physician and parent instructions.</p> <p>d. Director or designee is responsible to:</p> <p>1) Administer medication</p> <p>2) Sign the medication record, including date, time, dosage according to prescription/instructions.</p> <p>3) Record errors of administration including date, time, dosage, method, and unexpected reactions and contact the parent if such occurs.</p> <p>E. Infectious Disease Control:</p> <p>1. There is a written policy and procedure to control infectious disease.</p> <p>2. Spills of body fluids are cleaned up immediately and contaminated surfaces disinfected. The staff wears rubber gloves when cleaning blood spills.</p>					

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<p>3. Food Brought From Home:</p> <ul style="list-style-type: none"> a. Meals are provided by the parent upon agreement between the parent and center director. b. Perishable food is refrigerated. c. Food brought into the center has a label showing the child's name. d. A parent whose child will be in the center for more than five consecutive hours is required to provide a meal for that child. e. The center provides milk to complement the meal. f. If a child is hungry and insufficient amounts of food have been provided, the center has a sufficient supply of food on hand to supplement the child's meal. g. The center is responsible for providing morning and afternoon supplements (snacks) for the children. <p>H. Nighttime Child Care:</p> <ul style="list-style-type: none"> 1. Nighttime child care is defined as care provided after 7:00 P.M. 2. Separate sign-in/out forms are used for children in night care. 3. A consent statement, signed by the parent, is maintained in the child's record if the parent requested that their child is bathed and changed. 4. A tub or shower for washing/bathing children is provided and sanitized between each individual use if the center provides this service. 5. All staff on night duty are awake and in the immediate vicinity of sleeping children. <p>I. Enrichment Activities:</p> <ul style="list-style-type: none"> 1. Field Trips <ul style="list-style-type: none"> a. The center has parent written consent for each off-site activity prior to child participation. b. Caregivers supervising field trips carry a list of child participants and telephone numbers for an emergency contact. c. Emergency numbers related to first aid treatment are immediately available. d. Staff/child ratios are maintained. e. Children are identified with a label that states the center name and phone number. 					

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<p>6. No child is permitted to remain unattended in the vehicle. Children remain seated while the vehicle is in motion. Keys are removed from the vehicle at all times when the driver is not in the driver's seat.</p> <p>7. Children are loaded and unloaded at the curb on the side of the street on which the home, center or other destination is located.</p> <p>8. Children are not in transport longer than one hour each way per day.</p> <p>9. All non-guardian drivers of vehicles in which children are transported have a current American Red Cross First Aid Certificate.</p> <p>10. The vehicle contains a first aid kit, as recommended by the current American Red Cross First Aid Handbook.</p> <p>11. Any vehicle operated by the licensee and used for the transportation of children is provided with door locks. The driver of the vehicle is responsible for assuring that doors are locked at all times while the vehicle is moving.</p> <p>12. Any vehicle used for transporting children is enclosed.</p> <p>VII. Physical Facility:</p> <p>A. Site</p> <p>1. All indoor and outdoor areas are maintained in a safe and sanitary manner.</p> <p>2. New centers are not located in a private residence unless that portion of the residence to which children have access is used exclusively for children during the hours the center is in operation.</p> <p>3. No other business enterprise is conducted in a center during child care operating hours.</p> <p>4. A plan for safe pedestrian crosswalks and pick up and drop off points is written in the centers; procedures, and communicated to all staff, children, and parents.</p> <p>B. Outdoor Play Area</p> <p>1. New child care center has an outdoor play area which is direct accessible and adjoining the indoor facilities so indoor/outdoor play can be interchangeable. The outdoor play area has a minimum of 40 square feet per child.</p> <p>2. The play area is fenced with a 5-foot fence or has a barrier that would provide equivalent protection to restrict children from unsafe areas.</p>					

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<p>10. Open indoor play space of 35 square feet of floor space per child is required, excluding kitchen, toilet rooms, isolation area, office, staff rooms, corridors, hallways, stairways, closets, lockers, laundry, furnace rooms, and space occupied by permanent built-in cabinets and storage shelves.</p> <p>11. A change or remodeling of floor space which would alter child capacity is reviewed by the office.</p> <p>D. Storage</p> <p>1. Adequate center storage is provided and is not included as countable child square footage.</p> <p>2. Secure storage areas, inaccessible to children is provided and used for toxic substances such as medication and general cleaning products. Extremely volatile and toxic substances are stored under lock and key.</p> <p>E. Plumbing and Toilet Facilities</p> <p>1. Plumbing design, construction, installation and maintenance meets Utah Plumbing Code standards.</p> <p>2. Each hand sink is provided with hot and cold running water. Hot water accessible to consumers is maintained at a temperature that does not exceed 110°F.</p> <p>3. Adequate supply of soap, toilet tissues, individual hand towels, roll towels or warm air dryers, and trash receptacles are supplied.</p> <p>4. A minimum of one basin and one flush toilet is provided for each 15 children.</p> <p>5. Basins and toilets are child size in height or adjusted by use of safe platforms or seat adapters. Urinals may be substituted for second toilets.</p> <p>6. Hand washing signs using visual and written cues, are posted in staff and children's restrooms.</p> <p>F. Sleeping Area and Equipment</p> <p>1. A cot or two inch mat with an impermeable, washable cover and a sheet is provided for each child who will remain in the center during designated nap/rest periods.</p> <p>2. New centers, mats and/or top sheets are stored separately to prevent mats/top sheets from being in contact with each other.</p> <p>3. Sleeping equipment is spaced a minimum of two feet apart to allow for easy access, adequate ventilation and ease of exiting.</p>					