

EARLY EDUCATION AND CHILD CARE REGULATION

QUICK REFERENCE GUIDE



- California Title 22 -- Health & Safety Code
- Federal Head Start Regulations
- California Title 5 -- Education Code

Compiled and Authored by the California Head Start State Collaboration Office Community Care Licensing Workgroup, comprised of staff from the California Head Start State Collaboration Office, Office of Head Start's Region IX, California Head Start Association, California Department of Social Services Community Care Licensing Division, Head Start Directors, and California Department of Education's Early Education and Support Division. Revised 2016.

CHILD CARE CENTERS *QUICK REFERENCE GUIDE*

Requirements & Regulations

California Department of Social Services, Community Care Licensing Division; Health and Human Services, Office of Head Start;
California Department of Education, Early Education and Support Division

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NAPPING		
<i>Title 22: 101230, 101239.1, 101430, 101439.1</i>		
<ul style="list-style-type: none"> • No child shall be left without the supervision of a teacher at any time. • Supervision means VISUAL observation of children. • Children must be able to nap / rest without distraction or disturbance • Children cannot be forced to stay awake or to nap • Children in half day programs are not required to nap • Maintain age appropriate equipment as specified in regulations 	Follow Title 22 Regulations	Follow Title 22 Regulations

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CHILD RATIOS		
<i>Title 22: 101216.3, 101416.5</i>	<i>CFR 1306.32(a)(12), 1306.20(c), 1304.52(g)(4)</i>	<i>5 CCR § 18290; 5 CCR § 18291 and Title 5</i>
<p>Preschool</p> <ul style="list-style-type: none"> • 1 Teacher to 12 preschool children • 1 Teacher & Teacher Assistant to 15 preschool children <p>Infant/Toddlers</p> <ul style="list-style-type: none"> • 1 Teacher for every six toddlers • 1 Teacher for every four infants • 1 fully qualified teacher to visually observe no more than 12 sleeping infants 	<p>Preschool</p> <ul style="list-style-type: none"> • 4-5 year olds: 17-20 children per class. • 4-5 year olds in double session classes: 15-17 children enrolled per class. • 3-yr. olds: 15-17 children enrolled per class. • 3 year olds in double session classes: 13-15 children enrolled per class. • Center based options must employ two paid staff persons (as teacher & a teacher aide or two teachers) for each class. Whenever possible, there should be a third person in the classroom who is a volunteer. <p>Infant/Toddlers</p> <ul style="list-style-type: none"> • 1 qualified teacher to 4 infants/toddlers • 8 infants/toddlers to a group 	<ul style="list-style-type: none"> • Infants (birth to 18 months old) • 1:3 adult-child ratio, • 1:18 teacher-child ratio. • Toddlers (18 months to 36 months old) • 1:4 adult-child ratio • 1:16 teacher-child ratio • Preschool (36 months to kindergarten) • 1:8 adult-child ratio • 1:24 teacher child ratio <p>Compliance with these ratios shall be determined based on actual attendance.</p>

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LICENSE CAPACITY AND GROUP SIZE		
Title 22: 101179 Health and Safety Code: 1596.956, 1596.955	CFR 1306.32(a)(12), 1306.20(c), 1304.52(g)(4)	EC 8264.7, 8288, 5 CCR § 18292 and Title 5
<p>A license shall be issued for a specific capacity which shall be the maximum number of children that can be cared or at any given time. The Department may issue a license for fewer children as requested.</p> <ul style="list-style-type: none"> Toddlers: 12 is the maximum group size, with two teachers, or one fully qualified teacher and one aide. <p><i>Please also see the Child Ratio section</i></p>	<ul style="list-style-type: none"> 4-5 year olds: 17-20 - children enrolled per class. 4-5 year olds in double session classes: 15-17 children enrolled per class. 3-year olds: 15-17 children enrolled per class. 3 year olds in double session classes: 13-15 children enrolled per class. Infants: 4 children to each fully qualified teacher Infants: no more than 8 in group / class 	<p>Except as otherwise provided in this Division or Title 22 California Code of Regulations, the program may exceed teacher-child and adult-child ratios prescribed by 5 CCR § 18290 by fifteen percent for a period of time not to exceed one hundred twenty (120) minutes in any one day.</p>

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QUALIFICATIONS		
<i>Title 22: 101216.1</i>	<i>CFR 1304.52 (c), (d), (e) (f) (g)</i>	<i>EC 8203,8208, 8244, 8261, 8360.1, 8267 and Title 5</i>
<p>Teacher</p> <ul style="list-style-type: none"> • A teacher shall have completed, with passing grades, at least six postsecondary semester or equivalent quarter units; OR • Child Development Associate Permit issued by the California Commission on Teacher Credentialing; OR • 18 years of age or older with a <ul style="list-style-type: none"> ○ Regional occupation program certificate of training in child care issued and accredited by the Western Association of Schools and Colleges. ○ Has completed at least 95 hours of classroom instruction in child care and development and child care occupations and at least 150 hours in supervised field experience in a licensed day care center or 	<p>Head Start</p> <ul style="list-style-type: none"> • Teacher with AA degree per class • Experience with children • 50% teachers with BA degree • Assistant Teacher with CDA or equivalent • Assistant teacher enrolled working toward AA <p>Early Head Start</p> <ul style="list-style-type: none"> • Teacher with CDA or equivalent • Experience with infant/toddlers <p>When majority of children speak the same language, at least one staff must speak the child’s language.</p> <p>Grantee and delegate agencies must ensure that staff and consultants have the knowledge, skills, and experience that they need to perform their assigned functions responsibly.</p>	<p>Persons employed as teachers shall possess a permit issued by the Commission on Teacher Credentialing authorizing service in the care, development, and instruction of children in a child care and development program.</p> <ul style="list-style-type: none"> • Any person who meets the following criteria is eligible to serve in an instructional capacity in a child care and development program: <ol style="list-style-type: none"> (1) Possesses a current credential issued by the Commission on Teacher Credentialing authorizing teaching service in elementary school or a single subject credential in home economics. (2) Twelve units in early childhood education or child development, or both, or two years' experience in early childhood education or a child care and development program.

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QUALIFICATIONS		
<p style="text-align: center;">comparable group child care program.</p> <p>Fully qualified teacher:</p> <ul style="list-style-type: none"> • Twelve postsecondary semester or equivalent quarter units in early childhood education or child development completed, with passing grades, at an accredited or approved college or university; and at least six months of work experience in a licensed child care center or comparable group child care program. OR • A current and valid Child Development Associate (CDA) credential with the appropriate age-level endorsement issued by the CDA National Credentialing Program of the Council for Early Childhood Professional Recognition; and at least six months of on-the-job training and/or work experience in a licensed child care center or comparable group child care program. OR 	<p>In addition, grantee and delegate agencies must ensure that only candidates with the qualifications specified in this part and in 45 CFR 1306.21 are hired.</p>	

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QUALIFICATIONS		
<ul style="list-style-type: none"> • One of the following Child Development Permits issued by the California Commission on Teacher Credentialing: <ul style="list-style-type: none"> ○ Child Development Associate Teacher Permit; ○ Child Development Teacher Permit; ○ Child Development Master Teacher Permit. 		

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CRIMINAL RECORD CLEARANCE		
<i>Title 22: 101170-101170.2, 101208, Health and Safety Code 1596.871</i>	<i>CFR 1301.31(b)(iii)</i>	<i>EC 8257, Title 5</i>
<ul style="list-style-type: none"> • All licensees (or any person specified in H&S 1596.871) must obtain a criminal record clearance prior to having contact with children. • The clearance includes fingerprint background check, Child Abuse Index check and completion of form LIC 508. • The clearance must be obtained through a CCLD approved vendor. • Presence of a person without proper clearances, including excluded persons, is a serious violation and will result in immediate penalties. • If facility is also residential property, residents that may have contact with children must be fingerprinted. 	<ul style="list-style-type: none"> • Prior to hiring, a State and national criminal record check must be completed. • An employee must not be considered permanent and cannot be left alone with children until the check is cleared. • Agencies must maintain proof of such clearances in the employee personnel file. 	<p><i>Follow Title 22 Regulations</i></p>

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CARE AND SUPERVISION		
<i>Title 22: 101214, 101215.1, 101216, 101229, 101230(c)(1), 101415.1, 101425, 101426.2</i>	<i>CFR 1304.52(h)(iii), 1304.52(g)(5), 1304.53(a)(9)</i>	<i>EC 8244. (a)(1), 8360. (a) (1), 8360-8370, Title 5</i>
<ul style="list-style-type: none"> No child shall be left without the supervision of a teacher at any time. The licensee and Director is accountable for the general supervision of the licensed facility and for the policies concerning its operation. Licensee may utilize volunteers as long as they are not included in staffing plan. Supervision means VISUAL observation of children. 	<ul style="list-style-type: none"> No child will be left alone or unsupervised while under their care: Standards of Conduct. Grantee and delegate agencies must ensure that all staff, consultants & volunteers abide by the program’s standards of conduct. These standards must specify that... Staff must supervise the outdoor and indoor play areas in such a way that children’s safety can be easily monitored and ensured. Outdoor play areas at center-based programs must be arranged so as to prevent any child from leaving the premises & getting into unsafe & unsupervised areas. 	<p><i>Follow Title 22 Regulations</i></p>

Other: Not a requirement, but best practice: programs must obtain a waiver from CCLD to allow non-teaching staff to supervise children while providing ancillary services, i.e., mental health, disability, etc.

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CHILD PERSONAL RIGHTS		
<i>Title 22: 101223, 101423.1</i>	<i>CFR 1304.52(5)(h)(i)(iv)</i>	<i>5 CCR § 18273 and Title 5</i>
<p>The licensee shall ensure that each child is accorded the following personal rights:</p> <ul style="list-style-type: none"> • To be accorded dignity in his/her personal relationships with staff. • To receive safe, healthful and comfortable accommodations. • To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse or other actions of a punitive nature including interference with functions of daily living such as eating, sleeping or toileting, or withholding of shelter, clothing, medication or aids to physical functioning. • To be free to attend religious services or activities of his/her choice. 	<p>Staff will respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability.</p> <p>They will respect and promote the unique identity of each child and family, and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion or disability;</p> <p>They will use positive methods of child guidance and will not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, they will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.</p>	<ol style="list-style-type: none"> 1. The program approach is developmentally, linguistically, and culturally appropriate. 2. The program is inclusive of children with special needs. 3. The program encourages respect for the feelings and rights of others. 4. The program must support child’s social and emotional development 5. The program must provide for each child’s development of cognitive and language skills.

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CHILD PERSONAL RIGHTS		
<ul style="list-style-type: none"> • Not to be locked in any room, building or center premises. • Not to be placed in any restraining device. <p>The center must inform each child’s authorized representative of these rights and provide a copy of the Personal Rights form. This form must also be posted.</p>	<p>Programs must report incidences of care and supervision, personal right violations to OHS within 3 working days.</p>	

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FACILITIES & HEALTH AND SAFETY PRACTICES		
<i>Title 22: 101238, 101238.2, 101238.3, 101238.4, 101239, 101239.1, 101239.2, 101439</i> <i>Health and Safety Code: 1597.09, 1597.091, 1596.795</i>	<i>CFR 1304.22, 1304.53, CA Fire Code 315.2.3; 505.1; 605.5; 605.6; 1008.1.9.3; CA Building Code 442.3; 1011.1; 1011.5.3</i>	<i>5 CCR § 18026-18031, 17609 – 17612, 273 and Title 5</i>
<p>Each licensed child day care center shall be subject to unannounced inspections by the department. The department shall inspect these facilities as often as necessary to ensure the quality of care provided.</p> <p>Each facility must maintain clean, safe and appropriate environments as follows:</p> <ul style="list-style-type: none"> • Disinfectants, cleaning solutions, poisons and other items that could pose a danger shall be stored where inaccessible to children. • Storage areas for poisons shall be locked. • Firearms and other weapons shall not be allowed on or stored on the premises of a child care center. 	<p><i>Follow Title 22 Regulations</i></p> <p>Programs must conduct a safety inspection at least annually to ensure that each facility’s space, light, ventilation, heat and other physical arrangements are consistent with the health, safety and developmental needs of children.</p> <p>Programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. Programs must ensure:</p> <ul style="list-style-type: none"> • Posted policies and plans of action for emergencies that require rapid response on the part of staff (a child choking) or immediate medical or dental attention; 	<p><i>Follow Title 22 Regulations</i></p> <ul style="list-style-type: none"> • Improvement of sites must be completed to continue to meet CCLD Standards • All EESD programs must meet “<i>Healthy School Act</i>”

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FACILITIES & HEALTH AND SAFETY PRACTICES		
<ul style="list-style-type: none"> • Smoking is prohibited on the premises of a child care center. • Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food-preparation areas, or areas where kitchen equipment or utensils are stored. • Equipment and activity areas shall be arranged so that there is no hazard from conflicting activities. • The surface of the outdoor activity space shall be maintained, in a safe condition for the activities planned, free of hazards including, but not limited to, holes, broken glass and other debris, and dry grasses that pose a fire hazard. • As a condition of licensure, the areas around and under high climbing equipment, swings, slides and other similar equipment shall be cushioned with material that absorbs falls. 	<ul style="list-style-type: none"> • Maintenance, repair, safety and security of all facilities, materials and equipment. • Facility environments are free of toxins, such as cigarette smoke, lead, pesticides, and herbicides • other air pollutants as well as soil and water contaminants • That no child is present or exposed to the spraying of pesticides or herbicides. • The indoor play areas are arranged so as to prevent any children from leaving the premises and getting into unsafe and unsupervised areas. • Children are not exposed to vehicular traffic without supervision. • No highly inflammable furnishings, decorations or materials that emit highly toxic fumes when burned are used; • Flammable and other dangerous materials and potential poisons are stored in locked cabinets or storage facilities separate from 	

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FACILITIES & HEALTH AND SAFETY PRACTICES		
<ul style="list-style-type: none"> • Sandboxes shall be inspected daily and kept free of hazardous foreign materials. • Medications shall be kept in a safe place inaccessible to children, as well as labeled with the child’s name and date. • The playground shall be enclosed by a fence to protect children and to keep them in the outdoor activity area. The fence shall be at least four feet high. • Any construction or equipment that could pose a hazard in the outdoor activity area shall be made inaccessible to children in care. • Staff and children shall wash their hands at appropriate times, including but not limited to: <ul style="list-style-type: none"> ○ Before and after eating or handling food. ○ After toileting or changing diapers. ○ Whenever hands are contaminated with bodily fluids. 	<p style="text-align: center;">stored medications and food and are accessible only to authorized persons.</p> <ul style="list-style-type: none"> • All medications, including those required for staff and volunteers, are labeled, stored under lock and key, refrigerated if necessary, and kept out of the reach of children; • Rooms are well lit and provide emergency lighting in the case of power failure. • Adequate provisions are made for children with disabilities to ensure their safety, comfort and participation. • Hygiene: staff, volunteers and children must wash their hands with soap and running water at least at the following times: after diapering or toilet use; before food preparation, handling consumption or any other food related activity, whenever hands are contaminated with blood or other bodily fluids... 	

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FACILITIES & HEALTH AND SAFETY PRACTICES		
<ul style="list-style-type: none"> • The licensee shall provide a variety of age-appropriate equipment, toys and materials in good condition and in sufficient quantity to allow children present to fully participate in planned activities. <p>*For full Requirements please visit cclid.ca.gov and view Licensing Laws and Regulations.</p>	<ul style="list-style-type: none"> • Equipment, toys, materials, and furniture owned or operated by the grantee or delegate agency must be: • Age-appropriate, safe, and supportive of the abilities and developmental level of each child served, with adaptations, if necessary, for children with disabilities; • Accessible, attractive, and inviting to children; • Designed to provide a variety of learning experiences and to encourage each child to • Safe, durable, and kept in good condition; and • Stored in a safe and orderly fashion when not in use • A manual and automatic fire alarm system shall be installed in Group E occupancies with an occupant load of 50 or more persons or containing more than one classroom. 	

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FACILITIES & HEALTH AND SAFETY PRACTICES		
	<ul style="list-style-type: none"> Storage shall not be permitted in boiler rooms, mechanical rooms, or electrical rooms. Address numbers shall be plainly visible and legible from the street or road fronting the property. 	

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STAFF TRAINING AND PROFESSIONAL DEVELOPMENT		
<i>Title 22: 101215.1, 101216, 101217 Health and Safety 1596.866</i>	<i>CFR 1304.40(f)(2)(iii), 1304.22(d)(1)(2), 1304.52(e)(f), 1310.21(a)(b)(c)(d)(e)</i>	<i>EC 8203 and 8261, 5 CCR § 18276 and Title 5</i>
<p>At least one director or teacher at each day care center when children are at the child care center or offsite for center activities, who provides care shall have at least 15 hours of health and safety training, and if licensed after January 1, 2016 they will have at least one additional hour of childhood nutrition training pursuant to Health and Safety Code section 1596.866.</p> <p>All personnel shall be given on-the-job training in the areas listed below, or shall have related experience that demonstrates knowledge of and skill in those areas.</p> <ul style="list-style-type: none"> • Principles of nutrition, food preparation and storage, and menu planning. • Housekeeping and sanitation principles, including universal health precautions. 	<ul style="list-style-type: none"> • All teaching staff must complete at least 15 hours professional development per year. • Provides parents with the opportunities to learn the principles of preventive medical and dental health emergency, first-aid, occupational and environmental hazards and safety practices for use in the classroom and in the home. • Injury Prevention: Ensure that staff and volunteers can demonstrate safety practices; Foster safety awareness among children and parents by incorporating it into child and parent activities. • Home visitor qualifications: Home visitors must have knowledge and experience in child development and early childhood education; the principles of child health, safety and nutrition; adult learning principles; and family dynamics. 	<p>Each contractor shall develop and implement a staff development program that includes the following:</p> <p>(a) Identification of training needs of staff or service providers;</p> <p>(b) Written job descriptions;</p> <p>(c) An orientation plan for new employees;</p> <p>(d) An annual written performance evaluation procedure unless a different frequency of performance evaluations is specified in a contractor's collective bargaining agreement with their employees;</p> <p>(e) Staff development opportunities that include topics related to the functions specified in each employee's job description and those training</p>

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STAFF TRAINING AND PROFESSIONAL DEVELOPMENT		
<ul style="list-style-type: none"> • Providing of child care and supervision, including communication. • Assistance with prescribed medications that are self-administered. • Recognition of early signs of illness and the need for professional assistance. • Availability of community services and resources. 	<ul style="list-style-type: none"> • Each agency must provide training for parents and children in pedestrian safety. <p>Each agency providing transportation services must provide training for parents:</p> <ul style="list-style-type: none"> • Each agency providing transportation services must ensure that at least two bus evacuation drills in addition to the one required under paragraph (b)(5) of this section are conducted during the program year. • All staff trained annually in child abuse. The training program must include methods for identifying and reporting child abuse and neglect that comply with applicable State and local laws. 	<p>needs identified by the contractor pursuant to subsection (a) of this section.</p> <p>(f) An internal communication system that provides each staff member with the information necessary to carry out his or her assigned duties.</p>

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REPORTING		
<i>Title 22: 101212, 101226</i>	<i>CFR 1304.52(k)(3)(i), 1304.22(a)(5), 1304.53(a)(6), 1306.30(c)</i>	
<p>Each licensee or applicant shall report the following to CCLD:</p> <ul style="list-style-type: none"> • Changes in personnel • Organizational changes • Changes to plan of operation that affects the children in care • Structural changes • Change of address • Unusual Incident Reports - Events reported shall include: <ul style="list-style-type: none"> ○ Death of any child from any cause ○ Injury to any child that requires medical treatment. ○ Unusual incident or child absence that threatens the physical or 	<p>Programs must report Type A violations of care and supervision, personal right violations to OHS within 3 working days:</p> <ul style="list-style-type: none"> • Personal right violations of children • Care and supervision incidences • Reported child abuse 	<p><i>Follow Title 22 Regulations</i></p> <p>See regulations for Accounting, Enrollment and Attendance Reporting Requirements</p> <p>Each contractor shall report the following to EECD:</p> <ul style="list-style-type: none"> • Address change within 10 days • Change in operating facility address 30 days in advance of change except in emergency situations • Change in Executive Officer or Program Director

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REPORTING		
<p>emotional health or safety of any child.</p> <ul style="list-style-type: none"> ○ Suspected physical or psychological abuse any child. ○ Epidemic outbreaks. ○ Poisonings ○ Catastrophes ○ Fires or explosions that occur in or on the premises. <p>The licensee shall report to the local health officer all outbreaks or suspected outbreaks involving two or more children of any communicable disease listed in regulations</p>		

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EMERGENCY PREPAREDNESS		
<i>Title 22: 101174 Health and Safety 1596.841</i>	<i>CFR 1304.22(a)(1)(2)(3)</i>	<i>5 CCR § 18274, 5 CCR §18276 and Title 5</i>
<p>All child care centers must have the following:</p> <ul style="list-style-type: none"> • A disaster plan and conduct disaster drills at least once every six months. The document of these drills shall be maintained at the facility on a form prepared by the department and shall include the date and time of the drills. • An Earthquake Preparedness Checklist as an attachment to the disaster plan. • A disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available. <p>Instruct all children, age and abilities permitting, and all staff, including volunteers, of their duties and responsibilities within the plan.</p> <p>The following documents should be posted at the facility:</p> <ul style="list-style-type: none"> • Facility license • Personal Rights form (LIC 613A) 	<p>Health emergency procedures. Grantee and delegate agencies operating center-based programs must establish and implement policies and procedures to respond to medical and dental health emergencies with which all staff are familiar and trained. At a minimum, these policies and procedures must include:</p> <p>Posted policies and plans of action for emergencies that require rapid response on the part of staff (e.g.: a child choking) or immediate medical or dental attention;</p> <p>Posted locations and telephone numbers of emergency response systems. Up-to-date family contact information and authorization for emergency care for each child must be readily available;</p> <p>Posted emergency evacuation routes and other safety procedures for emergencies (e.g., fire or weather-related) which are practiced regularly.</p>	<p><i>Follow Title 22 Regulations</i></p>

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EMERGENCY PREPAREDNESS		
<ul style="list-style-type: none"> • Menus • Child passenger restraint system poster (PUB 269) • Daily activity schedule • Emergency Disaster Plan (LIC 610) and Earthquake Preparedness Checklist (LIC 9148)Parent’s Rights Poster (PUB 393) • Notice of Site Visit (LIC 9213) • Any licensing report documenting a type “A” citation must be posted for 30 days • Any licensing report or other document verifying compliance or non-compliance with the Department’s order to correct a type “A” deficiency must be posted for 30 days. 	<p>(Also see 45 CFR 1304.53 for additional information)</p>	

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DOCUMENT POSTING REQUIREMENTS		
<i>Health and Safety Code: 1596.859 1596.8595; 1596.8895</i>	<i>CFR 1304.53(6)</i>	
<p>The following documents should be posted at the facility:</p> <ul style="list-style-type: none"> • Child passenger restraint system poster • Facility License • Fire Permit • Menus • Hand washing procedures • Diaper changing procedures • Notification of Parents Rights • Personal Rights • Emergency Disaster Plan • Earthquake Preparedness Checklist • local health department telephone number • Licensing visit information 	<p><i>Follow Title 22 Regulations</i></p> <ul style="list-style-type: none"> • Facility Notice of Federal Interest • Emergency Plan of Action • Location and telephone number of emergency response • Emergency Evacuation • Handwashing Procedures • Food Safety Procedures • Diapering Procedures • Menus 	<p><i>Follow Title 22 Regulations</i></p>

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DOCUMENT POSTING REQUIREMENTS		
<ul style="list-style-type: none"> • The licensing report provided by the department • A licensing report or other appropriate document verifying the licensee’s compliance or noncompliance with the department’s order to correct a deficiency. This shall be posted for a period of 30 consecutive days 		

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MEDICATION ADMINISTRATION		
Title 22: 101220, 101226	1304.22(a)1-5 and (b)1-3 and (c)1-6	
<ul style="list-style-type: none"> • Obtain child medical assessment within 30 days of enrollment • Notify authorized representative if child become ill or injured • Obtain emergency medical treatment as appropriate • Medications: <ul style="list-style-type: none"> ○ All prescription and nonprescription medications shall be centrally stored. ○ Medications shall be kept in a safe place inaccessible to children. ○ Each container shall have an unaltered label. ○ A refrigerator shall be used to store any medication that requires refrigeration. 	<p>Programs must</p> <ul style="list-style-type: none"> • Not deny program admission to any child, nor exclude any enrolled child from program participation for a long-term period, solely on the basis of his or her health care needs or medication requirements unless keeping the child in care poses a significant risk to the health or safety of the child • Maintain procedures regarding administration and storage of medication • Procedures must cover: <ul style="list-style-type: none"> ○ Labeling and storing under lock and key ○ Refrigerating ○ Designation of trained staff ○ Physician instructions 	<p><i>Follow Title 22 Regulations</i></p>

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MEDICATION ADMINISTRATION		
<ul style="list-style-type: none"> ○ All prescription and nonprescription medications shall be maintained with the child’s name and shall be dated. ○ Prescription medications shall be administered in accordance with the label directions as prescribed by the child’s physician. ○ For each prescription medication, the licensee shall obtain, in writing, approval and instructions from the child’s authorized representative for the administration of the medication to the child. ○ This documentation shall be kept in the child’s record. ○ The instructions from the child’s authorized representative shall not conflict with the label directions as prescribed by the child’s physician. 	<ul style="list-style-type: none"> ○ Parent permissions ○ Recordkeeping and documentation ○ Dispensing medication ○ Monitoring the dispensing of medication ○ Regular communication with parents ○ Documenting child behavioral changes ○ Staff demonstrating proper techniques for administering, handling and storing 	

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PERSONNEL FILES		
Title 22: 101216 Health and Safety Code: 1596.7995	CFR 1304.51	
<p>Ensure that personnel records are maintained for the licensee, administrator and each employee. Each personnel record shall contain the following information:</p> <ul style="list-style-type: none"> • Employee's full name • Driver's license number if the employee is to transport children • Date of employment • statement signed by the employee that he/she is at least 18 years of age • Current home address and phone number • Documentation of the educational background, training and/or experience specified in this chapter • Past experience, including types of employment and former employers • Duties of the employee 	<p><i>Follow Title 22 Regulations</i></p> <ul style="list-style-type: none"> • Application • Background Clearance • Policy Council/Committee Approval • Personal Reference • Professional Reference • HS Philosophy & Goals • Health Screening Form • HS Declaration • HS Standards of Conduct • Job Description • Required Licenses (When Applicable) • Child Abuse and Neglect Training 	<p><i>Follow Title 22 Regulations</i></p> <p>See also Qualifications</p>

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PERSONNEL FILES		
<ul style="list-style-type: none"> • Termination date if no longer employed by the child care center • Beginning September 1, 2016 all employees and volunteers will need to be vaccinated against influenza, pertussis and measles in accordance with Health and Safety Code 1596.7995. <p>See also Qualifications</p>	<ul style="list-style-type: none"> • Evaluations with Professional Development Plan <p>See also Qualifications</p>	

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CHILD FILE		
<i>Title 22: 101221, 101219, 101220, 101223</i>	<i>CFR 1305.4, 1305.4(e),1304.24(a), 1304.40(a),1304.20(a),1305.20(a) and (b)</i>	<i>18081, 18084, 18085, 18085.5, 18086, 18086.1, 18086.5, 18088, 18089, 18090, 18091, 18100 and Title 5</i>
<p>The licensee shall ensure that a separate, complete and current record for each child is maintained in the child care center and each record shall contained the following information:</p> <ul style="list-style-type: none"> • Name of Child • Birthdate • Sex • Date of Admission • Emergency contact • Signed copy of admission agreement-application for services • Name, address and telephone number of the child's physician and dentist • Medical assessment 	<ul style="list-style-type: none"> • Application for Services • Age Documentation (EHS-Pregnancy Verification, if applicable) • Eligibility Verification Form • Eligibility Documentation (Categorical or Income documents) • Address Verification • Over Income/Full Day/130% Rationale with supporting documents (if applicable) • Caregiver Affidavit (if applicable) • Emergency Card • Medical/Physical Exam Records • Immunization Card • Determination of Health Status 	<p>Contractors shall establish and maintain a family data file for each family</p> <ul style="list-style-type: none"> • Signed Application for Services • Application for Child Development and Certification Form Part I and Part II – CD-9600 • Child Care Data Collection Privacy Notice and Consent Form CD 9600A • Notice of Action – CD-7617 • Documentation of income eligibility, including an income calculation • Documentation and Determination of Family Size • Documentation of Public Assistance • Documentation of Child Protective Services

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CHILD FILE		
<ul style="list-style-type: none"> • Emergency contact and instructions • Signed consent form for emergency medical treatment • Record of current medications • Date of termination of services • Notification of Parents' Rights – LIC 995 • Personal Rights – LIC 613A • Original or photocopies of all children's records shall be kept for at least three years following termination of service to the child. 	<ul style="list-style-type: none"> • Hearing and Vision Screening Records • Documentation of known or suspected mental health issues • Documentation of known or suspected disabilities • Family Needs Assessment • Pedestrian Safety • Developmental Screenings • Nutrition/Dental Assessment • On-going Child Assessment • Transition Plan • Family Needs Assessment/Partnership Agreement 	<ul style="list-style-type: none"> • Documentation of Homelessness • Documentation of At Risk of Abuse, Neglect, or Exploitation • Documentation of Employment or self-certification of income • California Address Verification • Child health and current emergency information • Pre-admission Health History – Parent's Report • Physician's Pre-Admission Health Evaluation

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