SUBCHAPTER 2. CARE FOR CHILDREN UNDER THE AGE OF SIX YEARS

Article 1. GENERAL REQUIREMENTS AND DEFINITIONS

84200 GENERAL 84200

(a) The provisions in this subchapter shall govern group homes that care for children under the age of six years who are dependents of the court, regional center placements, or voluntary placements and who are not accompanied by the minor parent, unless otherwise specified. In addition, the provisions in Title 22, Chapter 1, General Licensing Requirements, and in Title 22, Chapter 5, Group Homes, shall govern such facilities, unless specified otherwise.

(1) The provisions of this subchapter shall also govern group homes that care for minor parents and their child(ren) who are dependents of the court, nondependents, voluntary, and/or regional center placements, unless otherwise specified.

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Welfare and Institutions Code Section 11400(n) defines voluntary placement as follows:

". . . an out-of-home placement of a minor by (1) the county welfare department after the parents or guardians have requested the assistance of the county welfare department and have signed a voluntary placement agreement; or (2) the county welfare department licensed public or private adoption agency, or the department acting as an adoption agency, after the parents have requested the assistance of either the county welfare department, the licensed public or private adoption agency, or the department acting as an adoption agency for the purpose of adoption planning, and have signed a voluntary placement agreement."

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(b) The provisions of Title 22, Chapter 1, General Licensing Requirements; Title 22, Chapter 5, Group Homes; and this subchapter 2, Care for Children Under the Age of Six Years, shall govern minor parent programs, unless otherwise specified.

(1) Minor parent programs are exempt from the “family group,” “family-like setting,” and “houseparent” requirements as defined in Sections 84201(f)(1), (f)(2), and (h)(1) respectively.

84200 GENERAL (Continued) **84200**

(2) Minor parent programs are exempt from the "primary caregiver" requirements as defined in Sections 84201(p)(2) and (3), but shall comply with the provisions of Section 84065.2(b).

(3) Minor parent programs are exempt from the staff to child ratio requirements of Sections 84265.5 and 84265.7, but shall comply with the provisions of Sections 84065.5 and 84065.7.

(4) Minor parent programs are exempt from the facility manager training requirements of Section 84265(b), but shall comply with the provisions of Section 84065(d)(3).

(5) Minor parent programs are exempt from the training plan requirements of Section 84265(i), but shall comply with the provisions of Section 84065(h).

(c) Those group homes that operate solely as a county-operated or county-contracted emergency shelter care facility and retain children under the age of six years for no more than 30 days, shall be exempt from the licensing standards specified in Sections 84201(f)(2), 84201(h)(1), 84222(a)(1) through (3), 84265(g) and (i), 84268.1(e) and (f), and 84270(a)(7).

(1) These facilities shall also be exempt from Section 84268.2, but must provide for the immediately known needs and services of the child.

(2) When children are awake, the care and supervision must be provided by houseparents, as described at Section 84201(h)(1), or primary caregivers, as described at Section 84201(p)(2).

(3) These facilities may employ child care staff who meet the qualifications specified in Section 80065 to provide the care and supervision of children who are sleeping.

(d) A group home that accepts children with special health care needs is also governed by the provisions of Sections 84001c.(2), g., h.(1), i.(1) and (2), m.(1), p.(1), and s.(3) and (4); 84010.1(a) and (b); 84010.2(a)(1) and (2); 84064.1(a); 84065.1(a) through (c); 84065.6(a); 84066.1(a) through (c); 84069.2(a) through (d); 84070.1(a) and (b); 84072.3(a) and (b); 84078; 84087(b)(6)(A) and (B); and 84087.1(a) and (b).

(e) Group home applicants, who intend to accept children described in Section 84200(a) above, shall meet the standards of this subchapter and all other regulations specified in (a) above, as of the effective date of the regulations.

(f) Group home licensees, who accept children described in Section 84200(a) above, are exempted from the education requirements for houseparents as specified in Section 84265(d) and (h) and the requirements of Sections 84222(a)(1) and (2) for one year from the effective date of the regulations.

84200 GENERAL (Continued) **84200**

(1) For one year from the effective date of the regulations, in the absence of a houseparent, all duties of the houseparent shall be by individuals qualified to provide the services identified in Section 84265.1(d).

(g) Group home licensees, who accept children described in Section 84200(a) above, must meet the standards of this subchapter and all other regulations specified in (a) above, other than those specified in Section 84200(d) above, within 30 days of the effective date of the regulations.

NOTE: Authority cited: Section 1530, Health and Safety Code; and Section 17730, Welfare and Institutions Code. Reference: Sections 1501, 1502, 1530.8, and 1531, Health and Safety Code; and Sections 11467.1, 17710, 17730, 17731, 17732, and 17736, Welfare and Institutions Code.

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84201 DEFINITIONS 84201

(a) (Reserved)

(b) (Reserved)

(c) (Reserved)

(d) (Reserved)

(e) (1) "Early childhood education" means course work regarding children under the age of six years completed with a passing grade from an approved or accredited school, college or university.

(f) (1) "Family Group" means no more than six children, under the age of six years, and the houseparent(s).

(2) "Family-like setting" means a physical environment that is an individual house, cottage, or similar building with a capacity for no more than six children and two adults.

(3) "Family member" means a child's relative as defined in Section 80001r.(1) or another caring adult who is significant to the child, such as a foster parent, family friend, or court advocate.

(g) (Reserved)

(h) (1) "Houseparent" means the consistent, nurturing adult(s) who resides with the family group, provides daily care for no more than three children, and is involved in the long-range planning for those children during the group home placement.

(i) (Reserved)

(j) (Reserved)

(k) (Reserved)

(l) (Reserved)

(m) (Reserved)

(n) (1) "Needs and Services Plan" means that plan and services defined in Section 84001(n)(1) and includes those items specified in Section 84068.2 and Section 84268.2.

84201 DEFINITIONS (Continued) **84201**

(o) (Reserved)

(p) (1) "Health and safety training" includes pediatric cardiopulmonary resuscitation, pediatric first aid, recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.

(2) "Primary Caregiver" means the facility staff who performs the duties described in Section 84201(p)(3) during normal working hours for no more than three specific children under the age of six for the duration of their stay in a county-operated or county-contracted emergency shelter care facility.

(3) "Primary Caregiver Duties" means the major portion of daily care provided to three specifically assigned children and includes meeting their needs in the areas of physical health and well-being, self-care, motor skills, social skills, emotional development, cognition, language and communication, and other child care worker duties as defined at Section 84065.2(b).

(q) (Reserved)

(r) (Reserved)

(s) (Reserved)

(t) (Reserved)

(u) (1) "Universal health precautions" means a set of precautions designed to prevent transmission of human immunodeficiency virus (HIV), hepatitis B virus (HBV), and other bloodborne pathogens when providing first aid or health care.

(v) (1) "Voluntary placement" means the type of placement defined in Welfare and Institutions Code Section 11400(n).

(w) (Reserved)

(x) (Reserved)

(y) (Reserved)

(z) (Reserved)

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, 1531, and 1596.866, Health and Safety Code; and Sections 11400(n) and 11467.1, Welfare and Institutions Code.

ARTICLE 3. APPLICATION PROCEDURES

84222 PLAN OF OPERATION 84222

(a) The plan of operation shall include the following:

(1) A description of the family-like setting in which the children will live.

(2) A description of the staffing pattern, including:

(A) The provision of care by houseparents.

(B) The provision for breaks, vacations, and sick days for the houseparents while ensuring that another qualified houseparent cares for the children.

(3) The policies and procedures for family member involvement in the needs and services plan and in the caregiving.

(4) The toilet training policies and procedures.

(5) The plan for indoor and outdoor activities designed to meet the developmental and therapeutic needs of these children.

(A) This plan must include quiet and active play, rest and relaxation, eating, toileting, individual attention from the houseparent or child care worker, and activities that foster the child's cognitive development.

(B) In minor parent programs, the plan must include time for the parent to spend with his or her child in activities appropriate to the child’s development and to the parent’s development of parenting skills.

(6) The plan for therapeutic interventions by trained professionals to evaluate and address each child's needs and to alleviate the effects of past trauma.

(7) A list and copies of all agreements and contracts with participating private or public service providers.

84222 PLAN OF OPERATION (Continued) **84222**

(8) Description of quality assurance procedures to ensure accountability of the facility's service providers.

(9) The policies and procedures for discipline and guidance.

(10) The policies and procedures to prevent disease and control infection.

(11) The procedures to prepare children for transitions, such as changes in daily schedules or in caregiving.

(12) The plan for providing appropriate parenting education to the minor parents.

(13) The plan for assuring that each minor parent complies with the requirements in Sections 84276, 84277, and 84278.1 when caring for his or her child.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, 1531, Health and Safety Code, and Section 11467.1, Welfare and Institutions Code.

ARTICLE 6. CONTINUING REQUIREMENTS

84261 REPORTING REQUIREMENTS 84261

(a) Before implementing any changes in the plan of operation, the licensee shall obtain written approval from the Department.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8, 1531 and 1562, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84265 PERSONNEL REQUIREMENTS 84265

(a) Sections 84065(d)(2), (h), (i), (j), (1), (m), (n), (p), and (q) do not apply.

(b) The facility manager shall have completed one of the following before employment:

(1) Fifteen (15) semester or equivalent quarter units in behavioral science with a passing grade from an accredited or approved college or university. In addition, the facility manager must have four years of experience providing full-time direct care to children in an agency, or a group residential program, serving children.

(A) At least three of the semester units, or equivalent quarter units, shall include coursework in the care of infants.

(B) At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

(C) At least three semester units, or equivalent quarter units, shall include coursework in administration.

(2) An AA degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least two years of full-time direct care to children in an agency, or a group residential program, serving children.

(A) At least three semester units, or equivalent quarter units, shall include coursework in administration.

(B) At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

84265 PERSONNEL REQUIREMENTS (Continued) **84265**

(3) A bachelor's degree from an accredited or approved college or university with a major or emphasis in early childhood education or child development and at least one year providing full-time direct care to children in an agency, or a group residential program, serving children.

(A) At least three semester units, or equivalent quarter units, shall include coursework in administration.

(B) At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

(4) A Child Development Site Supervisor Permit issued by the California Commission for Teacher Preparation and Licensing pursuant to California Code of Regulations, Title 5, Sections 80105 through 80116.

(A) At least nine semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

(c) Each facility manager shall complete 15 hours of health and safety training.

(1) The training shall include pediatric cardiopulmonary resuscitation, pediatric first aid, recognition, management, and prevention of infectious diseases, including immunizations, and prevention of childhood injuries.

(A) Training shall be completed through on-the-job training, workshops, or classes.

(B) A home study course does not meet the 15-hour requirement.

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Licensees may contact the following to obtain information regarding health and safety training: the local child care resource and referral agency, the local health department, and Healthline at (800) 333-3212.

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(C) The pediatric cardiopulmonary resuscitation and pediatric first aid training shall be current as determined by the expiration date on the card.

(D) Training in health and safety (preventative health practices) is a one-time-only requirement.

84265 PERSONNEL REQUIREMENTS (Continued) **84265**

(2) The following training shall not substitute for the training specified in Section 84265(c)(1):

(A) Sanitary food handling, child nutrition, emergency preparedness and evacuation, caring for children with special needs, and identification and reporting of signs and symptoms of child abuse.

(3) The training requirements shall be met in courses conducted by the American Red Cross, or in courses conducted by the American Heart Association, or any course approved by the Emergency Medical Services Authority (EMSA), or any course offered or approved by an accredited college or university.

(4) The facility manager shall maintain verification of completed health and safety training in the facility files.

(A) Verification of completion of pediatric cardiopulmonary resuscitation and pediatric first aid training shall be a current, unexpired card issued by the American Red Cross, the American Heart Association or a training program approved by the State Emergency Medical Services Authority (EMSA).

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To verify that EMSA has approved a particular training program, licensees may call Healthline at (800) 333-3212.

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(B) Verification of completion of health and safety training shall be a course completion card issued by a training program approved by the EMSA.

(C) Verification of completion of health and safety (preventive health practices) training taken on or before September 20, 1998, shall be a certificate of completion or certified copies of transcripts that identify the number of hours and the specific course or courses.

(D) If health and safety training is taken at an accredited college or university, on or after September 21, 1998, verification shall be a certificate of course completion, course completion cards, or certified copies of transcripts that identify the number of hours and specified course(s) taken.

84265 PERSONNEL REQUIREMENTS (Continued) **84265**

(5) Facility managers employed before the effective date of these regulations shall complete the training within 90 days of the effective date of this regulation.

(d) The houseparent shall have one of the following education and experience qualifications:

(1) Completion of 12 postsecondary semester units, or equivalent quarter units, with a passing grade, in early childhood education or child development at an accredited or approved college or university and 6 months of work experience in a licensed group home, licensed infant care center, or comparable group child care program.

(A) At least three semester units, or equivalent quarter units, shall include coursework in the care of infants.

(B) At least three semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

(C) The written verification of experience shall include statements that the individual worked satisfactorily for at least 3 hours per day for 50 days in a 6-month period, as a paid or volunteer staff member, and that a person who would qualify as a houseparent under these regulations supervised the experience.

(2) A current and valid Child Development Associate (CDA) credential, with the appropriate age level endorsement issued by the CDA National Credentialing Program, 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.

(A) The houseparent shall provide verification of the work experience, as specified in Section 84265(d)(1)(C) above, from the National Credentialing Program, 1718 Connecticut Avenue, Northwest, Suite 500, Washington, D.C. 20009, (1-800-424-4310).

(B) At least three semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

(3) A current and valid Child Development Associate Teacher Permit issued by the California Commission on Teacher Credentialing pursuant to California Code of Regulations, Title 5, Sections 80105 through 80116.

84265 PERSONNEL REQUIREMENTS (Continued) **84265**

(A) At least three semester units, or equivalent quarter units, shall include coursework in abused and drug-exposed children.

(e) The child care worker in a minor parent program shall meet the education and experience qualifications specified at Section 84265(d), except for the following:

(1) The specific courses and work experience shall include infant care, child development or early childhood education, adolescent development, parenting skills, and other courses appropriate to the care and supervision of the client population of pregnant minors and their children.

(f) Facility managers, houseparents employed before September 24, 1998, and child care workers in a minor parent program employed before the effective date of these regulations for a minor parent program, who do not meet the requirements of Sections 84265(b), (d), and (e) respectively, shall remain qualified, provided they maintain continuous enrollment in an accredited college or university, and complete, with a passing grade, at least three semester units, or equivalent quarter units, each semester or quarter until the appropriate educational requirement is met.

(g) Houseparents, and child care workers in a minor parent program, shall have a current and valid certificate verifying successful completion of pediatric first aid and pediatric cardiopulmonary resuscitation issued by the American Red Cross, the American Heart Association, a training program approved by the State Emergency Medical Service Authority, or effective September 21, 1998, from an accredited college or university.

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84265 PERSONNEL REQUIREMENTS (Continued) **84265**

(h) The licensee shall employ or contract with a social worker with a master's degree in a behavioral science from an accredited college or university.

(1) The social worker shall carry no more than 12 children's cases. For minor parent programs, the social worker may consider the minor parent and child as one case and shall carry no more than 12 cases.

(i) The licensee shall develop, maintain and implement a written plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all houseparents.

(1) Houseparents shall have a minimum of 24 hours of training and orientation before working with children under 6 years of age.

(A) The training shall include instruction regarding childhood illnesses, symptoms of illnesses, and infection control procedures.

(2) An experienced houseparent shall accompany a new houseparent for a minimum of 20 hours before the new houseparent works alone with children.

(A) The facility manager shall assure that the new houseparent can provide all aspects of appropriate caregiving, before allowing that new houseparent to work alone with children under six years of age.

(3) The written plan shall require houseparent to receive and document a minimum of four clock hours a month of continuing education.

(A) Continuing education shall include completion of courses in the neurological and psychosocial development of children from birth through five; bonding and attachment; language acquisition; basic life support including best methods of toilet training; cultural competency; separation; grieving; discipline and limit setting; the dynamics of trauma and brain damage; compensatory caregiving techniques for children with significant disorders; sexual abuse; interdisciplinary team work; communication enhancement; preventive health practices, and the dynamics of various causes and effects of family function and dysfunction.

84265 PERSONNEL REQUIREMENTS (Continued) **84265**

(B) Documentation of training shall include the date of training, the location, the title, a brief description of the training, names and signatures of staff attending onsite training, independent third-party verification of offsite training (i.e., official grade slips, transcripts, certificates, signed documentation from an approved or accredited institution or a licensee association), hours of training, name and qualifications of trainer(s), list of materials distributed and used by the trainer, type of training (i.e., in-person, video, onsite, offsite), and the provider-paid costs, such as employee wages and benefits and any travel.

(j) Training for all staff shall address the child's right to have fair and equal access to all available services, placement, care, treatment, and benefits, and to not be subjected to discrimination or harassment on the basis of actual or perceived race, ethnic group identification, ancestry, national origin, color, religion, sex, sexual orientation, gender identity, mental or physical disability, or HIV status.

(k) Children shall be cared for in family groups, as defined in Section 84201(f)(1).

(1) Each child shall remain in the same family group for the duration of the placement, unless the needs and services plan documents reasons that this is not in the best interests of the child.

(2) Siblings shall be in the same family group, unless the needs and services plan documents reasons that this living arrangement is not in the best interest of each child.

(3) Persons unknown to the children shall not perform any caregiving.

(l) Personnel and consultants subject to occupational licensing shall have a current and active license issued by the appropriate State of California licensing board.

(m) Upon employment, staff shall receive copies of the removal and/or discharge procedures specified in Section 84268.4, the discipline policies and procedures specified in Section 84272.1, and the complaint procedures specified in Section 84072.2.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Section 51, Civil Code; Sections 1530.8, 1531, 1562, and 1596.866, Health and Safety Code; Sections 11467.1 and 16001.9, Welfare and Institutions Code.

84265.1 PERSONNEL DUTIES **84265.1**

(a) Section 84065.2(c) does not apply.

(b) The social worker shall complete and record the following for each child:

(1) An intake study, as specified in Section 84268.1.

(2) A needs and services plan, as specified in Sections 84268.2 and 84268.3.

84265.1 PERSONNEL DUTIES (Continued) **84265.1**

(3) A discharge plan, as specified in Section 84068.4.

(c) Volunteers shall not perform houseparent duties and shall be supervised by the houseparent when around the children.

(d) Houseparents shall perform the following duties, as well as those specified in Section 84065.2(b):

(1) Teach social skills.

(2) Teach motor skills.

(3) Teach self-care skills.

(e) Houseparents shall not perform support staff duties, as specified in Section 84065.2(d), unless such assignments are directly related to the care of the children and do not interfere with the performance of the child care duties.

(f) The administrator, facility manager, and houseparent or child care worker in a minor parent program may be the same person, if the applicable education and experience standard is met for the position being performed.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84265.5 STAFF/CHILD RATIOS 84265.5

(a) Section 84065.5 does not apply.

(b) Licensees shall maintain a staffing level of one houseparent for each group of no more than three children.

(c) In the family-like setting, the on-duty houseparent may sleep when the children are asleep.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Section 1530.8, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84265.7 SLEEP SUPERVISION 84265.7

(a) Sections 84065.6(a) through (c) do not apply.

(b) Licensees shall maintain a staffing level of one houseparent for each group of no more than three children.

(c) In the family-like setting, the on-duty houseparent may sleep when the children are asleep.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84266 PERSONNEL RECORDS 84266

(a) Section 84066(b)(4) does not apply.

(b) Licensees shall maintain documentation for each staff person of the requirements specified in Section 84265.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8, 1531 and 1562, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84268.1 INTAKE PROCEDURES 84268.1

(a) Sections 84068.1(b)(1)(B), 84068.1(b)(4)(B), 84068.1(c)(2), and 84068.1(c)(3) do not apply to group homes that care only for children under the age of six years.

(1) The licensee shall complete an appraisal form within five days of a child's placement.

(b) A group home shall not accept a child under the age of six years who has received psychiatric services, unless the placing agency provides the following information, if known, before the child's admission:

(1) All available psychiatric hospitalization summaries.

(2) All reports from the previous treating psychiatrist with diagnosis and recommendation for further treatment.

(3) The name and telephone number of the previous treating psychiatrist.

(4) All psychological and educational testing.

(5) A list of current psychotropic medications, dosages, and length of time on each medication.

(6) An appointment with the treating psychiatrist before the supply of medication is exhausted.

(c) A group home that cares for children under the age of six years shall not accept older children in the same family-like setting, unless the needs and services plan of a younger sibling recommends the presence of that older sibling.

(1) The needs and services plan of each child in the family group must document the older child's compatibility, and

(2) A licensee shall not accept an older child, if the older child has a history of sexually threatening behavior with other children or has engaged in any conduct that may represent a threat to younger children.

(d) In addition to the information required at Section 84068.1, with the exception of those subsections specified in Section 84268.1(a) above, the intake staff shall obtain information regarding any special treatment needs due to illness, injury, or trauma.

84268.1 INTAKE PROCEDURES (Continued) **84268.1**

(e) If the social worker determines that the facility cannot provide the necessary services, the discharge procedures specified in Sections 84268.4, 84068.4, and 84070(d)(1) through (3) shall be followed.

(f) Notwithstanding Sections 84068.1(b)(4)(C-D), if a child is accepted for placement, the licensee shall meet the following requirements:

(1) Verify receipt of specified information by the child's authorized representative or designee and the child's parent(s) or family member(s), if involved, by obtaining their signatures and that of the administrator or designee on copies of:

(A) The removal/discharge policies and procedures specified in Sections 84068.4 and 84268.4.

(B) The discipline policies and procedures specified in Sections 84072.1 and 84272.1.

(C) The complaint procedures specified in Section 84072.2.

(2) Obtain the information specified in Sections 84070 and 84270.

(3) Ensure completion of a needs and services plan, as specified in Sections 84068.2 and 84268.2.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Sections 361.2 and 11467.1, Welfare and Institutions Code.

84268.2 NEEDS AND SERVICES PLAN **84268.2**

(a) The licensee's social worker shall complete the needs and services plan within 30 days of admission.

(1) The plan shall be consistent with the placement agency's case plan.

(b) The plan shall contain information from the following:

(1) Therapeutic and medical staff.

(2) The child's parent(s) or involved family member(s), if appropriate.

(3) The child's authorized representative.

84268.2 NEEDS AND SERVICES PLAN (Continued) **84268.2**

(4) Others with an interest in or with information about the child.

(c) The authorized representative and involved parent(s) or family member(s) shall sign the needs and services plan to verify participation.

(d) The needs and services plan shall contain the following:

(1) Plans for family preservation and reunification, including:

(A) Plans for sibling contact.

(B) Assessment of the parent(s)' capacity to meet the needs of the child.

(C) Needs of involved parent(s) or family members.

(D) Any plans for parental or family member involvement in the care of the child.

(2) The reason for placement, including:

(A) Presenting problems.

(B) Precipitating events.

(C) Family history.

(D) Child's developmental status.

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Examples of commonly-used developmental assessments for infants and toddlers are the Neonatal Behavioral Assessment Scale and the Bayley Scales of Infant Development. For older children, examples are the Wechsler Intelligence Scale for Children, the Woodcock Johnson, the Bender Visual Motor Test, the Brigance Inventory, the Carol Westly Play Diagnosis and Assessment, and the Tony Linder Transdisciplinary Play-based Assessment.

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84268.2 NEEDS AND SERVICES PLAN (Continued) **84268.2**

(E) Assessment of the child's mental status.

(F) If available, the child's diagnosis using the terminology and criteria of psychiatric diagnostic manuals generally approved and accepted nationally by practitioners in the field of psychiatric medicine, such as, the Diagnostic and Statistical Manual of Mental Disorders (DSM), published by the American Psychiatric Association.

(3) Types of services needed, including:

(A) Therapeutic interventions to alleviate the effects of past trauma.

(B) The social, emotional, cognitive, and physical developmental needs of the child.

(C) Special bedtime routines to prepare the child for sleeping.

(4) Goals, implementation plans, and the timeline for each goal.

(5) The specific interval for developmental screening by medical staff.

(e) In addition to the requirements of Sections 84268.2(a) through (d) above, an infant's needs and services plan shall include the feeding plan.

(f) In addition to the requirements of Sections 84268.2(a) through (d) above, each child's needs and services plan shall include the toilet training plan, if appropriate.

(g) The licensee or designee shall provide a copy of the needs and services plan and any subsequent updates to all participants in the development and to all persons responsible for implementation of that plan.

(1) A copy of that plan and any updates shall be provided to the above specified individuals within seven days of completion.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84268.3 MODIFICATIONS TO NEEDS AND SERVICES PLAN 84268.3

(a) Section 84068.3(a) does not apply to children under the age of six years who are not accompanied by the minor parent and are dependents of the court, regional center placements, or voluntary placements.

(1) Minor parent programs are exempt from the requirements of Section 84268.3, but shall comply with the provisions of Section 84068.3.

(b) All participants of the initial needs and services plan, as specified in Section 84268.2, and the child's houseparent shall review and update that plan as follows:

(1) Weekly for children from birth through three years of age.

(2) Biweekly for children four to five years old.

(c) The updates to the needs and services plan shall contain the following:

(1) The date of the meeting.

(2) A list of participants.

(3) The progress toward achieving each case plan goal.

(4) The barriers to progress and actions planned to reduce or remove those barriers.

(5) The child's need for continuing services.

(6) The modified plan.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84268.4 REMOVAL AND/OR DISCHARGE PROCEDURES 84268.4

(a) The licensee or designee shall cooperate with the placement agency in developing a discharge plan for the child.

HANDBOOK BEGINS HERE

Whenever possible, the group home should transition the child into the new placement as follows:

(1) Introduce the child to the family or staff associated with the new placement before discharge and in the current facility.

(2) Allow a group home staff, trusted by the child, to accompany the child on a visit to the next placement.

HANDBOOK ENDS HERE

(b) The following items shall accompany the child to the new placement:

(1) Copies of case files, assessments, the discharge plan, the daily activity schedule, and the child's medical history.

(2) The child's prognosis and the facility's recommendations for further treatment, education, and placement.

(A) The discharge plan may include this information.

(3) Personal clothing, toys and objects and the child's scrapbook.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84269.1 IMMUNIZATIONS 84269.1

(a) In addition to Section 84069.1, the licensee shall cooperate with the placing agency in obtaining vaccination against haemophilus influenzae type B.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1530.8, 1507, and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84270 CHILDREN'S RECORDS 84270

(a) The licensee or designee shall obtain and maintain the following information in the child's record:

(1) A recent photograph and physical description of the child.

(2) The child's initial and modified needs and services plan.

(3) Any prescribed psychotropic medication, including:

(A) The name, address, telephone number, and contact date with the physician who prescribed the medication.

(B) The dates that the prescribing physician monitors the continuing appropriateness of the psychotropic medication.

(4) An assessment of the child's danger to self and others.

(5) Daily records of emotional state, dietary patterns, and accomplishments.

(6) Social worker notes, e.g., family member contacts, visitations, and legal documentation.

(7) The child's scrapbook, reflecting significant events and accomplishments during the placement.

(8) The name, address, and telephone number of the involved family member(s), if any.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84272 PERSONAL RIGHTS 84272

(a) Sections 84072(c)(5), (26), (28), and (30) do not apply to children under six years of age.

(b) When family member involvement is part of the child's needs and services plan, visiting shall be allowed as indicated in the plan. Visiting does not include the time spent by a minor parent as the primary caregiver for his or her child.

(1) Visiting shall be only under the supervision of the social work staff, a houseparent or child care worker, or a facility manager, unless the case plan provides for unsupervised visits.

(c) The licensee shall impose differing visiting rules, depending on the visitor, that person's role in the child's needs and services plan, and the need to protect the child from that person.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, and 1531, Health and Safety Code; Section 11467.1, Welfare and Institutions Code.

84272.1 DISCIPLINE POLICIES AND PROCEDURES 84272.1

(a) Discipline for children under the age of six years shall be education-based, consistent among caregivers, and include the following:

(1) Redirecting the child's attention.

(2) Focusing on the rule to learn and the reason for the rule.

(3) Providing acceptable alternatives.

(4) Providing time away from the precipitating situation.

(5) Arranging the environment to allow safe testing of limits.

(b) Discipline shall not include confinement to cribs, high chairs, playpens or other similar furniture or equipment.

(c) The licensee or designee shall provide a copy of the discipline policies and procedures to involved parents and family members, staff, children, and authorized representatives.

(d) The licensee shall prohibit any form of discipline that violates a child's personal rights as specified in Sections 80072, 84072, and 84272.

(e) The licensee shall assure that the minor parent disciplines his or her child in a manner consistent with the requirements of Sections 84272.1(a), (b), and (d).

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84272.2 COMPLAINT PROCEDURES 84272.2

(a) The licensee or designee shall provide a copy of the complaint procedures to the involved parent(s) and family member(s) and the child's authorized representative.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501 and 1531, Health and Safety Code.

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84274 TRANSPORTATION 84274

(a) Individuals who transport children shall be at least 18 years old and have a valid California driver's license.

(b) Vehicles used to transport children shall contain a first aid kit containing at a minimum the supplies specified at Section 80075(i)(1).

(c) The licensee or designee shall secure children in the vehicle in an appropriate restraint device according to the California Vehicle Code and, if applicable, the manufacturers' instructions for the infant car seat(s).

(1) The licensee or designee shall use other restraint or protective devices that are required due to the child's disabilities or physical and medical condition.

(2) The licensee or designee shall secure children in the vehicle so that the child is not in danger of being injured by the vehicle's airbag.

(3) When a minor parent accompanies his or her child in a vehicle, the licensee or designee shall supervise the minor parent in securing his or her child as required by California Vehicle Code Section 27360(a).

HANDBOOK BEGINS HERE

Sections 27360(a) and (b) of the California Vehicle Code provide as follows:

(a) No parent or legal guardian, when present in a motor vehicle, as defined in Section 27315, shall permit his or her child or ward under the age of four years, regardless of weight, or weighing less than 40 pounds, regardless of age, to be transported upon a highway in a motor vehicle without providing and properly using, for each child or ward, a child passenger restraint system meeting applicable federal motor vehicle safety standards.

(b) No driver shall transport on a highway any child under four years of age, regardless of weight, or weighing less than 40 pounds, regardless of age, in a motor vehicle, as defined in Section 27315, without providing and properly securing the child in a child passenger restraint system meeting applicable federal motor vehicle safety standards. This subdivision does not apply to a driver if the parent or legal guardian of the child is also present in the vehicle and is not the driver.

HANDBOOK CONTINUES

84274 TRANSPORTATION (Continued) **84274**

HANDBOOK BEGINS HERE

Section 27360.5(b) of the California Vehicle Code provides as follows:

(b) No driver shall transport on a highway any child who is four years of age or older but less than 16 years of age and weighs more than 40 pounds in a private passenger motor vehicle, as defined in Section 27315, without providing and properly using a safety belt meeting applicable federal motor vehicle safety standards. This subdivision does not apply to a driver if the parent or legal guardian of the child is also present in the vehicle and is not the driver.

Sections 27363(a) and (b) of the California Vehicle Code provide as follows:

(a) The court may exempt from the requirements of this article any class of child by age, weight, or size if it is determined that the use of a child passenger restraint system would be impractical by reason of physical unfitness, medical condition, or size. The court may require satisfactory proof of the child's physical unfitness, medical condition, or size.

(b) In case of an emergency, or when a child is being transported in an authorized emergency vehicle, if there is no child passenger restraint system available, a child may be transported without the use of such a system, but the child shall be secured by a seat belt.

Section 27315(c) of the California Vehicle Code provides as follows:

(c) As used in this section, "motor vehicle" means any passenger vehicle or any motortruck or truck tractor, but does not include a motorcycle.

HANDBOOK ENDS HERE

(d) The licensee or designee shall maintain the staff-child ratio whether the vehicle is moving or parked.

(e) No child shall be left unattended in a vehicle.

(f) The licensee and his/her staff are prohibited from smoking, or permitting any person from smoking a pipe, cigar or cigarette containing tobacco or any other plant in a motor vehicle when minor children are present. This prohibition applies when the motor vehicle is moving or at rest.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8, 1531, and 118948, Health and Safety Code; Section 11467.1, Welfare and Institutions Code.

84275 HEALTH-RELATED SERVICES 84275

(a) The licensee shall cooperate with the placing agency or the person making a voluntary placement to ensure that children have a thorough physical examination by a pediatrician within 30 days of admission according to Section 31-206.36 of the Department's Child Welfare Services Manual of Policies and Procedures.

(1) Each child's needs and services plan shall contain a time frame for the medical services determined necessary by this physical examination.

(2) Each child's needs and services plan shall contain specific intervals for developmental screening by medical staff.

(b) The licensee shall cooperate with the placing agency or the person making a voluntary placement to ensure that children who have prescriptions for psychotropic medications at the time of placement receive a reevaluation with the child's physician to determine whether the need for the medication continues.

(1) The child shall receive a reevaluation of the medication within 60 days of the date the prescription was filled.

(c) Child care staff shall monitor the minor parent's administration of medication to self and child according to the needs and services plan, when the minor parent is capable of doing so and when approved by a physician, psychiatrist, or psychologist.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84276 FOOD SERVICE 84276

(a) The facility staff shall prepare menus in consultation with a licensed nutritionist, dietitian, home economist, or physician.

(1) For children under the age of six years, a nutritionist, dietitian, home economist, or physician, as appropriate, shall reevaluate the meals/formulas every three months.

(A) The licensee or designee shall keep a record of the frequency and nature of the initial consultation and the reevaluation.

(2) Meals shall be age-appropriate for food groups, special needs, and portion control.

(3) Meals shall vary weekly for children no longer on an infant bottle as a primary source of nutrition.

84276 FOOD SERVICE (Continued) **84276**

(4) Children who are not bottle-fed, as a primary source of nutrition, shall be given at least three nutritious snacks daily.

(5) Staff shall not serve a child food to which the child has an allergy or as indicated in the child's record.

(6) The facility shall not serve honey or corn syrup to any infant.

(b) Houseparents and child care workers supervising children under the age of six years shall wash their hands with antibacterial soap and water before each meal as follows:

(1) Using only soap in a dispenser, either liquid or powder.

(2) Using only disposable paper towels or an air drying machine for hand drying.

(c) The facility shall serve meals in a family-like setting with houseparents eating with the children.

(1) Mealtimes shall be flexible and children shall be allowed to eat frequently and on demand, as indicated in the child's individual feeding plan.

(2) Commercially prepared baby food in jars shall be transferred to a dish before being fed to an infant.

(A) The staff shall discard any food left over in the dish at the end of the meal.

(d) The staff shall use appropriate seating equipment while feeding children under the age of six years.

(1) Children under the age of six years who are unable to sit unassisted shall be held by the houseparent, child care worker or minor parent.

(2) If staff or minor parents use high chairs or feeding tables, the high chairs or feeding tables shall have the following:

(A) A wide base.

84276 FOOD SERVICE (Continued) **84276**

(B) A safety strap that the houseparent, child care worker or minor parent shall properly secure around the child or a tray that the houseparent, child care worker or minor parent shall properly latch on both sides.

(3) Houseparents, child care workers and minor parents shall not allow an infant to pull on, climb on, climb into, or stand up in a high chair.

(e) There shall be an individual feeding plan for each infant that includes the following:

(1) Instructions from the child's physician that address:

(A) The feeding schedule.

(B) The kind of milk or formula.

(C) The schedule for introduction of solid and new foods.

(D) Food consistency.

(E) Food likes and dislikes.

(F) Food allergies.

(G) Schedule for introduction of cups and utensils.

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84276 FOOD SERVICE (Continued) **84276**

(f) Staff or the minor parent shall feed an infant according to the individual plan.

(1) The houseparent, child care worker or minor parent shall hold the infant while bottle-feeding, unless it is necessary to protect the infant from overstimulation during mealtimes.

(2) If an infant holds the bottle, it shall be unbreakable and the child shall not be allowed to carry a bottle while ambulating.

(3) At no time shall a bottle be propped for an infant.

(g) The facility shall not use the food preparation area for the following:

(1) Children's play activities, unless such activities are part of a supervised food education program.

(2) Napping.

(3) Children's passageway, while food is being prepared or served.

(4) Bathing infants or rinsing diapers or clothing.

(h) Bottles and nipples shall be sterilized using any of the following methods after each use:

(1) Boiled for a minimum of five minutes and air dried.

(2) Soaked for a minimum of one minute in a sterilizing solution of 2 cup bleach and five gallons of water and air dried.

(3) Washed and sterilized using a commercial bottle sterilizer according to the manufacturer's directions or a dishwasher.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84277 PERSONAL SERVICES 84277

(a) The staff shall keep children under the age of six years clean and dry at all times.

(1) When the minor parent is the primary caretaker of his or her child, the staff shall supervise the minor parent to ensure that his or her child is clean and dry.

(b) The staff shall wash his/her hands with soap and water before and after each diaper change or toilet training session.

(1) Staff shall use only soap in a dispenser, either liquid or powder.

(2) Staff shall use only disposable paper towels in an appropriate holder or dispenser or an air drying machine, for hand drying.

(c) Staff shall diaper each infant on a changing table, or on a changing pad placed on the floor, which meets the following specifications:

(1) Has a padded surface no less than one inch thick, covered with washable vinyl or plastic.

(2) Is in good repair and safe condition.

(3) Is located outside the kitchen/food preparation area.

(4) Is disinfected after each use, even when disposable covers are used.

(5) If disposable paper towels or similar materials cover infant changing tables or pads, they shall be discarded following each diaper change.

(6) Changing tables shall have raised sides at least three inches high.

(7) Changing tables and pads shall be placed within arms reach of a sink, when in use.

(d) Children shall be toilet trained according to a written toilet training plan.

(1) The written plan shall be developed by the licensee and placing agency in consultation with the child's physician and include:

(A) The method of toilet training.

(B) How to introduce and use appropriate training equipment.

(C) How to introduce and use appropriate clothing.

(D) Specifications regarding whether to use diapers.

84277 PERSONAL SERVICES (Continued) **84277**

(2) If children use potty chairs, staff shall assure the following:

(A) Potty chairs are placed on the floor and used according to the manufacturer's instructions.

(B) Contents are emptied into a flushing toilet promptly after each use.

(C) The surfaces are thoroughly cleaned and disinfected after each use.

(D) Children do not play with potty chairs.

(3) Staff shall instruct and help children in handwashing after use of the toilet.

(e) Sleeping arrangements shall meet the following requirements:

(1) Only one child at a time shall occupy a crib, floor mat, cot, or bed.

(2) Licensees shall provide houseparents with backup staff, if necessary, to help children who have difficulty preparing to sleep.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84278 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION **84278**

(a) A houseparent shall supervise at all times a child under the age of six years who is not accompanied by the minor parent.

(b) The licensee shall not allow visiting by an apparently intoxicated individual or one who disrupts the child care function of the facility.

(c) If a parent or family member picks up and transports a child for a home visit, allowed pursuant to the needs and services plan, the licensee shall maintain a log with the following:

(1) The parent or family member's legal identification type and identifying number.

84278 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION (Continued) **84278**

(2) The vehicle type, license plate number, and the state which issued the license plate.

(d) The licensee shall provide each child a personal, seasonally-appropriate wardrobe.

(e) Staff shall inventory and label each child's clothing and personal belongings.

(f) The licensee may give outgrown clothing to another child, if this does not create feelings of deprivation by either child.

(g) For minor parent programs, the licensee shall not allow the minor parent and his or her infant to sleep in the same bed.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; Sections 11465 and 11467.1, Welfare and Institutions Code.

84278.1 SANITATION REQUIREMENTS **84278.1**

(a) The licensee shall ensure that staff use universal health precautions and preventive health practices including the following:

(1) Wear latex gloves and eye protective gear when dealing with bleeding wounds and/or handling objects contaminated with blood.

(2) Wash hands before and after diapering, after handling objects contaminated with secretions (saliva, blood, nasal discharge) or excreta, and before and after meals.

(3) Assure that the children wash their hands after toileting and before meals.

(4) Thoroughly wash bedding, towels, and washcloths used on or by infants daily or more often, if necessary.

(5) Thoroughly wash toys.

(A) Clean and disinfect daily all frequently touched toys in rooms occupied by diapered children.

84278.1 SANITATION REQUIREMENTS (Continued) **84278.1**

(B) Clean and disinfect weekly, and when soiled, toys in rooms occupied by nondiapered children.

(6) Dispose of potentially infectious waste in containers closed and inaccessible to children.

(7) Cover open wounds, cuts or sores with bandages.

(8) Wipe noses with disposable, one-use tissues.

(9) Clean up blood spills promptly with a freshly prepared solution of 1/4 cup household bleach to one gallon of water or equally effective commercial disinfecting solution.

(10) Dispose of all blood and secretion contaminated items in containers that cannot be opened by the children.

(11) Keep all items used by animals beyond the reach of infants.

(b) Maintenance staff shall clean those areas used by infant care staff or to which infants have access as follows:

(1) Vacuum or sweep, and mop with a disinfectant the uncarpeted floors at least daily or more often if soiled.

(2) Vacuum carpeted floors and large unwashable throw rugs at least daily and clean them at least every six months or more often if soiled.

(3) Shake or vacuum small washable rugs at least daily and wash them at least weekly or more often if soiled.

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84278.1 SANITATION REQUIREMENTS (Continued) **84278.1**

HANDBOOK BEGINS HERE

To clean carpets and large rugs, licensees may rent commercial cleaning machines or hire a professional cleaning service.

HANDBOOK ENDS HERE

(4) Wash walls and portable partitions with a disinfectant at least weekly or more often if soiled.

(5) Wash and disinfect high chairs, feeding tables, food preparation areas, bathtubs, changing areas, toilets, and potty chairs at least daily.

(6) Wash and disinfect at least daily, or more often if soiled, objects mouthed by infants, such as but not limited to, toys and blankets.

(7) Use washing/disinfecting solutions as follows:

(A) Freshly prepare it each day, using 1/4 cup of bleach per gallon of water, or

(B) Use commercial disinfecting solutions according to label directions.

(c) The bedding of infants shall meet the following standards:

(1) Each infant shall have bedding replaced when wet or soiled.

(2) Staff shall wipe crib mattresses with a detergent/disinfectant daily and when soiled or wet.

(3) Staff shall place soiled bedding in a suitable container, inaccessible to children.

(d) Staff shall handle soiled disposable diapers as follows:

(1) Discard them as recommended on the packaging, or

(2) Place them in an airtight container for daily disposal outside the facility and

(3) Sanitize any soiled diaper containers daily.

84278.1 SANITATION REQUIREMENTS (Continued) **84278.1**

(e) Staff shall handle soiled cloth diapers as follows:

(1) Place them in an airtight container.

(2) Rinse, wash, and sanitize them daily.

(3) If the facility uses a diaper service, staff shall place the diapers in the diaper service company's container for pickup, as instructed by the diaper service.

(f) After each diaper change, staff shall wash and disinfect soiled items and surfaces around the diaper changing area, including but not limited to the following:

(1) Walls and floors surrounding the immediate diaper changing area.

(2) Dispensers for talc, lotion, soap and paper towels.

(3) Countertops, sinks, drawers and cabinets.

(4) Sinks used to wash infants or to rinse soiled clothing or diapers.

(g) When the minor parent is the primary caretaker of his or her child, the staff shall supervise the minor parent to ensure he or she complies with the sanitation requirements of Section 84278.1.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84279 PLANNED ACTIVITIES **84279**

(a) The licensee shall provide a variety of developmental activities designed to meet the physical, cognitive, social, and emotional needs of the children including the following:

(1) Therapeutic interventions by trained professionals.

(2) Parental or family member involvement in the caregiving, if this involvement is in the needs and services plan.

84279 PLANNED ACTIVITIES (Continued) **84279**

(3) Predictable and consistent daily scheduling that balances the following:

(A) Group and individual activities.

(B) Active and quiet play.

(C) Structured and flexible play.

(D) Rest.

(E) Eating.

(F) Toileting.

(G) Individual attention to the child under the age of six years from the houseparent or child care worker. In the minor parent programs, individual attention from the minor parent to his or her child.

(H) If in the needs and services plan of a child under the age of six years, holding by the houseparent, child care worker, or minor parent.

(4) Opportunity for ever increasing self-care.

(5) Preparation for transitions in daily activities and changes in the daily schedule.

HANDBOOK BEGINS HERE

Following is an example of a goodbye ritual that prepares a child for the transition from a visiting mother to the houseparent.

The parent and child settle into a quiet place and the parent reads the child a story. The parent then calls the child's houseparent and the three of them walk to the door together. On the way, they discuss the fact that the parent is leaving and talk about when the parent will return. The houseparent remains with the child after the parent leaves and is available to respond to sadness, anger or other emotions expressed by the child. This ritual provides consistency for the child.

HANDBOOK ENDS HERE

(6) The opportunity to nap/sleep without distraction or disturbance from other activities.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

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Article 7. PHYSICAL ENVIRONMENT

84287 BUILDINGS AND GROUNDS 84287

(a) The facility shall comply with all regulations of the county health department and other local governing ordinances concerning building and health and safety codes.

(b) Stairways, inclines, ramps, and open porches shall have hand railings and gates to prevent unsupervised climbing and shall be well lighted.

(c) Surfaces accessible to children shall be free of lead paint.

(d) Houseparents shall have a room to rest with a day bed or couch and space for storage of personal belongings. This requirement does not apply to minor parent programs.

(e) The licensee shall prohibit smoking in the facility or on the grounds.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84287.2 OUTDOOR ACTIVITY SPACE 84287.2

(a) If the licensee has an outdoor activity space, it shall be arranged to assure the following:

(1) Safe access by the children.

(2) Separation of children under six years from older children, except for minor parents when they are with their children.

(A) The separation may be by the time scheduled for use of the outdoor activity space by separate age groups.

(3) Inaccessibility to the children of any construction or equipment that causes a hazardous situation, including but not limited to incinerators, air-conditioning equipment, water heaters, or fuse boxes.

(4) The absence of hazards from conflicting activities.

(A) Houseparents shall place playpens so that they are not hazards to other individuals in the outdoor play area.

84287.2 OUTDOOR ACTIVITY SPACE (Continued) **84287.2**

(b) The licensee shall equip the outdoor activity space with a variety of developmentally appropriate toys and equipment.

(A) The equipment shall be age appropriate and used in accordance with the manufacturers' instructions.

HANDBOOK BEGINS HERE

Licensees should select equipment tailored in placement, size, height and complexity to the children who use it. Look for the following:

X Foundation anchors firmly embedded in the ground so children will not trip on them.

X Merry-go-rounds with solid, flat riding surfaces and handholds for sitting and standing.

X Slides with large decks and hand rails at the top.

X Swings placed two to three feet apart to reduce chances of midair collisions.

HANDBOOK ENDS HERE

(c) The licensee shall maintain the outdoor activity area in a safe condition for the activities planned.

(1) Staff shall visually inspect equipment, gates, and surfaces before children enter to assure that the area is free of hazards.

(A) Staff shall inspect sand boxes daily and keep them free of hazardous or foreign materials.

(2) The licensee shall cover with impact-absorbing material areas where children may jump or fall from playground equipment.

84287.2 OUTDOOR ACTIVITY SPACE (Continued) **84287.2**

(d) The licensee shall enclose the outdoor activity area with a fence to provide protection for children and to keep them in the outdoor activity area.

(1) The fence shall be at least four feet in height.

HANDBOOK BEGINS HERE

The intent of this requirement is to keep children from leaving unnoticed without creating a hazard to the children. For example, a split rail fence is inefficient at keeping children in and a barbed wire fence presents a hazard. Therefore, both types of fencing are inappropriate.

HANDBOOK ENDS HERE

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84287.3 INDOOR ACTIVITY SPACE **84287.3**

(a) The licensee shall equip the indoor activity space with a variety of equipment, materials, and toys that meet the following requirements:

(1) Are appropriate to the developmental needs of the children.

(2) Are maintained in good condition.

(3) Are sufficient in quantity to allow children to fully participate in planned activities and have opportunities for flexible play.

(4) Are stored safely in the facility.

(b) The floors of all rooms shall have a surface that is safe and clean.

NOTE: Authority cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1530.8 and 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

84288 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES **84288**

(a) The licensee shall provide safe fixtures, furniture, equipment, supplies, and toys.

(1) They shall be free from toxic materials or substances.

(2) They shall be in good condition, free of sharp, loose, or pointed parts.

84288 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES 84288
(Continued)

(3) Baby walkers are prohibited in accordance with Health and Safety Code Sections 1596.846.

HANDBOOK BEGINS HERE

Section 1596.846 reads in pertinent part as follows:

"(b) A baby walker shall not be kept or used on the premises. . .

"(c) A "baby walker" means any article described in paragraph (4) of subdivision (a) of Section 1500.86 of Part 1500 of Title 16 of the Code of Federal Regulations."

Section 1500.86 of Part 1500 of Title 16 of the Code of Federal Regulations reads in pertinent part as follows:

"(a)(4) Any article . . . described in 1500.18(a)(6). . ."

Section 1500.18(a)(6) of Part 1500 of Title 16 of the Code of Federal Regulations reads in pertinent part as follows:

"Any article known as a 'baby-bouncer,' 'walker-jumper,' or 'baby-walker' and any other similar article which is intended to support very young children while sitting, walking, bouncing, jumping, and/or reclining and which because of its design has any exposed parts capable of causing amputation, crushing, lacerations, fractures, hematomas, bruises, or other injuries to fingers, toes, or other parts of the anatomy of young children . . . "

HANDBOOK ENDS HERE

(b) The licensee shall provide furniture which is age appropriate in type, height, and size as follows:

(1) Tables and chairs.

(2) High chairs, low wheeled feeding tables, or other furniture used for feeding an infant which meets the following requirements:

(A) Has broad base legs.

(B) Has seats and backrests made of washable, moisture resistant material.

(C) Has a safety strap and/or tray to secure a seated infant.

(3) Changing tables or changing pads.

84288 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES 84288
(Continued)

(4) For each infant who is unable to climb from a crib, a standard crib that meets the following requirements:

(A) Spaces between the crib slats are no more than 2 3/8 inches.

(B) Crib mattresses and any bumper pads are covered with moisture resistant material.

(C) Bumper pads, if any, are around the entire inner portion of the crib and tied or snapped into place in at least six places.

(D) The crib, mattress, and any bumper pads, are in a safe condition with no exposed foam, batting, or coils.

(E) Is equipped with a sheet to cover the mattress and a blanket and/or sheet to cover the child, depending on the temperature.

(F) When an infant is in the crib, the mattress is at its lowest position and the side rail is in its highest position.

(G) Is arranged so that staff can see the child.

(H) Allows a child to stand upright.

(I) Are not stacked or tiered with other cribs.

(5) An age-appropriate bed shall be provided for each child who can climb from a crib.

(c) The licensee shall provide equipment as follows:

(1) Equipment purchased already assembled shall not be modified.

(2) Toy containers shall meet the following requirements:

(A) Boxes or chests shall not have lids or the hardware used to hinge lids.

(B) All edges and corners shall be rounded and padded.

(C) The container shall be well ventilated.

(D) The container shall not be lockable.

(E) The container shall be in good repair and safe condition.

(F) Metal toy boxes shall not have rough or sharp edges and wooden toy boxes shall not have splinters and other rough areas.

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(d) The licensee shall provide the following fixtures and/or supplies:

(1) Readily available drinking water from a noncontaminating fixture.

(A) Children shall be free to drink water as they wish.

(B) The facility may use bottled water or portable containers if (1) the water and containers are free of contamination, and (2) bottled water containers are secured to prevent tipping and breaking.

(C) All water for drinking shall be potable as defined in California Administrative Code, Title 24, Part 5.

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Title 24, Part 5, defines potable water as that which is satisfactory for drinking, culinary and domestic purposes and meets the requirements of the health authority having jurisdiction.

HANDBOOK ENDS HERE

(2) Pacifiers that have a shield or guard large enough so that infants cannot choke on them.

(e) The licensee shall provide toys that meet the following requirements:

(1) Are appropriate to the developmental needs of the children.

(2) Are sufficient in quantity to avoid excessive competition and long waits by the children.

(3) Are free from sharp points, edges, or splinters.

(4) Are made of parts too large to be swallowed.

(A) Any rattles are large enough so that they cannot become lodged in an infant's throat and constructed so that they will not separate into small pieces.

(5) Are sufficient in variety to enhance the following:

(A) Intellectual and creative development.

(B) Social development.