



Center Goal 7

Maintain a safe and healthy environment.

It is our job to minimize exposure to germs and illnesses through regular cleaning, hand washing and consistent maintenance of facilities. Safety reviews are conducted by staff on a consistent basis, toys and equipment are cleaned regularly, and all children are taught to properly wash hands with soap and water.

- Supervision/Child Safety
- Child Release Procedures
 - Written/Verbal Release
 - Late Pick Up
- Playground Safety
- Accident Procedure
- Medication and Sick Policy
- Emergency Management Plan Yearly Review
- Emergency Procedures
- Mandated Reporter Information
- Abuse Prevention Policy
- Staff Cleaning Responsibilities
- State Regulation Summary
- DHS and STARS

Supervision/Child Safety

Supervise—To be physically present with a group of children or with the facility person under supervision. Critical oversight in which the supervisor can **see, hear, assess and direct the activity of the supervisee.**

§3270.113. Supervision of children.

- (a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.
- (1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.
- (2) The requirement for supervision on and off the facility premises includes compliance with the staff:child ratio requirements in §§3270.51—3270.55 (relating to staff:child ratio).

Age of Students	Ratio of students per 1 teacher	Ratio at naptime
6wks-1year	4	1:4
1 year old	5	1:10
2 years old	6	1:12
3+ years old	10	1:20

* Ratio goes by the age of the youngest child in the classroom

Parents will need to sign the time and their initials on the roster at drop-off and pick-up each day. Each student also has an ID card that needs to be given to the classroom teacher at drop-off and given back to the child/parent to put in the basket at pick-up. Each teacher wears a clip holding the cards of the students she is responsible for. The number of students in each teachers care must coincide with the ratio for the classroom. **Teachers should always know the number of students in their care, have the appropriate cards on her clip, and make sure the roster is correct.**

Child Release Procedures

All persons must be identified prior to access to the building. Children are only released to a parent or individuals included on their Emergency Contact Form. If a custody agreement regarding pick up procedures exists, an updated copy must be on file in the office. Any changes or additions to Emergency Contact Form must be done through a Director. Parents can not be removed from Emergency Contact Form without an accompanying court document. Any person with proof of custody (or other legal document) of a child is allowed access to child. All unknown visitors should be personally greeted at the door.

RELEASE TO SOMEONE OTHER THAN PARENT

1. If an unfamiliar person comes to the door for pick-up, immediately ask for the person's name and check to see if they are on the child's release list.
2. If the person is on the list, ask for photo identification. (They must have this in order for child to be released) Once the person shows proper ID that matches the emergency form, it is safe to release the child. Make note of the release and drop it in the office mailbox to be included in the daily journal.
3. If the person is not on the child's release list, check with the director to see if the parent left a written or verbal release for the child. In the case of a written or verbal release, check the photo ID to the name on the written or verbal release form. (Written and verbal release forms shall be kept in the binder on the parent table. Proper procedure should be followed when handling these situations. If staff are ever in doubt on how to handle these types of situations, immediately contact the director.)

NEVER RELEASE A CHILD TO A PERSON IF...

1. The person's name does not appear on the child's release list, written release form, or verbal release form.
2. The person does not have photo ID.

In these situations, immediately contact the director.

CHILD RELEASE INFO LOCATED ON EMERGENCY CONTACT FORM

EMERGENCY CONTACT PERSON(S) and PERSON(S) TO WHOM CHILD MAY BE RELEASED
(not including parents/legal guardians listed above)

*By listing an individual on the emergency contact list, the parent is also permitting the child to be released to the said individual)

Name	Address
Phone # when child is in care	
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
_____	_____
_____	_____

Written/Verbal Release

This form is located in the Staff Binder on the Parent Table. Staff must complete ALL SECTIONS of the form to safely complete a change in child release. Contact the director immediately with any questions or concerns.

If a parent requests for a child to be released to someone not listed on the child release area of the emergency contact form, the following information must be completed:

Verbal Request:

- Staff person taking call shall fill out the following information:
Child's name _____
Name of parent making request: _____
Date and time of request: _____
Name of individual to be released to: _____
Name of staff person taking the call: _____
Signature of staff person taking the call: _____
- Staff person should then ask parent if he/she is calling from home, work, or cell.
- Staff person should call the parent back using a number listed on the child's emergency contact form to confirm the request. Upon calling the parent, the staff member shall fill out the following information:
Phone number used to reach parent: _____
Name of parent confirming request: _____
Date and time of request confirmation: _____
Name of staff person confirming request: _____
Signature of staff person confirming request: _____
- When individual arrives to pick-up child, photo ID must be compared to the above information and the following information shall be filled out:
Name on photo ID of individual to pick up child: _____
Date and time of child release: _____
Name of staff person releasing the child: _____
Signature of staff person releasing the child: _____
- Staff person shall drop this form in the office bin to be recorded in the daily journal and placed in child's file.

Written Request:

- Staff person should give this form to parent making request. Parent should fill out the following information and return the form to school prior to the date of child release.
Child's name: _____
Name of parent making request: _____
Date of request: _____
Name of individual to be released to: _____
Date of release to above named individual: _____
Signature of parent making request: _____
- Once parent returns completed form to school, staff person shall put request with child's emergency contact/child release form until date of release.
- When individual arrives to pick-up child, photo ID must be compared to the above information and the following information shall be filled out:
Name of photo ID of individual to pick up child: _____
Date and time of child release: _____
Name of staff person releasing the child: _____
Signature of staff person releasing the child: _____
- Staff person shall drop this form in the office bin to be recorded in the daily journal and placed in the child's file.

Late Pick Up Procedure

This form is located in the Staff Binder on the Parent Table. Contact the director immediately with any questions or concerns.

If a child has not been picked up by 6:00pm and the parent has not called to alert you that he/she is running late, please follow the steps listed below and fill out the appropriate information.

1. Both closers need to stay at the center until the problem is resolved. If both cannot stay, call the director immediately. Also, all doors should remain locked after hours.

Name of staff person staying with child: _____

Name of second staff person staying with child: _____

2. At 6:05 obtain the child's Emergency Contact Form. Call the parents home, work, and cell phone numbers. If you speak to the parent, explain that the child has not yet been picked up. Get confirmation of who will be picking up the child. (If the person is not listed on the child release, be sure to fill out a verbal request for child release) Be sure to leave messages with each call so parents know you are trying to reach them.

Name of parents called: _____

Phone numbers used to contact parents: _____

Was contact made? Yes / no _____ Were messages left at each number? Yes / no _____

3. If you cannot reach either parent, then begin to call the person's listed on the Emergency Contact Form. When calling this person be sure to:

- a. Identify yourself and where you are calling from.
- b. Explain why you are calling and that you have tried to reach the parents.
- c. Inform them that the child's parents have listed them as a person to be contacted in an emergency and ask if they can pick up the child ASAP.
- d. Remind them that they need to bring photo ID with them to pick up the child.
- e. Leave messages with each call so persons know you are trying to reach them

Fill out the following information:

Emergency Contact Name	Phone Number used	Result of phone call

4. If one of the emergency contacts can pick up the child, call the parents back and leave a message stating who you spoke to and who will be picking up the child.

Name of parent message was left with: _____

5. If you cannot contact anyone to pick up the child call the director.

Name of director called: _____

6. If one hour has passed and you are unable to contact anyone, call the police and inform them of the situation. Then, call the parents back and leave a message stating that the police have been notified and will be handling the situation. (Calling the police is a last resort)

Name of parent message was left with: _____

Result of conversation with police: _____

7. Record who picked up child and at what time.

Name of person picking up child: _____

Time of pick-up: _____

Signature of staff person releasing child: _____

Signature of second staff person releasing child: _____

8. Drop this form in the office bin to be recorded in the daily journal and placed in the child's file.

Playground Safety

Before going outside:

- Make sure all children have gone to the restroom prior to going outside (if applicable)
- Remind children of playground rules and procedure for crossing the parking lot.
- Be sure one teacher has the phone, emergency contact forms, attendance roster, and accident report forms.
- All teachers should have their clip with the ID cards of the children in their group.
- Primary- Line children up and pass out 'donuts' to children. Secondary- Children line up with their buddies. One teacher should be in front of line and one teacher at the end of the line.
- Count children right before exiting building. Always know how many children are in your assigned group AND in the classroom all together.

During outdoor play:

- Count children upon entering play yard.
- Primary- Check to be sure the fence gate is closed all the way.
- Staff should be dispersed amongst the play yard. (Not congregated in one group)
- Staff should be interacting with the children, coordinating and participating in their play. (Staff should NEVER be sitting while outdoors)
- NEVER LET A CHILD ENTER THE BUILDING BY HIM/HERSELF. If a child must go indoors, a teacher must accompany him/her.
- Remember: all accidents are to be documented even if there are no visible signs of injury. Any serious injury (or head injury) should be reported to the director immediately.
- If parents pick-up while outdoors, parents must come to the gate to pick-up child. Under no circumstances are children allowed to leave play area without a teacher or parent by their side.

Before coming inside:

- Primary- Line children up along fence and hand out 'donuts' to children. Secondary- Children line up with their buddies. One teacher should be in front of the line and one teacher at the end of the line.
- Remind children of procedures for crossing the parking lot.
- Count children right before exiting the play area.
- Re-count children upon entering the building.

Accident Procedure

ATTENDING TO INJURED CHILD- Immediately attend to injured child. Be sure other children are attended to by another staff member. Calm child and get them to relax. Only soap, water, ice packs, bandages, may be applied to the injury. Complete an accident report form ASAP. Do not include children's names if injury involves other students. If injury is severe, dial 911 for medical assistance and follow steps on emergency plan.

COMPLETING ACCIDENT REPORT FORM- Document every accident even if there are no signs of visible injury. When completing report, both copies must be completed identically. (2 copies) Complete all areas of the report and note if the report is being written for an injury or behavior. Fill out all sections of report as detailed as possible. (*Action Taken* should include what was done to care for the wound/bruises OR the consequence of the behavior. *Follow Up* should include what the mark looked like after some time had passed OR how the child re-entered play after the consequence.) If the accident involves another student, NEVER included the other child's name and do not include information on the other student in the *Action Taken* or *Follow Up* sections. Staff member signs both copies of accident report puts report in child's cubby with a note on the child's daily. A parent must sign the school copy of the accident report the same day the accident occurred. The signed school copy of the accident report should be placed in the office mailbox. The parent copy is sent home with the child.

WHEN TO INFORM THE DIRECTOR AND/OR CONTACT THE PARENT- In addition to the report, parents should receive a phone call with any accident involving a serious injury, a bite, an injury to the face/head or private area or for any significant behavior concern. The director should also be notified IMMEDIATELY with any accident involving a serious injury, a bite, an injury to the face/head or private area or for ANY behavior concern causing injury to another student.

SAMPLE ACCIDENT REPORT FOR: INJURY / BEHAVIOR

CHILD'S FULL NAME: _____

DATE: _____ TIME: _____

DESCRIPTION OF THE INCIDENT:

CLASSROOM: Secondary / Primary / Junior / Nursery Inside / Outside: _____

HOW: ___ Trip/Fall ___ Kick/Hit ___ Bite ___ "I Noticed..." ___ Unknown/Other: _____

Did it involve another child? Yes / No If yes, explain: _____

WHAT: ___ Cut/Scrape/Scratch ___ Bump/Bruise/Red Mark ___ Splinter Other: _____

WHERE: Where on child? ___ head ___ other: _____

ACTION TAKEN:

___ Ice ___ Washed soap & water ___ BandAid ___ Comforted ___ Consequence

Other: _____

FOLLOW UP: Time: _____ Description: _____

TEACHER/AIDE SIGNATURE: _____

I have read the above report and have discussed the incident with a teacher involved. I understand that in many cases, sign of visible injury do not show up or may change appearance after the incident has occurred. In this case, I find the description above to be a truthful and valid representation of what actually took place.

PARENT SIGNATURE: _____

Medication / Sick Policy

As per State Licensing Regulations, each child shall have an age appropriate health report (completed and signed by a physician) on record. Health assessments must be conducted according to the recommended schedule for routine health supervision as referenced in the current edition of the American Academy of Pediatrics Guides for Health Supervision. **FAILURE TO PROVIDE UPDATED HEALTH ASSESSMENTS AS PER RECOMMENDED SCHEDULE WILL RESULT IN TERMINATION OF CHILD CARE SERVICES (PA STATE LAW).** *Parents have 30 days upon child's starting date to submit initial health form.*

To ensure that a child's health is at no time being jeopardized, your child may not attend school if he/she shows any signs of a contagious illness. Staff will notify parents when child is ill. Parents have 1 hour to pick up the ill child. Should parents not arrive within the 1 hour period the child's emergency contact person will be notified. Parents are to inform the center if their child has any food allergies/medical conditions that may require special attention and if the child is exposed to a communicable disease while away from the center.

Your child may not attend school with:	Your child may return to school when:
A temperature of 101 or higher	Fever free for 24hrs (w/o the influence of medication)
1 watery diarrhea or 3 loose BM within 24 hours	Symptom free for 12 hours
Vomiting	Symptom free for 12 hours
Persistent, phlegmy cough, extreme crankiness or lethargy combined with any fever, difficulties breathing, any other signs of contagious illness	All symptoms have passed
Symptoms of pinkeye (conjunctivitis) including 'glued' shut eyes, bright red eyes, oozing yellow/green from eyes, etc.	A doctor's note or after 24hrs on an antibiotic
Suspicion of chicken pox	A doctor's note or after all sores have scabbed
Signs of head lice including bugs or eggs found in hair	A doctor's note or after hair has been treated and no eggs or bugs are visible in hair

** A child sent home due to illness 2 consecutive days will not be able to return to daycare without a doctor's note stating that the child is well enough to return to school.*

Staff will not administer any medication unless for a chronic ongoing condition/special needs. In such case, all medication must be logged on the medication log sheet. Medication must be in its original container with a prescription label containing the child's name, dosage, time of day medication to be administered, and expiration date. Medication should never be left in child's cubby or diaper bag. All medications must be handed directly to the director.

Emergency Management Plan Yearly Review

This letter is to assure you of our concern for the safety and welfare of children attending **K-Prep Learning Center**. Our Emergency Plan provides for response to all types of emergencies. Depending on the circumstance of the emergency, we will use one of the following protective actions:

- *Immediate evacuation* Students are evacuated to a safe area on the grounds of the facility in the event of a fire, etc. **Our safe area is the fenced in playground behind the building.**
- *In-place sheltering* Sudden occurrences, weather or hazardous materials related, may dictate that taking cover inside the building is the best immediate response. **Our shelter area is in the Nursery Classroom.** In a weather emergency, the children will sit facing the solid wall putting their heads between their knees and covering their heads with their hands.
- *Evacuation* Total evacuation of the facility may become necessary if there is a danger in the area. **Our relocation area is K-Mart at 3975 Columbia Ave Columbia, PA 17512.**
- *Modified Operation*, May include cancellation/postponement or rescheduling of normal activities. These actions are normally taken in case of a winter storm or building problems (such as utility disruptions) that make it unsafe for children but may be necessary in a variety of situations.

Please **contact Ann (717.538.3855) or Claire (717.808.0918)** for announcements relating any of the emergency actions listed above.

Should you have additional questions regarding our emergency operating procedures, please review the Emergency Management Plan or contact the center director.

ACKNOWLEDGEMENT OF REVIEW OF EMERGENCY MANAGEMENT PLAN

I, _____, acknowledge that I have reviewed the **Emergency Management Plan** immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Signed: _____ Dated: _____

Date(s) of Annual Review(s)- Employee sign and date each year.

- | | |
|----|----|
| 1. | 4. |
| 2. | 5. |
| 3. | 6. |

Emergency Procedures

All emergency procedures are posted in the emergency management plan, which is accessible to parents and staff at all times.

IN THE EVENT OF A MEDICAL/ILLNESS/INJURY EMERGENCY:

1. Call 911, if necessary.
2. Notify director of emergency. (phone numbers listed below)
3. Notify child/children's parents.
4. Separate injured child/children from group.
5. One staff member shall remain with injured child/children at all times, including ambulance ride.

EMERGENCY EVACUATION SAFETY PROCEDURES:

1. Gather children together and get them in a line. Do not waste time to put children's coats on.
2. Grab attendance roster, emergency contact forms and phone before exiting the building.
3. One teacher should always check the bathroom.
4. Infants shall be placed in one crib and taken out of the building in the crib.
5. Count children as they are exiting the building.
6. Walk children out to the safety check point. (outdoor play yard)
7. Recount children and check attendance roster and cards to be sure all children are accounted for.
8. As with any emergency, remain calm and focused so the children do not get frightened.

* Children and staff practice Fire Drills every 60 days.

TORNADO PROCEDURES:

1. Gather children together and get them in a line.
2. Grab attendance roster, emergency contact forms and phone.
3. One teacher should always check the bathroom.
4. Infants shall be placed in one crib and taken to their shelter area for cover.
5. Count children as you walk them to the shelter area.
6. Walk children to the shelter areas. (Nursery Classroom)
7. Children and staff should get down on their knees against the wall and put their heads down with their arms over their heads.
8. Infants should remain in the crib. Nursery staff should lean over the crib to protect infants.

* Children and staff practice weather drills as needed.

EMERGENCY PHONE NUMBERS:

K-Prep Learning Center 3943 Columbia Ave Columbia, PA 17512 www.k-prep.com	717-285-2711 info@k-prep.com
Claire Flinchbaugh, Director	717-808-0918 claire@k-prep.com
Ann Kritzer, Director	717-538-3855 ann@k-prep.com
Lancaster General Hospital	717-544-5511
Ambulance	717-898-5092
Police	717-285-5191
Fire	717-285-4929
Poison Control	800-222-1222
Other Emergencies	911

Mandated Reporter Information

As a child care teacher YOU ARE A MANDATED REPORTER. Professionals who come into contact with children (i.e., mandated reporters) are required to report when they have reasonable cause to suspect that a child under the care, supervision, guidance or training of that person or of their agency, institution or organization is an abused child. Anyone may report suspected abuse; mandated reporters are those people who are required by law to report suspected child abuse. Mandated reporters are held to a higher standard of responsibility and may receive serious consequences for not reporting suspected abuse. If you are a mandated reporter, you must report suspected abuse immediately, either by phone or electronically.

Reporting Abuse By Phone:

Call ChildLine at 1-800-932-0313. ChildLine is available 24 hours a day/ 7 days a week. As a mandated reporter, you must provide your name and contact information when making the call. After making the call, mandated reporters must follow up with an electronic report or written report completed on the CY-47 form within 48 hours of making the oral reports.

Copies of the blank form may be requested from the local county agency, ChildLine or at the following link:

http://keepkidssafe.pa.gov/cs/groups/webcontent/documents/form/c_137044.pdf

Report Abuse Electronically:

The report is submitted directly to ChildLine via the Child Welfare Information Solution portal:

www.compass.state.pa.us/CWIS

You will need to include your name, telephone number and email address. You will also need to include any other actions you have taken. You will receive an email confirmation that your report has been received; you should print and keep this confirmation for your records.

Abuse Prevention Policy

K-Prep Learning Center does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to it. In order to make this “zero—tolerance” policy clear to all employees, volunteers and staff members, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a caregiver and is responsible for the patient’s or child’s care. Sexual abuse includes sexual assault, exploitation, molestation or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by K-Prep Learning Center.

Reporting Procedure

All staff members who learn of sexual abuse being committed must immediately report it to Claire B. Flinchbaugh. If the victim is an adult, the abuse will be reported by this designee to the local or state Adult Protective Services (APS) Agency. If a child is the victim, the designee will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Investigation & Follow Up

We take allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies. We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassigning that person to responsibilities that do not involve personal contact with individuals or students. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subject confidential.

If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor’s relationship with our organization.

There are a number of “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence.

Physical evidence of sexual abuse includes, but is not limited to:

1. Sexually transmitted diseases;
2. Difficulty walking or ambulating normally;
3. Stained, bloody or torn undergarments;
4. Genital pain or itching; and
5. Physical injuries involving the external genitalia.

Behavioral signals suggestive of sexual abuse include, but are not limited to:

9. Fear or reluctance about being left in the care of a particular person;
10. Recoiling from being touched;
11. Bundling oneself in excessive clothing, especially night clothes;
12. Discomfort or apprehension when sex is referred to or discussed; and
13. Nightmares or fear of night and/or darkness.

Retaliation Prohibited

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.

ACKNOWLEDGMENT OF RECEIPT OF SEXUAL ABUSE POLICY

I, _____, acknowledge that I have received and read the sexual abuse policy immediately preceding my signature below. I understand that I am bound to follow the policy and understand the consequences in the event that I fail to do so.

Dated: _____

Print Name of Employee/Volunteer

Signature

Date(s) of Annual Review(s) (employee/volunteer to write date in his/her own handwriting) (Add additional sheets if necessary).

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Staff Cleaning Responsibilities

DAILY CLEANING RESPONSIBILITIES OF STAFF:

1. Floors “cleaned up” after all art, snack, and lunch times.
2. Tables cleaned with soapy water and sponges AND sanitized with sanitizing spray after all art, snack, and lunch times.
3. Bathroom checked periodically- should be free of paper on floor, toilet flushed, sink clean, etc.
4. Classroom sink and surrounding walls to be cleaned after messy art, snack, or lunch.
5. Infant bottles and other soiled personal items shall be sent home to be cleaned.
6. Toys shall be sprayed with sanitizing solution as needed.

DAILY 'END OF DAY' RESPONSIBILITIES:

1. Empty all trash and spray with disinfectant. Place all trash in dumpster.
2. Vacuum classroom thoroughly.
3. Empty cups and leave out to dry.
4. Put all dirty laundry in basket. Hang any wet items over edge to dry.
5. Spray toys with sanitizing spray.
6. Wipe toilet, handle, base, floor, sink, faucet and soap dispenser with disinfectant spray.
7. Spray toilet with disinfectant.

WEEKLY CLEANING RESPONSIBILITIES OF STAFF:

1. Children's naptime equipment shall be sent home to be washed. Beds should be sprayed with sanitizing solution. Clean sheets and blankets shall be placed on beds every Monday.
2. Children’s water cups/bottles shall be placed in the dishwasher every week.
3. Booster seats should be taken apart and cleaned every Friday.
4. Choose soiled toys to put in laundry bag and wash in washing machine or dishwasher.

MONTHLY CLEANING RESPONSIBILITIES OF STAFF:

1. Clean out and wipe each cubby, send home all papers and extra clothing that are out of season/too small. Ask parent to bring in updated extra clothing if necessary.
2. Clean large play equipment.

WEEKLY STAFF BATHROOM CLEANING RESPONSIBILITIES:

We all work together to keep our bathroom sparkley clean!

1. Clean inside of toilet with toilet brush.
2. Spray and wipe down toilet.
3. Spray and wipe down sink.
4. Mop floor



Opening/Morning Jobs	Evening/Closing Jobs
<ul style="list-style-type: none"> • Turn on lights • Fill water pitchers • Empty dishwasher • Make lunch, if able 	<ul style="list-style-type: none"> • All trash to dumpster • Vacuum front hallway • Vacuum kitchen • Turn off lights • Lock all doors



Nursery Cleaning



Daily	<ul style="list-style-type: none">• Change sheets for part time children• Spray and completely wipe high chair, exersaucer, bouncy seat and large toys.• Empty trash.• Spray and wipe trash can lid, sink, faucet, soap and dispenser.• Vacuum floor
Weekly	<ul style="list-style-type: none">• Wipe down boosters.• Dust all shelving and 1/2 wall.• Sanitize all cribs, mattresses and change sheets.• Wipe down sliding glass.• Run cups in dishwasher.• Run toys through dishwasher/laundry.• Check children's school supplies
Monthly	<ul style="list-style-type: none">• Clean out and wipe down children's baskets/bins/cubbies• Check/clean out first aid/emergency bin.• Re-label kids cups.
Regularly	<ul style="list-style-type: none">• Always be putting soiled toys in sink/laundry basket to be cleaned as needed
Holiday and End of Year	<ul style="list-style-type: none">• Remove all wall decorations.• Wipe all furniture.• Clean floors <u>under</u> furniture.• Clean out and organize storage shelves/cabinets.



Junior Cleaning



Daily	<ul style="list-style-type: none">• Wipe tables, chairs and booster trays• Empty trash• Spray and wipe trash can lid, light switch, sink, faucet, soap dispensers, toilet tank, seat, outside of bowl, flusher, base and floor around toilet.• Spray door handles and light switches with disinfectant.• Vacuum carpet.• Empty cups and take pitcher to kitchen.
Weekly	<ul style="list-style-type: none">• Dust all shelving, 1/2 wall, and fans• Sanitize all cots.• Wipe down sliding glass.• Clean toilet bowl with brush.• Run cups in dishwasher.• Run toys through dishwasher/laundry and wipe out bin.• Check children's school supplies
Monthly	<ul style="list-style-type: none">• Clean out and wipe down cubbies/bins• Check/clean out first aid/emergency bag.• Re-label kids cups.• Wash stuffed toys
Regularly	<ul style="list-style-type: none">• Wash snack bins when empty before refilling.• Always be putting soiled toys in sink/laundry basket to be cleaned as needed
Holiday and End of Year	<ul style="list-style-type: none">• Remove all wall decorations.• Wipe all furniture.• Clean floors <u>under</u> furniture.• Clean out and organize storage shelves/cabinets.



Primary Cleaning



Daily	<ul style="list-style-type: none">• Wipe tables and chairs• Empty trash• Spray and wipe trash can lid, light switch, sink, faucet, soap dispensers, toilet tank, seat, outside of bowl, flusher, base and floor around toilet.• Spray door handles and light switches with disinfectant.• Sweep VCT and Mop as needed (2x)• Vacuum carpet• Empty cups and take pitcher to kitchen.
Weekly	<ul style="list-style-type: none">• Dust all shelving, 1/2 wall, and fans• Sanitize all cots.• Wipe down mirrors• Clean toilet bowl with brush.• Run cups in dishwasher.• Run toys through dishwasher/laundry and wipe out bin.• Check children's school supplies
Monthly	<ul style="list-style-type: none">• Clean out and wipe out lockers.• Check/clean out first aid/emergency bag.• Re-label kids cups.• Wash stuffed toys
Regularly	<ul style="list-style-type: none">• Wash snack bins when empty before refilling.• Always be putting soiled toys in sink/laundry basket to be cleaned as needed
Holiday and End of Year	<ul style="list-style-type: none">• Remove all wall decorations.• Wipe all furniture.• Clean floors <u>under</u> furniture.• Clean out and organize storage shelves/cabinets.



Secondary Cleaning



Daily	<ul style="list-style-type: none">• Wipe tables and chairs.• Empty trash• Spray and wipe trash can lid, light switch, sink, faucet, soap dispensers, toilet tank, seat, outside of bowl, flusher, base and floor around toilet.• Spray door handles and light switches with disinfectant.• Sweep VCT and mop as needed (2x)• Vacuum carpet• Empty cups and take pitcher to kitchen.
Weekly	<ul style="list-style-type: none">• Dust all shelving, 1/2 wall, and fans• Sanitize all bed mats and wipe carrier.• Wipe down mirrors and glass.• Clean toilet bowl with brush.• Wipe down chairs and table legs.• Run cups in dishwasher.• Run toys through dishwasher/laundry and wipe out bin.• Check children's school supplies
Monthly	<ul style="list-style-type: none">• Clean out and wipe out lockers.• Wash/wipe down centers.• Check/clean out first aid/emergency bag.• Re-label kids cups.• Wash stuffed toys
Regularly	<ul style="list-style-type: none">• Wash snack bins when empty before refilling.• Always be putting soiled toys in sink/laundry basket to be cleaned as needed
Holiday and End of Year	<ul style="list-style-type: none">• Remove all wall decorations.• Wipe all furniture.• Clean floors <u>under</u> furniture.• Clean out and organize storage shelves/cabinets.

PA State Regulations Summary

CHAPTER 3270. CHILD DAY CARE CENTERS

§3270.4. Definitions.

Age level—The grouping category appropriate for the child’s age.

- i. *Infant*—A child from birth to 1 year of age.
- ii. *Young toddler*—A child from 1 to 2 years of age.
- iii. *Older toddler*—A child from 2 to 3 years of age.
- iv. *Preschool child*—A child from 3 years of age to the date the child enters kindergarten in a public or private school system.

CPS—Child Protective Services.

CPSL—*Child Protective Services Law*—Title 23 of the *Pennsylvania Consolidated Statutes* Chapter 63 (relating to the Child Protective Services Law).

CRNP—Certified Registered Nurse Practitioner.

Child—A person 15 years of age or younger.

Child abuse—Serious physical or mental injury which is not explained by the available medical history as being accidental; sexual abuse or sexual exploitation; or serious physical neglect of a child if the injury, abuse or neglect of a child has been caused by the acts or omissions of the child’s parent, by a person responsible for the child’s welfare, by an individual residing in the same home as the child or by a paramour of a child’s parent. A child will not be deemed to be physically or mentally abused for the sole reason that the child is in good faith being furnished treatment by spiritual means through prayer alone in accordance with the tenets and practices of a recognized church or religious denomination by an accredited practitioner thereof or is not provided specified medical treatment in the practice of religious beliefs or solely on the grounds of environmental factors which are beyond the control of the person responsible for the child’s welfare, such as inadequate housing, furnishings, income, clothing and medical care.

Communicable disease—An illness due to an infectious agent or its toxic products which is transmitted directly or indirectly by the infected agent to a susceptible host. Communicable diseases are specified in 28 Pa. Code Chapter 27 (relating to communicable and noncommunicable diseases).

Group—Children assigned to the care of one or two staff persons. A group occupies a space or a defined part of a space.

Space—Indoor or outdoor area designed for child care that is large enough to accommodate the maximum number of children allowed under this chapter. A space may be used by more than one group of children.

Staff person—A person included in the regulatory ratio who is responsible for child care activities.

Supervise—To be physically present with a group of children or with the facility person under supervision. Critical oversight in which the supervisor can see, hear, direct and assess the activity of the supervisee.

Year—For purposes of calculating, 1 year of child care experience is a minimum of 1,250 clock hours.

GENERAL REQUIREMENTS

§3270.17. Service to a child with special needs.

- (a) The operator shall make reasonable accommodation to include a child with special needs in accordance with applicable Federal and State laws.
- (b) The operator shall permit an adult individual who provides specialized services to a child with special needs to provide those services on the facility premises as specified in the child’s IEP, IFSP or written behavioral plan.
- (c) The operator shall make staff persons and parents aware of community resources for the family of a child who may have special needs. The Department will provide to the operator information regarding community resources.

§3270.19. Child abuse reporting.

- (a) An operator or a staff person who has reason to believe that a child enrolled in the facility has been abused is required to report suspected child abuse to ChildLine as mandated by the CPSL.

- (b) A staff person may be designated by the operator as the person responsible to notify ChildLine of suspected child abuse. The operator or designated staff person with this responsibility shall immediately notify ChildLine at 1 (800) 932-0313.
- (c) Within 48 hours, a written report regarding the suspected child abuse shall be submitted by the operator or designated staff person to the CPS unit which has responsibility for investigating the report.

§3270.23. Parent access and participation.

A parent of a child in care shall be permitted free access, without prior notice, throughout the center whenever children are in care, unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file at the facility. Opportunity shall be provided for parents to participate in the facility’s program. The operator shall maintain a yearly file which documents general announcements to promote parent participation. The file shall be updated annually.

§3270.24. Departmental access.

- (a) A staff person shall provide to agents of the Department immediate access to the facility and, upon request, to the children and the files and records.
- (b) An inspection will be conducted during normal business hours except when there is reasonable cause to believe that inspections at other times are necessary to detect violations of applicable laws and regulations.
- (c) An agent of the Department will inspect for compliance with this chapter in all areas of the facility premises that are accessible to children.

FACILITY PERSONS

§3270.31. Age and training.

- (a) A volunteer shall be 16 years of age or older and shall be directly supervised at all times.
- (b) A staff person shall be 18 years of age or older.
- (c) A staff person shall obtain an annual minimum of 6 clock hours of child care training.
 - (i) *First-aid training.* Competence is the completion of training by a professional in the field of first-aid. First-aid training will be renewed on or before expiration of certification or every 3 years, as applicable.
 - (ii) *Firesafety training.* Staff persons shall participate, at least annually, in firesafety training conducted by a fire protection professional. Staff persons and volunteers shall receive training in maintenance of smoke detectors, the duties of facility persons during a fire drill and during a fire and the use of the facility’s fire extinguishers, not including discharge of the fire suppressant agent.

STAFF:CHILD RATIO

§3270.51. Similar age level.

When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

Similar Age Levels	Staff	Children	Ratio while napping 3270.55
Infant	1	4	1:4
Young Toddler	1	5	1:10
Older Toddler	1	6	1:12
Preschool	1	10	1:20

§3270.55. Ratios while children are napping.

- (b) Staff persons who are on duty but are not providing child care during naptime shall remain in the child care portion of the facility premises.

§3270.52. Mixed age level.

When children are grouped in mixed age levels, the age of the youngest child in the group determines the staff:child ratio and maximum group size in accordance with §3270.51 (relating to similar age level).

§3270.54. Minimum number of facility persons in the child care facility.

- (a) At least two facility persons shall be present in the facility when two or more children are in care. At a minimum, one of the facility persons shall be a staff person.

PHYSICAL SITE

§3270.61. Measurement and use of indoor child care space.

- (c) Indoor child care space is measured within permanent stationary partitions or walls. The allowable number of children in a space is determined by dividing the total square feet in a space by 40.

§3270.62. Measurement and use of play space.

- (b) Outdoor or indoor play space shall be measured at 65 square feet per child, except in the following situations:
- (1) The minimum outdoor or indoor play space required per infant is 40 square feet.
 - (2) The minimum outdoor or indoor play space required per young or older toddler is 50 square feet.

§3270.65. Protective electrical covers.

Protective receptacle covers shall be placed in electrical outlets accessible to children 5 years of age or younger.

§3270.66. Toxics.

- (a) Cleaning materials and other toxic materials shall be kept in an area or container that is locked or made inaccessible to children.
- (b) Cleaning materials and other toxic materials shall be stored in an original labeled container or in a container that specifies the content. Toxics shall be stored away from food, food preparation areas and child care spaces.
- (c) Cleaning materials and other toxic materials shall be used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children.
- (d) Toxic plants are not permitted in a child care space.
- (e) Arts and crafts materials shall be nontoxic.

§3270.67. Sanitation.

- (a) Trash shall be removed from the facility at least once per day.

§3270.68. Smoking.

- (a) Cigarettes, pipes or cigars may not be smoked in a child care space, a play space or a food preparation area when children are in care or when food is being prepared.
- (b) Ashes and cigarette or cigar butts are prohibited in a child care space, a play space or a food preparation area.

§3270.74. Emergency telephone numbers.

The telephone number of the nearest hospital, police department, fire department, ambulance and poison control center shall be posted by each telephone in the facility.

§3270.75. First-aid kit.

- (a) A first-aid kit must be in a child care space.
- (b) A first-aid kit must be inaccessible to children.
- (c) A first-aid kit must contain the following: soap, an assortment of adhesive bandages, sterile gauze pads, tweezers, tape, scissors and disposable, nonporous gloves.
- (d) One first-aid kit per child care group must accompany children and facility persons on excursions from the facility. Each first aid kit taken on an excursion must contain a bottle of water in addition to the items specified in subsection (c).

§3270.77. Paint.

- (a) Peeled or damaged paint or damaged plaster is not permitted on indoor or outdoor surfaces in the child care facility.

§3270.81. Glass.

A visual strip or other visual identification shall be placed on glass located in a traffic area, a child care space or a play space.

§3270.82. Toilet areas.

- (g) Toilet areas and fixtures shall be cleaned daily and be in good repair.

- (h) A facility person and an able child shall wash their hands after toileting and before eating. A sign on which this requirement is written shall be posted at each toilet, training chair, diapering area and sink in the facility.
- (i) A toilet area, training chair area, diapering area and sink area shall be equipped with a clean, lidded waste receptacle.
- (j) A source of running water for handwashing must be present in infant and toddler diapering areas. If the running water does not flow directly into a drain that is connected to a sewage system, a receptacle shall be provided to contain the water used for washing. The receptacle shall be emptied into an approved sewage system at least once a day.

FIRESAFETY

§3270.91. Exits.

- (a) Stairways, hallways, exits from rooms, exits from the facility and other means of egress serving as an exit shall be unobstructed.

§3270.94. Fire drills.

- (a) A fire drill shall be held at least every 60 days. Facility persons and children in attendance shall participate in the fire drill. Facility persons and children shall exit the building, weather permitting.
- (b) A written record shall be kept of the date, the time of day, the hypothetical location of the fire, the evacuation time, the names of facility persons and the number of children participating in the fire drill.
- (c) Fire drills shall be held at different times of the day or night, or both, if applicable.
- (d) Fire drills shall be held during various program activity times.
- (e) Hypothetical locations of the fire shall be changed for each drill.
- (f) Evacuation routes shall be posted.
- (g) Evacuation plans shall provide for removal of all persons from the facility in a single trip.

EQUIPMENT

§3270.101. Type of play equipment.

- (a) Play equipment and materials appropriate to the developmental needs, individual interests and ages of the children shall be provided in sufficient amount and variety to preclude long waits for use.
- (b) Play equipment shall facilitate the child's emotional, cognitive, communicative, perceptual-motor, physical and social development.
- (c) Play equipment and materials shall include items from the following categories:
 - (1) Materials for dramatic role playing.
 - (2) Toys and materials for cognitive development.
 - (3) Toys and materials for visual development.
 - (4) Toys and materials for auditory development.
 - (5) Toys to handle and manipulate and art materials for tactile development.
 - (6) Toys and equipment for large muscle development.

§3270.102. Condition of play equipment.

- (a) Toys, play equipment and other indoor and outdoor equipment used by the children must be clean, in good repair and free from rough edges, sharp corners, pinch and crush points, splinters and exposed bolts.
- (b) Toys soiled by secretion or excretion shall be cleaned with soap and water, rinsed and sanitized before being used by a child.
- (e) Pea gravel and other materials with a diameter of less than 1 inch may not be used in spaces where infants or toddlers receive care.

§3270.103. Small toys and objects.

Toys and objects with a diameter of less than 1 inch, objects with removable parts that have a diameter of less than 1 inch, plastic bags and Styrofoam objects may not be accessible to children who are still placing objects in their mouths.

§3270.105. High chairs.

High chairs shall have a wide base and a T-shaped safety strap.

§3270.106. Rest equipment.

- (a) Individual, clean, age-appropriate rest equipment shall be provided for preschool, toddler and infant children as agreed between the child's parent and the operator. The rest equipment must be labeled for the use of a specific child and used only by the specified child.
- (e) Seasonal, appropriate covering, such as sheets or blankets, shall be provided as agreed between the child's parent and the operator.
- (f) At least 2 feet of space is required on three sides of a bed, cot, crib or other rest equipment while the equipment is in use.
- (j) Toys, bumper pads or pillows may not be present in a crib while an infant is sleeping in the crib.

§3270.107. Refrigerator.

A facility shall have an operable, clean refrigerator used to store potentially hazardous foods. The refrigerator shall be capable of maintaining food at 45° F or below. An operating thermometer shall be placed in the refrigerator.

§3270.108. Utensils.

- (c) Styrofoam cups and plates may not be used.

PROGRAM

§3270.111. Daily activities.

- (a) A written plan of daily activities and routines, including a time for free play shall be established for each group. The plan shall be flexible to accommodate the needs of individual children and the dynamics of the group.
- (b) The written plan shall be posted in the group space.
- (c) Daily activities shall promote the development of skills, social competence and self-esteem. Daily experiences shall recognize the child as an individual and give some choice of activities that respect personal privacy, lifestyle and cultural background.

§3270.112. Infant and toddler stimulation.

Infants and toddlers shall be provided stimulation by being held, rocked, talked to, played with and carried.

§3270.113. Supervision of children.

- (a) Children on the facility premises and on facility excursions off the premises shall be supervised by a staff person at all times. Outdoor play space used by the facility is considered part of the facility premises.
 - (1) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group on the facility premises and on facility excursions off the facility premises.
 - (2) The requirement for supervision on and off the facility premises includes compliance with the staff:child ratio requirements in §3270.51—3270.55 (relating to staff:child ratio).
- (b) A facility person may not use any form of physical punishment, including spanking a child.
- (c) A facility person may not single out a child for ridicule, threaten harm to the child or the child's family and may not specifically aim to degrade the child or the child's family.
- (d) A facility person may not use harsh, demeaning or abusive language in the presence of children.
- (e) A facility person may not restrain a child by using bonds, ties or straps to restrict a child's movement or by enclosing the child in a confined space, closet or locked room. The prohibition against restraining a child does not apply to the use of adaptive equipment prescribed for a child with special needs.

§3270.114. Outdoor activity.

Weather permitting, children shall be taken out doors daily.

§3270.117. Release of children.

- (a) A child shall be released only to the child's parent or to an individual designated in writing by the enrolling parent. A child shall be released to either parent unless a court order on file at the facility states otherwise.

- (b) In an emergency, a child may be released to an individual upon the oral designation of the parent, if the identity of the individual can be verified by a staff person.
- (c) If a child is released upon the oral designation of the parent, the following information shall be logged in the child's record:
 - (1) The name of the parent making the request.
 - (2) The date and time of the request.
 - (3) The name of the individual to whom the child is to be released.
 - (4) The name of the staff person taking the call.
 - (5) The name of the staff person releasing the child.

§3270.119. Infant sleep position.

Infants shall be placed in the sleeping position recommended by the American Academy of Pediatrics unless there is a medical reason an infant should not sleep in this position. The medical reason shall be documented in a statement signed by a physician, physician's assistant or CRNP and placed in the child's record at the facility.

PROCEDURES FOR ADMISSION

§3270.124. Emergency contact information.

- (a) Emergency contact information is required for each enrolled child. Emergency contact information must reference who shall be contacted in an emergency.
- (c) When children are in the facility, emergency contact information must be present in a child care space for children receiving care in the space.
- (d) When children leave the facility on walking and riding excursions, emergency contact information specific to each child on the excursion accompany a staff person on the excursion.
- (f) The parent shall update in writing emergency contact information once in a 6-month period or as soon as there is a change in the information.

CHILD HEALTH

§3270.131. Health information.

- (a) The operator shall require the parent of an enrolled child, including a child, a foster child and a relative of an operator or a facility person, to provide an initial health report no later than 60 days following the first day of attendance at the facility.

§3270.132. Emergency medical care.

- (a) If emergency medical care is needed for a child, the parent shall be contacted as soon as practical in the best interest of the child. If the parent cannot be reached, the operator shall record in writing the reason emergency care was required and the attempts made to inform the parent.
- (b) A staff person shall accompany a child to a source of emergency care and shall remain with the child until the parent assumes responsibility for the child's care.
- (c) An operator shall document the manner in which emergency treatment was sought and obtained. File documentation shall include information referenced at §3270.20(c) (relating to reporting injury, death or fire).

§3270.133. Child medication and special diets.

The operator shall make reasonable accommodation in accordance with applicable Federal and State laws to facilitate administration of medication or a special diet that is prescribed by a physician, physician's assistant or CRNP as treatment related to the child's special needs. Facility persons are not required to administer medication or special diets which are requested or required by a parent, a physician, a physician's assistant or a CRNP but are not treatment related to the child's special needs.

§3270.134. Child hygiene.

- (a) A staff person shall ensure that a child's hands are washed before meals and snacks, after toileting and after being diapered.

§3270.135. Diapering requirements.

- (a) When children are diapered, the facility shall use disposable diapers, a diaper service or arrange with the parent to provide a daily diaper supply.
 - (1) If nondisposable diapers are provided by a parent, a soiled diaper shall be placed in an individual, securely-tied plastic bag and returned to the parent at the end of the day.

- (2) If nondisposable diapers from a diaper service are provided by a facility, a soiled diaper shall be placed in the container provided by the service or in a securely-tied plastic bag.
- (3) If disposable diapers are provided by a parent or by a facility, a soiled diaper shall be discarded by immediately placing the diaper into a plastic-lined, hands-free covered can.
- (4) A soiled diaper that is not in a tied bag may not be placed in an unlined outdoor trash container.
- (b) Diaper changing surfaces shall be cleaned after each use by wiping the surface with a sanitizing solution or by changing a pad or other surface covering.
- (c) The diapering area may not be used for food preparation or food service.
- (d) Cloth and paper materials used as diapering aids shall be stored in a manner that prevents cross-contamination from a soiled diaper, contaminated hands or other changing materials.
- (e) A staff person shall check a child's diaper at least every 2 hours and whenever the child indicates discomfort or exhibits behavior that suggests a soiled diaper. A staff person shall change a child's diaper when the diaper is soiled.

§3270.136. Reporting diseases.

- (a) If an operator allows admission of an ill child, the operator shall receive instructions from the parent for care of the child to assure that the child's needs for rest, attention and administration of medication are met.
- (b) The operator shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health.
- (c) If a child becomes ill at the facility, the operator shall notify the child's parent as soon as possible.

§3270.137. Children with symptoms of disease.

An operator who observes an enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall exclude the child from attendance until the operator receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others. The notification shall be retained in the child's file. Diseases and conditions which require exclusion are specified in 28 Pa. Code Chapter 27 (relating to communicable and noncommunicable diseases). The Department of Health will provide, upon request, a list of communicable diseases.

§3270.138. Discrimination based on illness.

Before, during and after the admission process, an operator or facility person may not discriminate against serving a child who has an illness which is not transmitted by casual contact.

ADULT HEALTH

§3270.151. Health assessment.

- (a) A facility person providing direct care who comes into contact with the children or who works with food preparation shall have a health assessment conducted within 12 months prior to providing initial service in a child care setting and every 24 months thereafter. A health assessment is valid for 24 months following the date of signature, if the person does not contract a communicable disease or develop a medical problem.
- (b) A health assessment shall be conducted and a report shall be written and signed by a physician, physician's assistant or CRNP. The signature must include the individual's professional title.
- (c) The health assessment must include the following:
 - (1) A physical examination.
 - (2) Tuberculosis screening by the Mantoux method at initial employment. Subsequent tuberculosis screening is not required unless directed by a physician, physician's assistant, CRNP, the Department of Health or a local health department.

§3270.152. Adult hygiene.

A facility person shall wash his hands before meals and snacks, and after toileting and after diapering a child.

§3270.155. Discrimination based on illness.

A facility person or an individual seeking employment or placement who has an illness that is not transmitted by casual contact shall be permitted the right to continued employment, placement, employment opportunity or placement opportunity to the extent of the person's ability to perform the stated job function.

§3270.161. Food.

- (a) Food stored, prepared or served shall be clean, wholesome, free from spoilage, free from adulteration and safe for human consumption.
- (b) Food handling practices shall conform to the requirements of the Department of Health or the Department of Environmental Resources or its delegate agency where the day care facility is located.
- (c) Food that has been previously served to a person or returned from a table shall be discarded.
- (d) Potentially hazardous food brought from the child's home or provided by the facility shall be refrigerated.
- (e) Fresh fruits and vegetables that are not used on the day of purchase shall be refrigerated.
- (f) The only canned foods permitted for children's consumption are those commercially preserved in airtight jars or cans.
- (g) A facility shall provide a sufficient number of refrigerators to contain foods which require refrigeration.

§3270.162. Meals.

- (a) If a child receives care for 4 or more consecutive hours, nutritional, appropriately-timed meals and snacks shall be served.
- (b) Meals and snacks may be provided by the parent, upon agreement between the parent and the operator.
- (c) Food may not be withheld from a child for purposes of discipline.
- (d) A child may not be forced to eat food.

§3270.164. Food servings.

Food servings shall be portioned suitably for the size and age of the children in care. Additional food in reasonable amounts shall be made available to children upon the request of the parent or child.

§3270.165. Menus.

An operator shall conspicuously post the menu at least 1 week in advance or provide a menu to each family.

§3270.166. Meals for infants.

Meals for infants shall be provided in accordance with the following requirements:

- (1) A written statement giving formula and feeding schedule shall be obtained from the parent.
- (2) New foods shall be introduced only after consultation with the child's parent.
- (3) Disposable nursers shall be used unless bottles are provided by the parent or unless a commercial dishwasher is used by the facility.
- (4) Disposable nursers and bottles shall be labeled with the child's name.
- (5) An infant 6 months of age or younger shall be held while being bottle fed.
- (6) Neither an infant nor a toddler is permitted to sleep with a bottle in his mouth.
- (7) Bottled formula may not be heated in a microwave oven.

CHILD RECORDS

§3270.183. Confidentiality of records.

- (a) Child records are confidential and shall be stored in a locked cabinet.
- (b) A facility person may not disclose information concerning a child or family, except in the course of inspections and investigations by agents of the Department.

ADULT RECORDS

§3270.193. Confidentiality of records.

- (a) Facility persons' records are confidential and shall be stored in a locked cabinet.
- (b) A facility person may not disclose information concerning another facility person or adult providing a service at the facility, except in the course of investigations or inspections by agents of the Department.

DHS and STARS Information



K-Prep Learning Center is licensed annually by the Pennsylvania Department of Human Services.

The PA state regulations that all childcare centers must adhere to can be found at

<http://www.dhs.pa.gov/>. A paper copy is also available for review at K-Prep. In addition to a yearly inspection, there may be unscheduled inspections throughout the year. A current inspection certificate is posted in the Family Resource Center, and families may contact DHS for any further reports. The MPI number that distinguishes K-Prep Learning Center is 101626910-0001.

Keystone STARS

Standards ~ Trainig ~ Assistance ~ Resources ~ Support

Keystone STARS is an initiative of the Office of Child Development and Early Learning (OCDEL) to improve, support, and recognize the continuous quality improvement efforts of early learning programs in Pennsylvania.

Keystone STARS is a voluntary program that K-Prep chose to join in Spring of 2014. Through the program, K-Prep has continued to offer quality care by utilizing the many resources available. With STARS, K-Prep is able to offer better training for staff, engage in Technical Assistance in a variety of areas, purchase quality learning resources for students and connect with other childcare centers for the overall goal of quality childcare in Pennsylvania.

For more information about Keystone STARS, visit www.papromiseforchildren.com.

