

Child Care Centers/ School-Age-Only Centers/ Preschools

1. **Duties of the Director** (391 NAC 3-006.01, 4-006.01, 5-006.01): Licensee Requirements: 4. Either manage the day-to-day operations of the center or designate a director who is responsible for the day-to-day management of the center and define the duties and responsibilities of the director in writing:
 - At a minimum, all Director Requirements (391 NAC 3-006.02, 4-006.02, 5-006.02) must be identified in writing. included;
 - Any additional duties related to fees, billing for Child Care Subsidy, Child Care Food Program, Public Relations, etc. must also be identified in writing.
2. **Director Requirements** (391 NAC 3-006.02, 4-006.02, 5-006.02):
 - #4: Provide written personnel policies & policies and procedures specific to:
 - a. Job descriptions and responsibilities; and
 - b. Position qualifications, skills, knowledge, abilities and physical demands of the job;
 - Position qualifications must be consistent with or exceed Staff Qualifications (Teacher, Substitute, Support Staff, Volunteer and Parent Helper (391 NAC 3-006.05/06, 4-006.05/06, 5-006.05/06)
 - #9: Develop and implement written procedures that require the reporting of any evidence of physical abuse, neglect, or sexual abuse of any child in care at the child care center/school-age-only center/preschool;
 - Written procedure must be consistent with Nebraska Statutes specific to reporting Child Abuse and Neglect (28-711 Child subjected to abuse or neglect report; contents; toll-free number.)
 - #15: Develop and use written criteria to assess the ability of staff to give or apply medication safely.
 - Written criteria must be consistent with Medication Regulations (391 NAC 3-006.27, 4-006.24, 5-006.24) AND any additional requirements the Child Care Center/Preschool uses.
3. **Orientation** (391 NAC 3-006.10A, 4-006.09A, 5-006.09A): When new staff or volunteers are employed, those individuals must be provided with orientation prior to their having direct responsibility for the care of children. The orientation must include:
 1. Job duties and responsibilities;
 2. Infection control practices including proper hand washing techniques, personal hygiene, and disposal of infectious material;
 3. Information on abuse, neglect and sexual abuse of children and the state's reporting requirements;
 4. Child care center, school-age-only center, preschool regulations;
 5. Evacuation plans in the event of fire;
 6. Safety plans in the event of a tornado;
 7. Emergency preparedness in the event of a natural or man-made disaster; and
 8. The center's/preschool's method of interacting with children and discipline policies.
4. **Description of Services** (391 NAC 3-006.14A, 4-006.13A, 5-006.13A): The center/preschool must have a written description of the range of services available. The written description must include:
 1. Ages of children served;
 2. Days and hours of operation;
 3. A description of the center's child development program;
 4. Special services provided;
 5. A description of any parent training/education offered; (N/A for school-age-only centers and preschools)
 6. What is expected of parents;
 7. Name, address, and phone number of the center's owner or authorized representative; and
 8. Information provided by the Department that describes how regulations can be accessed, how child care licensing staff can be contacted, and how complaints can be made.
5. **Center/Preschool Policies** (391 NAC 3-006.14B, 4-006.13B, 5-006.13B): The center/preschool must have written policies on:
 1. Exclusion of ill children; (See Item #7)
 2. Conditions for suspending and terminating care;
 3. Fees/contract information for parents;
 4. Verifying the identification of individuals approved to remove children from the center;
 5. Parent grievances, questions, or concerns; and
 6. Personnel policies, including:
 - a. Staff qualifications; (Same as Director Requirements, #4 (b))
 - b. Staff training requirements;
 - Must include Orientation Training for new staff;
 - Minimum of 12 clock hours of training for staff who work 21 hours/week;
 - Minimum of 6 clock hours of Training for staff who work 20 or fewer hours/week;
 - Food Service Training for staff who prepare food;
 - Transportation Training for staff who transport children, if transportation services are provided; and
 - CPR and First Aid Training sufficient that at least one staff will have completed training at all times;
 - c. Staff discipline procedures; and
 - d. Staff immunization and exclusion of ill staff.

Policies, Procedures, and Descriptions

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- 6. **Staff-to-Child Ratio** (391NAC 3-006.15C, 4-006.14C, 5-006.14C): The center must maintain accurate staff and daily attendance records to verify compliance with staff-to-child ratios.
 - Electronic records are acceptable if Department staff are given access to the electronic records.
 - Daily Attendance Records used for documentation of Child Care Subsidy (Title XX) and Child Care Food Program billings are accepted as long as the combined records include all children in attendance at all times and days.

- 7. **Exclusion of Children Who Are Ill** (391 NAC 3-006.17, 4-006.16, 5-006.16): The licensee must have a written policy that identifies the circumstances under which children would be excluded from child care due to illness. This policy must be available to all parents and enforced by the licensee:
 - I.Exclusion based on specific conditions such as:
 - Fever:temperature resulting in exclusion? How many days with no fever can child return?
 - Diarrhea:How many incidents result in exclusion? How many days with no diarrhea can child return?
 - Vomiting: How many incidents result in exclusion? How many days with no vomiting can child return?
 - Other conditions: describe in detail.
 - II.Exclusion based on specific contagious and infectious diseases such as chickenpox, measles, mumps, etc.
 - What diseases result in exclusion from your child care center/preschool?
 - What is required for children to return to your child care center/preschool?

- 8. **Child Development Program** (391 NAC 3-006.22, 4-006.21, 5-006.21):
 - Information about the program must be given to parents and the Department upon request;
 - The licensee must provide a developmentally appropriate program designed to promote the cognitive, social, emotional and physical development of children in care;
 - Your program must include:

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1. Indoor play; 2. Outdoor play; 3. Napping and rest periods; 4. Opportunities for individual and group play times; 5. Opportunities for children to read and explore books; 6. Daily reading with children of developmentally appropriate literature;and 7. Fostering language and social development by talking and interacting with children and modeling appropriate language and behavior.	1. Indoor activities; 2. Outdoor activities; 3. Rest periods and other quiet times; 4. Opportunities for individual and group times; 5. Opportunities for children to read and explore books; 6. Opportunities for socialization; and 7. Fostering language and social development by talking and interacting with children and modeling appropriate language and behavior.	1. Approaches to Learning; 2. Creative Arts; 3. Health and Physical development; 4. Language and Literacy Development; and 5. Social and Emotional Development.

- 9. **Diapering Procedures** (391NAC 3-006.23B, Diapering and Toileting):
 - #1. The License must ensure that diapering procedures are established and followed by center staff. The procedures must include:
 - a. Wet and/or soiled diapers are changed immediately;
 - b. Diapers are checked on a frequent and regular basis;
 - c. Individual washcloths or disposable towelettes are used;
 - d. Wet and soiled diapers are properly stored and disposed;
 - e. Diaper-changing surfaces are cleaned after each use by sanitizing the surface or changing the diaper pad or disposable sheeting are disinfected daily; and
 - f. Proper hand washing is done after each diaper change.
 - #2. The licensee must ensure that toilet training is conducted in a manner agreed upon with the parent. The licensee must also ensure that:
 - a. Potty chairs are not used or stored in eating or play areas; and
 - b. Proper hand washing by the provider and the child is done each time a child is helped with toileting.

- 10. **Transportation** (391NAC 3-006.26 #15, 4-006.23 #14, 5-006.23 #13): The center/preschool must have a written transportation policy that is given to all staff who transport children and is available to parents and the Department upon request. The transportation policy must describe:
 - a. Restraints and safety equipment;
 - b. Procedures to ensure children are never left alone in a vehicle at any time; and
 - c. Emergency procedures in the event a child becomes ill, the vehicle breaks down or is involved in an accident, or other emergencies.

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11. **Written Disaster Preparedness Plan** (391NAC 3-006.30D, 4-006.27D, 5-006.25D): Licensee must have a written plan that includes:
 1. Evacuating and moving children to a safe location in the event of:
 - Fire;
 - Tornado;
 - Flood;
 - Other natural or man-made disaster;
 - What arrangements need to be made before disaster? and
 - What does licensee need to take with them to safe location?
 2. Notifying parents of children in care of an emergency;
 - Plan if cell phones do not work;
 - Arrangements for care if parents cannot take children;
 3. Reunification of parents with their children in the event of an emergency that requires evacuation;
 - Where can parents find you and their children?
 4. How children with special needs will be safe in the event of a disaster including evacuation and reunification with the parent.
 - Review definition of "special needs": not just children who are not mobile.

12. **Maintenance of Equipment, Fixtures, Furnishings, and Toys** (391NAC 3-006.31B, 4-006.28B, 5-006.26B): The licensee must ensure that equipment, fixtures, furnishings, and toys used in the center are kept clean, safe, and in good repair.
 1. The licensee/director must create and follow a process for routine and preventative maintenance of equipment, fixtures, furnishings, and toys so they are kept safe, in good repair, and available to meet the intended use. This includes ensuring no sharp edges, rust, or loose parts.
 2. Furniture and equipment must be arranged so as not to interfere with exits.