



March 2017

# Manual of Requirements for Child Care Centers

# Chapter 1

- Inspectors can inspect areas that are not approved for children
- Initial program inspections will not be conducted without at least 6 children present
- Private schools will need to submit specific documentation if requesting exemption.
- Defines homework programs vs. after care. This is to determine if the program is required to be licensed.
- Licensed capacity vs. licensed room capacity – both are now clearly defined.
- Centers email address will now be included on application

# Chapter 2

- Centers that do not have children in them for 6 months will be considered closed.
- If there are two licensed programs sharing the same building – OOL may require the center to operate in a separate room/floor or section of the building. Have a separate entrance or toilet facility. Meet other physical plant, staffing, or operational requirements necessary to protect the children from serious risk of harm stemming from the co-location.
- There will need to be a schedule for the outdoor play area if it is shared.
- After March 6, 2018 there will be no more centers located buildings that were formerly used as dry cleaners or funeral homes
- If a center fails to comply with the provisions of the manual, they cannot obtain an additional child care license.
- OOL may deny an application or suspend, revoke or refuse to renew a license or a Certificate of Life Safety Approval for good cause if the center fails or refuses to comply with all applicable provisions of the laws specified in this chapter.

## Chapter 3

- Records for employees working at the center must be maintained at the center. The records shall be maintained on file for one year after the staff member is no longer working at the center.
- All centers must provide parents of all enrolled children with its onsite direct phone number. This phone number must be working and allow the parent to speak directly with their child at their actual location.
- Centers must notify the Office promptly of any changes of phone numbers or emails as to not to effect the delivery of pertinent information to centers from the Office.
- Children's records shall be maintained on file for one year after the child is no longer enrolled at the center.
- All other records shall be maintained on file at the center for one year after the record is made or received unless otherwise specified in this chapter.

# Chapter 3 Continued

- Inform parents that the center is required to maintain and update at least annually a list from the CPSC regarding unsafe products and make the list available to staff and parents or provide parents the CPSC website [www.cpsc.gov/cpsc/pub/prerel.html](http://www.cpsc.gov/cpsc/pub/prerel.html)\*\*[www.cpsc.gov/Recalls](http://www.cpsc.gov/Recalls)\*
- The center shall distribute a copy of the Information to Parents document to each child's parent upon enrollment and to every person upon becoming a staff member and secure and maintain a record of a signature attesting to receipt of the document.

# Chapter 4

- Children shall be directly supervised by a staff member at all times, including outdoor activities, rest and sleep and walking through hallways.
- Toileting will be supervised as appropriate for the age and development of the child.
- All staff members are trained in and implement a system of knowing how many children are in their care at all times
- Revises the naptime ratio of 1:10 to children under 18 months. A new ratio of 1:12 will apply for children from 18 months to 2.5 years
- Awake ratios are assumed once the first child wakes. Staff must be on hand ready to assume this ratio.

# Chapter 4 Continued

- All Staff that work with children under 2 ½ shall have training specific to this age group which may include but is not limited to the NJ Infant/Toddler Credential, The Infant/Toddler CDA or other trainings specifically related to the care of infants and toddlers – must be initiated within 90 days of hire and must complete within one year.
- The Director must be present 50% of the operating hours. The director's designee must be at the center whenever the director is not there and will be required to have 20 hours of staff development each year. The designee must also complete staff development in understanding licensing regulations as provided by OOL. The designee must also not have full time classroom responsibilities during the time while the Director is not present at the center.

# Orientation of New Staff Members

- Newly hired staff must receive Orientation Training within 2 weeks of hire.
- Center must ensure that person is not left alone to supervise a child or group of children until Orientation Training is completed.
- Center ensures that orientation topics are reviewed each year – need to maintain on file signature attesting that this has been done.
- Topics shall include: evacuating the center and using the fire alarms, implementing the centers discipline policy, including children with special needs in the center's program, medication administration, responding to symptoms of illness, safe sleep practices, recognizing and responding to food related allergies, prevention of shaken baby syndrome and abusive head trauma.



# Staff Development

- Increases annual requirement to 12 hours
- Director, Head Teacher, Group Teacher, and Program Supervisors shall each complete 20 hours of staff development each year.

# Chapter 4 continued

- Any staff member shall notify the State Central Registry Hotline 1-877 NJABUSE immediately whenever there is reasonable cause to believe that a child has been subjected to abuse or neglect by a staff member or any other adult.
- Sponsor Representatives/ Center Director shall cooperate fully with OOL/ Intuitional abuse in any investigation being conducted. They will ensure that affected staff member is reassigned to other duties that do not involve contact with children.
- If an allegation of child abuse or neglect is substantiated against a staff member, the sponsor or sponsor representative shall immediately terminate the staff member's employment at the center. If the allegation is substantiated against the sponsor or the sponsor representative, the Department shall revoke or refuse to renew the license.
- All CARI checks are to be stored at the center.

# Chapter 5

- The Life Hazard Use Registration Certificate must be posted at the center.
- Ensure all guard rails accessible to children are no more than four inches apart.
- Centers shall maintain ALL fencing – no more man made barriers.
- A minimum temperature of 68 degrees Fahrenheit shall be maintained in all rooms, hallways, bathrooms etc.
- No wood burning or electric space heaters – any where in the center.

# Chapter 5 continued:

- At least 50% of all indoor water faucets must be tested for lead and copper – If the facility is supplied by a public community water system.
- Wading pools that are 24 inches deep or less are prohibited.
- Add the outdoor play area to your emergency evacuation diagram.
- Ensure that the center has an alternate indoor location to evacuate to that operates the same hours as the center does – that is within walking distance to evacuate to.
- Outdoor play equipment cannot be used indoors.
- A sink will be required in new construction or expansions for rooms for children under the ages of 2 ½.

# Emergency Procedures

- Should be posted on every floor of the building unless otherwise directed from local OEM.
- Conduct 2 lockdown drills per year and maintain record of each drill.
- Ensure locking devices are acceptable by the local fire official, do not pose harm to the children, and all staff are trained in their proper use.
- Centers providing care for non ambulatory infants and toddlers shall have ONE evacuation crib for every 4 non ambulatory children by 8/6/17
- Ensure that one fire drill per year is conducted during nap time.
- CPR training is required to include hands on training.

# Chapter 6

- Children need to have opportunities to choose materials freely and they must be accessible at all times except during lunch and nap time.
- Use of TV/Computers/Video equipment is prohibited for children under the age of 2.
- Pacifiers are prohibited when children crawl or walk.
- Children must have supervised tummy time at least twice a day.
- Use of infant equipment is limited to 30 minutes at a time.

# Chapter 6 Continued:

- Sippy cups must be labeled with the child's name.
- Unconsumed food must be discarded by the end of the day.
- No bottles for sleeping children.
- For children 12 months of age or younger – no blankets or pillows/bumper pads can be used.
- Bottles need to be labeled with child's name and date
- No milk or formula warmed in microwave oven
- Swaddling is prohibited.
- Children under the age of four are required to rest.
- Parents and staff members must sign for a copy of the center's release of children policy.
- Good faith reporting and taking of pictures to support these claims is allowed by staff.
- Provide parents with the name and telephone number of the bus company used for a field trip.

# Social Media Policy

- Shall include the types of media used by the center.
- Methods and devices used for parent communication
- Guidelines for appropriate staff conduct
- Guidelines for parents – including posting of pictures and videos
- Must be distributed to and signed for by each staff member and parent.



# Chapter 7

- 30 grace period given to children experiencing homelessness
- Epi pen should be stored in its original box with prescription and special care plan.
- If centers use a system other than a phone call to notify parents – this system needs to be shared in writing and receipt needs to be maintained on file.
- Written file of all injuries – maintained at the center
- Parents are to be notified when a child receives a head or facial injury. Including a bump on the head.
- Parents must sign for receipt of the communicable disease policy

OOL must be notified the next working day of:

- Occurrence resulting in a child visiting the emergency room.
- Occurrence resulting in a child being admitted to the hospital
- Occurrence resulting in the death of a child while under the center's supervision.
- \*Must submit documentation within one week of the occurrence.

# Chapter 9

- Children shall not remain in any vehicle for more than one hour at any given time. Does not apply to field trips.
- Policy in writing for safe transportation of children while on an approved vehicle.

