TITLE 22, DIVISION 6
CHAPTER 7.3 CRISIS NURSERIES
ARTICLE 6. CONTINUING REQUIREMENTS

86561 REPORTING REQUIREMENTS (Continued)

(2) The length of stay for each child in the crisis nursery.

(3) The number of children receiving crisis day services.

(4) The reasons given for the use of the crisis nursery.

(5) The age of each child.

(6) LIC 9219 reports shall be maintained at the crisis nursery for at least three years and made available to the Department upon request pursuant to Section 86544(d).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507, 1516, 1522.41(b)(4), 1531, 1538.5, 1558.1, and 1562, Health and Safety Code.

86562 FINANCES

(a) The licensee shall meet the following financial requirements:

(1) Development and maintenance of a financial plan which ensures resources necessary to meet operating costs for care and supervision of children.

(2) Maintenance of financial records.

(3) Submission of financial reports as required upon the written request of the Department.

(A) Such request shall explain the necessity for disclosure.

(B) The Department shall have the authority to reject any financial report, and to request and examine additional information including interim financial statements. The reason(s) for rejection of the report shall be in writing.

(C) The Department may remove additional information, if necessary for copying. Removal shall be subject to the following requirements:

1. Prior to removal, the Department representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or administrator designee.

2. The Department representative shall return the records undamaged and in good order within three business days following the date the records were removed.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1520 and 1531, Health and Safety Code.

86563 ACCOUNTABILITY

(a) The licensee is accountable for the general supervision of the crisis nursery and for the establishment of policies concerning its operation.

(1) The governing body of the crisis nursery shall be active and functioning in order to ensure such accountability.

(b) The board of directors shall be active in ensuring accountability and shall perform at a minimum, the following duties:

(1) Establish and approve policies and procedures governing the operation of the crisis nursery;

(2) Approve and monitor the corporation's operating budget;

(3) Assess and maintain the level of funds necessary to cover the costs of operating the crisis nursery;

(4) Employ an administrator who meets the requirements of Section 86564(d);

(5) Complete a written statement describing the duties delegated to the administrator. Provide a copy of this statement to the administrator and maintain a copy in the crisis nursery's file;

(6) Require that the administrator or a designee be present at all board of directors meetings during which the operation or the policies of the crisis nursery are discussed;

(7) Conduct board of directors meetings at least on a quarterly basis to review and discuss the crisis nursery's operation, licensing reports, financial and program audit reports of the crisis nursery operation, special incident reports, and any administrative action against the licensee or its employees. Based upon the review, ensure that the crisis nursery complies with all applicable regulations;

(8) Ensure that minutes are kept for all board of directors meetings and retained as a permanent record. The minutes shall reflect the board's discussion of the documents specified in Section 86563 (b)(7);

(9) Ensure that all minutes of board of directors meetings are available for review by the Department; and

(10) Submit copies of all corporate documents to the Department at the time documents are submitted to the Secretary of State.

(c) The licensee shall provide each member of the board of directors with the "Facts You Need To Know, Crisis Nursery Board of Directors" (PUB 414) booklet made available by the Department.

86563 ACCOUNTABILITY (Continued)

(d) The licensee shall require that each member of the board of directors sign and date the form LIC 165 as specified in Section 86518(c). The signed original form shall be maintained in the crisis nursery's administrative office.

(1) A signed form shall be obtained from a prospective member of the board of director's before joining the board of directors.

(2) A permanent license shall not be issued until all members of the board of the directors have signed the form.

(3) Form LIC 165 shall be made available for review by the Department upon request.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86564 ADMINISTRATOR QUALIFICATIONS AND DUTIES

(a) Any member of the governing board of the licensed corporation shall be permitted to be the administrator provided that he or she meets the qualifications specified in this section.

(b) The administrator shall have the following qualifications and shall perform the following duties:

(1) Knowledge of the requirements for providing the type of care and supervision needed by children in crisis nurseries, including ability to communicate with such children.

(2) Knowledge of and ability to comply with applicable law and regulation.

(3) Ability to maintain or supervise the maintenance of financial and other records and the preparation of the crisis nursery's budget and management of expenditures.

(4) Ability to direct the work of others.

(5) Ability to establish the crisis nursery's policy, program and budget.

(6) Ability and responsibility to recruit, employ, train, and evaluate qualified staff, and to terminate employment of staff when necessary.

(7) Review of complaints made by children or their authorized representative, comply with applicable reporting requirements, and take appropriate action.

86564 ADMINISTRATOR QUALIFICATIONS AND DUTIES (Continued)

(c) The administrator shall be on the premises for the number of hours necessary to manage and administer the crisis nursery in compliance with applicable law and regulation.

(d) All licensees shall have an administrator who meets one of the following requirements:

(1) A Master's Degree from an accredited graduate school or a state-approved graduate school. The Master's Degree shall be in social work or social welfare, marriage, family and child counseling, counseling psychology or human services. In addition, the administrator shall have documented ability and leadership through a minimum of three years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.

(2) A Bachelor's Degree in a behavioral science from an accredited college or university. In addition, the administrator shall have demonstrated ability and leadership through a minimum of five years of experience in the field of child or family services, two years of which have been in an administrative or managerial position.

(e) At all other times, when the administrator is absent from the crisis nursery, there shall be coverage by the lead caregiver. If the lead caregiver does not meet the administrator qualifications there shall be immediate access to the administrator or one who meets the administrator requirements. The lead caregiver shall have:

(1) Knowledge of the crisis nursery operations.

(2) Training in programs provided by the crisis nursery.

(3) Authority to correct deficiencies that constitute immediate threats to the health and safety of children in the crisis nursery.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, 1562, and 1538, Health and Safety Code.

86565 PERSONNEL REQUIREMENTS

(a) The licensee shall employ those administrative, lead caregiver, caregiver, and volunteer and support staff necessary to perform the assigned duties specified in applicable law and regulation.

(1) The Department shall have the authority to require any licensee to provide additional staff whenever the Department determines and documents that additional staff are required for the provision of services necessary to meet the child(ren)'s needs. The licensee shall be informed in writing of the reasons for the Department's determination.

(b) All personnel shall be given a copy of their job duties and responsibilities, and shall have access to all other job duties and responsibilities.

(c) The licensee shall be permitted to utilize trained volunteers as specified in Section 86565(w).

(d) Crisis nursery personnel shall be at least 18 years of age.

(e) The licensee shall ensure direct supervision that meets the needs of children or infants during participation in or presence at potentially dangerous activities.

(f) There shall be a ratio of not less than one adult who has a valid water-safety certificate on file at the crisis nursery to two infants, or to every six children or fraction thereof, during activities in or near any of the following bodies of water:

(1) Swimming pool.

(2) Any portable pool with sides so high that children using the pool cannot step out unassisted by a person or device (including a ladder).

(3) Natural bodies of water including, but not limited to oceans, lakes, rivers and streams.

(g) All personnel shall be given on-the-job training or shall have related experience that provides knowledge of and skill in the following areas, as appropriate to the job assigned and as evidenced by safe and effective job performance.

(1) Early childhood development.

(2) Principles of nutrition, food preparation and storage and menu planning.

(3) Housekeeping and sanitation principles.

(4) Care and supervision of children, including communication.

86565 PERSONNEL REQUIREMENTS (Continued)

(5) Recognition of early signs of illness and the need for professional assistance.

(6) Availability of community services and resources.

(7) Emergency preparedness and evacuation.

(8) Recognition, identification and reporting of signs and symptoms of child abuse.

(h) All personnel, including the administrator and volunteers, shall be in good health, and shall be physically, mentally, and occupationally capable of performing assigned tasks.

(1) A health screening report, including a test for tuberculosis, performed by or under the supervision of a physician not more than one year prior to, or seven days after employment, signed by the person performing the screening shall indicate the following:

(A) The person's physical qualifications to perform the duties to be assigned.

(B) The presence of any health condition that would create a hazard to the person, child or other staff members.

(2) The good physical health of each volunteer who works in the crisis nursery shall be verified by:

(A) A statement signed by each volunteer affirming that he or she is in good health.

(B) A test for tuberculosis performed not more than one year prior to or seven days after initial presence in the crisis nursery.

(i) Personnel with evidence of physical illness that poses a threat to the health and safety of child(ren) shall be relieved of their duties.

(j) Prior to employment or initial presence in the crisis nursery, all staff and volunteers subject to a criminal record review shall:

(1) Obtain a California clearance or a criminal record exemption as required by Section 86519(c) and Health and Safety Code Section 1522, or

(2) Request a transfer of a criminal record clearance as specified in Section 86519(f), or

(3) Request and be approved for a transfer of a criminal record exemption, as specified in Section 86519.1(r).

86565 PERSONNEL REQUIREMENTS (Continued)

(k) At all times, there shall be coverage by qualified personnel to perform assigned tasks.

(l) Personnel shall provide for the care and safety of children without physical or verbal abuse, exploitation or prejudice.

(m) All personnel shall be instructed to report observations or evidence of violations of any of the personal rights specified in Section 86572(a).

(n) All caregivers shall be certified in pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid, which shall be demonstrated by current and valid pediatric CPR and pediatric first aid cards issued by the American Red Cross, the American Heart Association, a training program approved by the State Emergency Medical Services Authority pursuant to Health and Safety Code Section 1797.191 , or from an accredited college or university.

(o) The licensee shall develop, maintain and implement a written staff training plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all lead caregivers, caregivers, and volunteers. The licensee shall incorporate the training plan in the crisis nursery plan of operation.

(p) The licensee shall designate at least one lead caregiver to be present at the crisis nursery at all times when children are present.

(q) The lead caregiver 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, as determined by the institution, in classes with a focus on early childhood education, child development, or child health at an accredited college or university, as determined by the department, and six months of work experience in a licensed group home, licensed infant care center, comparable group child care program or family day care.

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

(B) The written verification of experience shall include statements that the individual worked satisfactorily for at least three hours per day for 50 days in a six-month period, as a paid or volunteer staff member, and that a person who would qualify as a lead caregiver supervised the experience.

1. Verification shall be provided from the National Credentialing Program, 2460 16th Street, Northwest, Washington, D.C. 20009, (1-800-424-4310).

86565 PERSONNEL REQUIREMENTS (Continued)

(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 or work experience in a licensed child care center or comparable group child care program.

(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.

(r) Lead caregivers shall have a minimum of 24 hours of training and orientation before working with children.

(1) One year experience in a supervisory position in a child care or group care facility may substitute for 16 hours of training and orientation.

(s) The written staff training plan shall require the lead caregiver to receive and document a minimum of 20 hours of annual training directly related to the functions of his or her position.

(1) Annual training may include the following topics: the 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; sexual abuse; communication enhancement; preventive health practices, and the dynamics of various causes and effects of family function and dysfunction; family counseling techniques; family education and support.

(2) 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).

(t) Caregiver staff shall complete a minimum of 24 hours of initial training and shall be included in the written staff training plan.

(1) The training plan shall include caregiver job shadowing activities, that include:

(A) A description of specific activities observed;

(B) Job classification of the individual being shadowed;

86565 PERSONNEL REQUIREMENTS (Continued)

(C) Time spent on each activity; and

(D) Skill to be developed through each job shadowing activity.

(2) The training plan shall include for each training session the following:

(A) Course title and subject matter;

(B) Learning objectives and activities;

(C) Number of hours per training session;

(D) Qualifications of the trainer; and

(E) Training evaluation.

(u) The initial 24 hours of training for caregiver staff shall be comprised of the eight- and 16-hour training as follows:

(1) Eight-Hour Training shall be completed by caregiver staff within 90 days of employment.

(A) Training shall be completed before new caregiver staff are:

1. Responsible for supervising children,

2. Left alone with children, and

3. Counted in the staff to child ratio required by Sections 86565.5(b) through (e).

(B) Until the eight hours of training are completed, new caregiver staff shall be visually supervised at all times by the lead caregiver.

(C) A maximum of four hours of the training requirement shall be satisfied by successful completion of job shadowing.

1. For purposes of this regulation, job shadowing means a process whereby new caregiver staff follow and observe experienced crisis nursery personnel performing a specific job. The purpose of job shadowing is to gain information related to a specific job including, materials used, physical demands, necessary skills and knowledge.

86565 PERSONNEL REQUIREMENTS (Continued)

2. During shadowing, the experienced crisis nursery personnel being shadowed must be performing child care duties and counted in the staff to child ratios, as required by Section 86565.5(b) through (e).

3. Job shadowing shall promote the development of specific skills.

(D) Successful completion of job shadowing shall be verified by a statement completed by the experienced crisis nursery personnel being shadowed.

(E) Within seven-calendar days of completion of the eight-hour training, the administrator or administrator's designee shall assess if each caregiver staff understands and can apply the training.

1. The assessment may include observation of performance, post-testing or demonstrated hands-on competency.

2. The assessment shall be documented in each caregiver staff personnel record.

3. When the administrator or administrator's designee determines a caregiver staff does not understand and cannot apply the training, re-training is required.

(2) Sixteen hours of training shall be completed by new caregiver staff within 90 days of employment.

(A) Within 30 days of completion of the 16-hour training, the administrator or administrator's designee shall assess if each newly hired caregiver staff understands and can apply the training.

1. The assessment may include observation of performance, post-testing or demonstrated hands-on competency.

2. The assessment shall be documented in each caregiver staff personnel record.

3. When the administrator or administrator's designee determines a caregiver staff does not understand and cannot apply the training, re-training is required.

(B) Training shall include, at a minimum, the following topics. The licensee shall determine how much time is spent on each topic, and shall ensure that caregiver staff have appropriate skills necessary to supervise the children in care.

1. Overview of the child population served;

86565 PERSONNEL REQUIREMENTS (Continued)

2. The crisis nursery's program and services, including program philosophy, activities and community resources;

3. The crisis nursery's policies and procedures, including reporting requirements to the Department and as a mandated child abuse reporter;

4. Caregiver workers' job description, including roles and responsibilities;

5. Role of other crisis nursery personnel;

6. Discipline policies and procedures;

7. Emergency response as specified in the emergency plan;

8. Teamwork and interpersonal communication among crisis nursery personnel and children and the child's family members;

9. Teamwork and intra-crisis nursery communication;

10. The role of the parent or legal guardian when a child is placed;

11. Medication procedures, assistance with medication, universal precautions, recognition of early signs of illness and the need for professional assistance, and other health related issues;

12. Crisis nursery children's adjustment to group care;

13. Housekeeping and sanitation principles; principles of nutrition, food preparation and storage and menu planning;

14. California Code of Regulations, Title 22, Division 6, Chapter 7.3, Crisis Nurseries;

15. Availability of community services and resources;

16. Recreation activities and resources; and

17. Families in crisis and stressful family situations.

(C) The training requirement shall be satisfied by successful completion of course work conducted in a workshop, seminar, classroom setting, individual or small group setting by a qualified individual.

86565 PERSONNEL REQUIREMENTS (Continued)

1. A qualified individual shall possess: a) a master's degree in a behavioral science from an accredited college or university and one year experience as an administrator, social worker, child care staff, or independent contractor providing direct social work activities in a residential care facility for children; or, b) a master's degree and one year of work experience with the child population served or a bachelor's degree and two years of work experience with the child population served; or, c) a licensed mental health professional, as defined in California Code of Regulations Title 9, Chapter 12, Section 1901(p) or, d) a certificate or credential from an accredited course of study or educational institution in the subject matter for which the individual will be providing training; e) or, an individual who has provided training to staff in a residential care facility for children for three years and has at least three years work experience in the subject matter of the training.

(D) Documentation of successful completion of training shall be maintained in the personnel record for each caregiver staff.

(3) The 24-hour initial training is in addition to first aid and CPR training.

(v) All caregiver staff shall complete a minimum of 20 hours of annual training.

(1) At least 5 hours of the annual training shall consist of course work from an entity other than the crisis nursery, such as an accredited educational institution, workshops, seminars, or other direct training provided by a qualified individual who meets the requirements specified in Section 86565(u)(2)(C)1., who is not affiliated with the crisis nursery licensee.

(2) Annual training may include, but is not limited to, the following topics:

(A) Neglect/abuse issues;

(B) Attachment issues;

(C) Behavior problems/psychological disorders;

(D) Mental health/behavioral interventions;

(E) Substance abuse issues;

(F) Cultural diversity;

86565 PERSONNEL REQUIREMENTS (Continued)

(G) Child development;

(H) Importance of sibling and family relationships;

(I) Topics listed in Sections 86565(u)(2)(B)1. through 17.

(3) Training topics shall be appropriate for the population of children served and services provided.

(4) The training requirement may be satisfied by successful completion of course work conducted in a workshop, seminar, or classroom setting, individual or small group setting by a qualified individual.

(5) Documentation of successful completion of training shall be maintained in the personnel record for each caregiver staff.

(6) Annual training is in addition to first aid and CPR training.

(w) The training plan shall address the 16 hours training and certification in pediatric first aid and pediatric cardiopulmonary resuscitation requirements for volunteers. Volunteers shall complete these requirements as follows:

(1) Prior to assuming the duties and responsibilities of caring for children in a crisis nursery or being counted in the staff-to-child ratio, volunteers shall complete at least five hours of initial training, as follows:

(A) Two hours of crisis nursery job shadowing with a trained and experienced caregiver or lead caregiver. Successful completion of job shadowing shall be verified by a statement completed by the experienced staff being shadowed. The training shall include the following:

1. Specific activities;

2. Time spent on each activity; and

3. The type of skill developed through each job shadowing activity.

(B) One hour of review of Title 22, Division 6, Chapter 7.3, Crisis Nursery regulations.

(C) Two hours of review of a crisis nursery program, including:

1. The crisis nursery mission statement and

2. The goals and objectives, child guidance techniques, and special needs of the child population served.

86565 PERSONNEL REQUIREMENTS (Continued)

(2) Within 90 days, volunteers who are included in the staff-to-child ratio shall do both of the following:

(A) Acquire a certification in pediatric first aid, and pediatric cardiopulmonary resuscitation.

(B) Complete at least eleven hours of training covering child care health and safety issues, trauma informed care, the importance of family and sibling relationships, temperaments of children, self-regulation skills and techniques, and program child guidance techniques, and which may include the topics specified in Section 86565(u)(2)(B)1. through 17. above.

(3) Within 30 calendar days of completion of the training described in Section 86565(w)(1) and (2), the administrator or administrator's designee shall assess if each volunteer understands and can apply the training.

(A) The assessment may include observation of performance, post testing or demonstrated hands-on competency.

(B) The assessment shall be documented in each volunteer staff personnel record.

(C) When the administrator or administrator's designee determines a caregiver staff member does not understand and cannot apply the training, retraining is required.

(x) Volunteers who have completed a background check, CACI check, TB test, and who meet the requirements specified in Section 86565(h), but have not completed the 16 hours of training and pediatric first aid and pediatric cardiopulmonary resuscitation certifications as required in Section 86565(w) may assist a trained caregiver or lead caregiver in performing child care duties.

(1) Volunteers who have not completed the 16 hours of training and pediatric first aid and pediatric cardiopulmonary resuscitation certifications required in Section 86565(w) shall have the following restrictions:

(A) Shall not be left alone with children.

(B) Shall always be under the direct supervision and observation of a trained caregiver or lead caregiver.

(C) Shall not be counted in meeting the minimum staff-to-child ratio requirements as specified in Section 86565.5(d) through (f).

86565 PERSONNEL REQUIREMENTS (Continued)

(y) Volunteers shall meet the annual training requirements as specified in Section 86565(v).

(z) Documentation of successful completion of volunteer training shall be maintained in the personnel record for each volunteer.

(aa) Upon employment, staff shall receive copies of the procedures specified in Section 86568.4, Removal and Discharge Procedures, Section 86572.1, Discipline Policies and Procedures, and Section 86572.2, Complaint Procedures.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1522, 1531, 1526.8 and 1562, Health and Safety Code.

86565.2 PERSONNEL DUTIES

(a) Lead caregiver, caregiver, and volunteer staff shall perform, at a minimum, the following duties:

(1) Supervision, protection and care of children individually and in groups at all times.

(2) Assistance to each child in working with a group and in handling individual problems.

(3) Administration of discipline and setting of limits for behavior.

(4) Notation of the child's progress, identification of the possible need for professional services, and communication of such findings to professional staff.

(b) Support staff duties may include, but not be limited to, the following:

(1) Office work, including bookkeeping, clerical and accounting.

(2) Cooking.

(3) Housecleaning.

(4) Laundering.

(5) Maintenance of crisis nursery buildings, grounds, fixtures, furniture, equipment and supplies.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1526.8, and 1531, Health and Safety Code.

86565.5 STAFF-TO-CHILD RATIOS

(a) There shall be at least one fully qualified and employed lead caregiver present at the crisis nursery at all times when children are present.

(b) A crisis nursery shall allow the use of fully trained and qualified volunteers to be counted toward the staff-to-child ratios in Section 86565.5 (d) through (f), provided at least one fully qualified and employed staff person is on site at all times that volunteers are used to meet minimum caregiver staffing requirements as specified in Section 86565.5(c) through (f), and each volunteer has satisfied the following conditions:

(1) Fingerprinting for the purpose of conducting a criminal record review as specified in Section 86519(a)(1).

(2) A child abuse central index check as specified in Section 86519.2.

(3) He or she is in good physical health, and has been tested for tuberculosis not more than one year prior to, or seven days after, his or her initial presence in the facility, as required in Section 86565(h)(2).

(4) Completed the training requirements and certification in pediatric first aid and pediatric cardiopulmonary resuscitation requirements as specified in Section 86565(w).

(c) There shall be at least one employed staff person present for every volunteer caregiver used by the crisis nursery for the purpose of meeting the minimum caregiver staffing requirements.

(d) There shall be at least one employed staff person or volunteer caregiver for each group of six children, or fraction thereof, who are 18 months of age or older, and one employed staff person or volunteer caregiver for each group of three children, or fraction thereof, who are under 18 months of age from 7 a.m. to 7 p.m.

(e) There shall be at least one employed staff person or volunteer caregiver for each group of six children, or fraction thereof, who are 18 months of age or older, and one employed staff person or volunteer caregiver for each group of four children, or fraction thereof, who are under 18 months of age from 7 p.m. to 7 a.m.

(f) There shall be at least one staff person or volunteer caregiver awake at all times from 7 p.m. to 7 a.m.

(g) The crisis nursery's plan of operation shall address how it will deal with unexpected circumstances related to staffing and ensure that additional caregivers are available when needed as specified in Section 86522(b)(7)(C).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1526.8, and 1531, Health and Safety Code.

86566 PERSONNEL RECORDS

(a) Personnel records shall be maintained on the licensee, administrator, lead caregiver, caregiver, volunteer caregiver and any other employee of the crisis nursery and shall contain the following information:

(1) Employee's full name.

(2) Driver's license number if the employee is to transport children.

(3) Date of employment.

(4) Duties of the employee.

(5) A statement signed by the employee/volunteer that he/she is at least 18 years of age.

(6) Home address and phone number.

(7) Documentation of the educational background, training and experience of employees and volunteers.

(8) Past experience, including types of employment and former employers.

(9) A health screening specified in Section 86565(h).

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86566 PERSONNEL RECORDS (Continued)

(10) Tuberculosis test documents as specified in Section 86565(h).

(11) For employees required to be fingerprinted pursuant to Section 86519, Criminal Record Clearance:

(A) A signed statement regarding their criminal record history.

(B) Documentation of either a criminal record clearance or exemption.

(b) All personnel records shall be retained for at least three years following termination of employment including the termination date.

(c) All personnel records shall be available to the Department to inspect, audit, and copy upon demand during normal business hours. Records may be removed if necessary for copying. Removal of records shall be subject to the following requirements:

(1) Department representatives shall not remove any current emergency and health-related information for current personnel unless the same information is otherwise readily available in another document or format.

(2) Prior to removing any records, a Department representative shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or designee.

(3) Department representatives shall return the records undamaged and in good order within three business days following the date the records were removed.

(d) In all cases, personnel records shall document the hours actually worked.

(e) All personnel records shall be maintained at the crisis nursery.

(1) The licensee shall be permitted to retain such records in a central administrative location provided that they are readily available to the Department at the crisis nursery.

(f) The licensee shall also ensure the following information is maintained in personnel records:

(1) Complete job descriptions on all positions within the crisis nursery.

(2) A description of all staff assignments, including information regarding lines of authority and staff responsibilities.

86566 PERSONNEL RECORDS (Continued)

(3) A dated employee time schedule developed at least monthly, displayed conveniently for employee reference, and containing the following information for each employee:

(A) Name.

(B) Job title.

(C) Hours of work.

(D) Days off.

(4) A record of each work performance evaluation and any correspondence with the employee.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, and 1562, Health and Safety Code.

86568.1 INTAKE PROCEDURES

(a) The licensee shall develop, maintain, and implement intake procedures that include initial assessment and admission procedure.

(b) Information obtained during an initial assessment by telephone shall include the following information:

(1) Authorized representative's name and phone number.

(2) A description of the family crisis or stressful situation, or circumstances necessitating the child's placement.

(3) The age and physical and mental health of the child.

(4) A preliminary determination that the crisis nursery is able to meet the needs of the child.

(5) The child’s expected length of stay.

(c) At the time of admission, the crisis nursery shall:

(1) Obtain the information and signed consent forms specified in Sections 86570(b)(1) through (15).

86568.1 INTAKE PROCEDURES (Continued)

(2) Complete an admission form that includes a description of the family history, child health information, emergency information, dietary requirements, daily needs, habits or routines, and the disciplinary methods used by the authorized representative.

(3) Complete the initial assessment plan as specified in Section 86568.2(a).

(4) Ensure that the authorized representative understands, signs, and receives a copy of the following:

(A) Personal rights as specified in Section 86572(a).

(B) Discipline policies and procedures as specified in Section 86572.1(a).

(C) Complaint procedures as specified in Section 86572.2(a).

(D) Removal and Discharge procedures as specified in Section 86568.4(a).

86568.1 INTAKE PROCEDURES (Continued)

(d) The crisis nursery shall comply with Health and Safety Code Section 1512.

HANDBOOK BEGINS HERE

Health and Safety Code Section 1512 provides:

"Each residential community care facility shall state, on its client information form or admission agreement, and on its patient's rights form, the facility's policy concerning family visits and other communication with resident clients and shall, except as otherwise provided in this section, promptly post notice of its visiting policy at a location in the facility that is accessible to residents and families. The requirement that a facility post notice of the facility's visiting policy does not apply to any facility serving six or fewer clients.

The community care facility's policy concerning family visits and communication shall be designed to encourage regular family involvement with the resident client and shall provide ample opportunities for family participation in activities at the facility."

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NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1502, 1516, and 1531, Health and Safety Code.

86568.2 INITIAL ASSESSMENT PLAN

(a) The licensee shall ensure that at the time of admission, an Initial Assessment Plan which identifies the immediate needs of the child is developed and includes the following:

(1) Name.

(2) Age.

(3) Physical limitations.

(4) History of infections or contagious diseases, if known.

(5) History of other medical, emotional, behavioral or physical problems, if known.

(6) Plan for providing services to meet the individual needs identified above.

(7) Planned length of stay.

(b) Within seven days of admission, the initial assessment plan shall also address and work towards alleviating the family crisis or stressful situation by including the following:

(1) Identify the family crisis or stressful situation

(2) Identify the services to be provided by the crisis nursery in cooperation with community resources. These services may include referrals to appropriate family treatment, counseling and prevention services.

(3) Visitation, including the frequency of and any limitations on visits inside and outside the crisis nursery.

(c) The licensee shall ensure that the child's authorized representative is offered the opportunity to participate in the development of the initial assessment plan.

(d) Once the initial assessment plan is completed, the signature of the authorized representative of the child and the signature of the licensee or the licensee's designee is required.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86568.4 REMOVAL AND DISCHARGE PROCEDURES

(a) The licensee shall ensure that written policies and procedures governing a child's removal or discharge from the crisis nursery are developed, maintained, and implemented.

(1) The child's authorized representative shall receive copies of such policies and procedures.

(2) Signed copies of such policies and procedures shall be maintained in the child's record, as specified in Section 86570.

(b) If it is determined that the crisis nursery cannot meet the needs of the child, the licensee shall ensure that the child's authorized representative is notified of the determination and request that the child be removed or discharged.

(c) Nothing in this section is intended to prevent the child's removal from the crisis nursery under emergency circumstances by an authorized person or agency.

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(1) Examples of emergency circumstances include, but are not limited to:

(A) When the health and safety of the child or of other children in the facility is endangered by the child's continued presence in the facility.

(B) Removal for emergency medical or psychiatric care.

(C) Relocation by the child's authorized representative(s).

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(d) Crisis nursery staff shall develop and maintain a written removal or discharge record containing the information specified in Section 86570(g).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516 and 1531, Health and Safety Code.

86570 CHILDREN'S RECORDS

(a) A separate, complete, and current record shall be maintained in the crisis nursery for each child.

(b) Each record must contain information for the child including, but not limited to, the following:

(1) Name.

(2) A recent photograph and physical description.

(3) Birth date.

(4) Sex.

(5) Name, address, and telephone number of the authorized representative.

(6) Name, address and telephone number of physician and dentist, and other medical and mental health providers, if any.

(7) Record of current medications, including the name of the prescribing physician, and instructions, if any, regarding control and custody of medications, and documentation of approval and instructions from the child's authorized representative for administration of prescription and non-prescription medications as specified in Section 86575(c)(1) and Section 86575(d)(1)(A), respectively, and documentation when PRN medications are administered by the caregiver as specified in Section 86575(e)(1).

(A) For prescription medications, the record shall include the written prescription from the physician, as required in Section 86575(c).

(8) The name, address, and telephone number of all adults with whom the child was living immediately prior to admission.

(9) Dental and medical history, if available, including immunization records; and physician's orders for any medically necessary diet as specified in Section 86576(a)(4).

(10) The child's court status, if applicable, including a copy of any custody orders and agreements with parent(s) or person(s) having legal custody.

(11) A request in writing that a parent not be allowed to visit a child or take a child from the crisis nursery provided the custodial parent has shown a certified copy of a court order.

(12) A list of persons who should not be allowed to visit.

(13) Consent forms, completed by the child's authorized representative, to permit the crisis nursery to authorize medical care and administration of medication.

(14) Date of admission.

86570 CHILDREN'S RECORDS (Continued)

(15) The child's initial assessment plan.

(c) All information and records regarding the child shall be confidential except as authorized by law.

(1) A child's records shall be open to inspection by the child's authorized representative.

(d) All child records shall be available to the Department to inspect, audit, and copy upon demand during normal business hours. Records may be removed, if necessary, for copying. Removal of records shall be subject to the following requirements:

(1) The Department shall not remove the following current records for children currently in care unless the same information is otherwise readily available in another document or format.

(A) Contact information for the child's authorized representative, as specified in Section 86570(b)(5).

(B) Contact information for the child's medical and mental health providers, as specified in Section 86570(b)(6).

(C) Medication record, as specified in Section 86570(b)(7).

(D) Initial assessment plan, as specified in Section 86570(b)(15).

(E) Any other records containing current emergency or health-related information.

(2) Prior to removing any records, the Department shall prepare a list of the records to be removed, sign and date the list upon removal of the records, and leave a copy of the list with the administrator or designee.

(3) The Department shall return the records undamaged and in good order within three business days following the date the records were removed.

(e) The information specified in Sections 86570(b)(1)-(14) must be updated as necessary to ensure the accuracy of the child's record.

(f) All child records shall be retained for at least three years following termination of service to the child.

86570 CHILDREN'S RECORDS (Continued)

(g) If it is determined that the child is to be removed or discharged from the crisis nursery, the following information shall be maintained in the child's record:

(1) Date the child's authorized representative was notified of the necessity for the child's removal or discharge.

(2) The name, address, and relationship to the child of the person to whom the child was released.

(3) Reason for the child's removal or discharge.

(h) If the licensee requests an exception to allow a child to receive crisis day services in excess of the limits specified in Section 86580(a), the Department's written approval or denial of the request shall be retained in the child's record.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1507, 1516, 1526.8 and 1531, Health and Safety Code.

86572 PERSONAL RIGHTS

(a) The licensee shall ensure that each child is accorded the following personal rights:

(1) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment that are appropriate to his/her age and needs.

(2) To be treated with respect and to be free from physical, sexual, emotional or other abuse.

(3) To have fair and equal access to all available services, care, treatment, and benefits, and to be treated with respect and to be free from discrimination, intimidation or harassment based on sex, actual or perceived race, ethnic group identification, gender identity, color, religion, ancestry, national origin, mental or physical disability, medical condition, HIV status, or sexual orientation or perception.

(4) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature including but not limited to interference with the daily living functions of eating, sleeping, or toileting, or withholding of shelter, clothing, or aids to physical functioning.

(5) To receive adequate and healthy food.

(6) To be provided adequate clothing and personal items.

(A) To wear his/her own clothes.

86572 PERSONAL RIGHTS (Continued)

(7) To receive necessary medical, dental, vision, and mental health services.

(8) To be free of the administration of medication or chemical substances, unless authorized by a physician and, if required, by court order.

(9) To have social contacts with people outside of the crisis nursery, such as teachers, church members, mentors and friends.

(10) To contact and visit family members, unless prohibited by court order.

(11) To have visitors, provided the rights of others are not infringed upon, including:

(A) Relatives, during waking hours, unless prohibited by court order, or by the child's authorized representative.

(B) Authorized representative.

(C) Other visitors, unless prohibited by court order or by the child's authorized representative.

(12) To contact Community Care Licensing Division of the California Department of Social Services regarding violations of rights, to speak to representatives of the Department confidentially and to be free from threats or punishments for making complaints.

(A) The child’s authorized representative shall be informed of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the Department and of information regarding the confidentiality of complainants.

(13) To make and receive confidential telephone calls and send and receive unopened mail, unless prohibited by court order.

(A) Reasonable restrictions may be imposed by the authorized representative or caregiver to calls and correspondence.

(B) Other reasonable time, place, or manner restrictions may be imposed.

(C) To have access to letter writing material.

86572 PERSONAL RIGHTS (Continued)

(14) To be free to attend religious services and activities of his or her choice and to have visits from the spiritual advisor of his or her choice.

(15) To be accorded the independence appropriate to the child's age, maturity, and capability, and to attend and participate in extracurricular, cultural, and personal enrichment activities, consistent with the child's age and developmental level.

(16) Not to be locked in any room, or building.

(A) The licensee shall not be prohibited from locking exterior doors and windows or from establishing house rules for the protection of the children so long as the children can exit from the crisis nursery.

(17) Not to be placed in any restraining device. Postural supports may be used if they are approved in advance by the Department as follows:

(A) Postural supports shall be limited to appliances or devices including braces, spring release trays, or soft ties, used to achieve proper body position and balance, to improve a child's mobility and independent functioning, or to position rather than restrict movement including, but not limited to, preventing a child from falling out of bed, a chair, etc.

1. Physician-prescribed orthopedic devices such as braces or casts used for support of a weakened body part or correction of body parts are considered postural supports.

(B) All requests to use postural supports shall be in writing and include a written order of a physician indicating the need for such supports. The Department shall be authorized to require other additional documentation in order to evaluate the request.

(C) Approved postural supports shall be fastened or tied in a manner that permits quick release by the resident.

(D) The Department shall approve the use of postural supports only after the appropriate fire clearance, as required by Section 86520(a) or (b), has been secured.

(E) The Department shall have the authority to grant conditional or limited approvals to use postural supports.

(F) Under no circumstances shall postural supports include tying of, or depriving or limiting the use of, a child's hands or feet.

1. A bed rail that extends from the head half the length of the bed and used only for assistance with mobility shall be allowed with prior departmental approval. Bed rails that extend the entire length of the bed are prohibited.

86572 PERSONAL RIGHTS (Continued)

(G) Protective devices including, but not limited to, helmets, elbow guards, and mittens which do not prohibit a child's mobility but rather protect the child from self-injurious behavior are not to be considered restraining devices. Protective devices may be used if they are approved in advance by the Department as follows:

1. All requests to use protective devices shall be in writing and include a written order of a physician indicating the need for such devices. The Department shall be authorized to require additional documentation including, but not limited to, the Individual Program Plan (IPP) as specified in Welfare and Institutions Code Section 4646, and the written consent of the authorized representative, in order to evaluate the request.

2. The Department shall have the authority to grant conditional or limited approvals to use protective devices.

(H) Under no circumstances shall postural supports or protective devices be used for disciplinary purposes.

(18) To be accorded dignity in his/her personal relationships with other persons in the crisis nursery.

(A) To be free from unreasonable searches of person.

(B) To be free from unreasonable searches of personal belongings.

(19) To have all the child’s court records be confidential, consistent with existing law.

(b) Each child's authorized representative, shall be personally advised, and given at admission, a copy of the rights specified in Section 86572(a).

(c) In ensuring childrens' personal rights the licensee is not required to take any action that would impair the health and safety of children.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code; Section 16001.9, Welfare and Institutions Code; and Section 51, Civil Code.

86572.1 DISCIPLINE POLICIES AND PROCEDURES

(a) The licensee shall ensure that a written discipline policies and procedures plan is developed, maintained and implemented.

(b) The licensee shall ensure that a copy of the discipline policies and procedures is provided to staff and each child's authorized representative.

(c) Discipline for children 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.

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

(e) The licensee shall prohibit any form of discipline that violates a child's personal rights as specified in Section 86572, Personal Rights.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86572.2 COMPLAINT PROCEDURES

(a) The licensee shall ensure that written complaint procedures by which children and their authorized representative are permitted to file complaints, without fear of retaliation, with the crisis nursery regarding crisis nursery staff or operations are developed, maintained, and implemented.

(1) Staff and each child's authorized representative shall receive copies of such procedures.

(2) Signed copies of such procedures shall be maintained in each child’s record.

86572.2 COMPLAINT PROCEDURES (Continued)

(3) Such procedures shall be posted in a location in the crisis nursery that is accessible to children and their authorized representative.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86574 TRANSPORTATION

(a) The licensee shall ensure that all transportation provided for children in their care is provided in vehicles that are in safe operating condition and that drivers comply with all applicable laws.

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

(c) The licensee shall ensure that children are secured 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 shall ensure the use of other restraint or protective devices that are required due to the child's disabilities or physical and medical condition.

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

(d) The licensee and his/her staff are prohibited from smoking a tobacco product, or permitting any person from smoking a tobacco product in a motor vehicle that is regularly used to transport children, regardless of when the children are present. This prohibition applies when the motor vehicle is moving or at rest. Smoking has the same meaning as in subdivision (c) of Section 22950.5 of the Business and Professions Code, and tobacco product means a product or device as defined in subdivision (d) of Section 22950.5 of the Business and Professions Code.

86574 TRANSPORTATION (Continued)

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Business and Professions Code sections 22950.5(c) and (d) provide:

(c) "Smoking" means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, or any other lighted or heated tobacco or plant product intended for inhalation, whether natural or synthetic, in any manner or in any form. "Smoking" includes the use of an electronic smoking device that creates an aerosol or vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking.

(d) (1) "Tobacco product" means any of the following:

(A) A product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, or snuff.

(B) An electronic device that delivers nicotine or other vaporized liquids to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, pipe, or hookah.

(C) Any component, part, or accessory of a tobacco product, whether or not sold separately.

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NOTE: Authority Cited: Section 1530 and 1559.110, Health and Safety Code. Reference: Sections 1501, 1516, 1530.7, 1531 and 118948, Health and Safety Code; and 22950.5(c) and (d), Business and Professions Code.

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86575 HEALTH RELATED SERVICES

(a) The licensee shall ensure that each child receives necessary first aid and other needed medical or dental services, including arrangement for or provision of transportation to the nearest available services.

(b) When a child has a health condition that requires medication, the licensee shall ensure that the caregiver shall:

(1) Assist children with the taking of medication as needed.

(2) Ensure that instructions are followed as outlined by the appropriate medical professional.

(3) Store medication as instructed in the original container with the original unaltered label in a locked and safe area that is not accessible to children.

(4) Determine need in accordance with medical instructions from the appropriate medical professional if the child can not determine his or her own need for medications.

(c) When a child has a health condition that requires prescription medication, the licensee shall ensure that, in addition to following the requirements in Section 86575(b), the caregiver shall:

(1) Administer prescription medication as directed on the label and as prescribed by the physician in writing.

(A) The licensee shall obtain, in writing, approval and instructions from the child's authorized representative for administration of the prescription medication for the child. This documentation shall be kept in the child's record.

(B) The licensee shall not administer prescription medication to a child in accordance with instructions from the child's authorized representative if the authorized representative's instructions conflict with the physician's written instructions or the label directions as prescribed by the child's physician.

(d) Non-prescription medication may be administered without approval or instructions from the child's physician if all of the following conditions are met:

(1) Non-prescription medications shall be administered in accordance with the product label directions on the nonprescription medication container or containers.

(A) For each nonprescription medication, the licensee shall obtain, in writing, approval and instructions from the child's authorized representative for administration of the nonprescription medication to the child. This documentation shall be kept in the child's record.

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86575 HEALTH RELATED SERVICES (Continued)

(B) The licensee shall not administer nonprescription medication to a child in accordance with instructions from the child's authorized representative if the authorized representative's instructions conflict with the product label directions on the nonprescription medication container or containers.

(e) The licensee shall develop and implement a written plan to record the administration of the prescription and nonprescription medications and to inform the child's authorized representative daily, for crisis day services, and upon discharge for overnight care, when the medications have been given.

(1) The licensee shall ensure that the caregiver(s) administering PRN medication shall document the date, time, and dose of medication administered.

(f) All medications that are no longer needed by the child, or when the child is removed or discharged from the crisis nursery, shall be returned to the child's authorized representative or disposed of after an attempt to reach the authorized representative.

(g) Prescription medications that are not taken with the child upon termination of services, or which are not to be retained shall be destroyed by the crisis nursery administrator, or designee, and one other adult.

(1) Both shall sign a record, to be retained for at least one year, which lists the following:

(A) Name of the child.

(B) The prescription number and the name of the pharmacy.

(C) The medication name, strength and quantity destroyed.

(D) The date of destruction.

86575 HEALTH RELATED SERVICES (Continued)

(h) All caregivers shall be certified in pediatric first aid and pediatric CPR by the American Red Cross, the American Heart Association, a training program approved by the State Emergency Medical Services Authority pursuant to Section 1797.191, or an accredited college or university as specified in Section 86565(n).

(1) The licensee shall ensure that copies of unexpired pediatric first aid and pediatric CPR cards documenting the required training are maintained.

(i) First aid supplies shall be maintained and be readily available in an easily identifiable location in the crisis nursery.

(1) These supplies shall include at least the following:

(A) A current edition of a first aid manual approved by the American Red Cross, the American Medical Association, or a state or federal health agency.

(B) Sterile first aid dressings.

(C) Bandages or roller bandages.

(D) Adhesive tape.

(E) Scissors.

(F) Tweezers.

(G) Thermometers.

(H) Antiseptic solution.

(j) There shall be at least one person capable of and responsible for communicating with emergency personnel in the crisis nursery at all times. The following information shall be readily available:

(1) The name, address and telephone number of each child's physician and dentist, and other medical and mental health providers, if any.

(2) The name, address and telephone number of each emergency agency, including, but not limited to, the fire department, crisis center or paramedic unit. There shall be at least one medical resource available to be called at all times.

(3) The name and telephone number of an ambulance service.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1502, 1507, 1516, 1526.8 and 1531, Health and Safety Code.

86576 FOOD SERVICE

(a) Crisis nurseries shall provide meals to children, as follows:

(1) All food shall be selected, stored, prepared and served in a safe and healthful manner. All meals shall be of the quality and in the quantity necessary to meet the needs of the children and the requirements recommended by the U.S. Department of Agriculture as specified in Title 7, Code of Federal Regulations, Section 226.20(b)-(c).

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(A) Title 7, Code of Federal Regulations, Section 226.20(b)-(c) provides in part:

(b)…Child Care Infant Meal Pattern

	Birth through 3 months	4 through 7 months	8 through 11 months
Breakfast	4-6 fl. oz. formula[footnote1] or breast milk.[footnote2]	4-8 fl. oz. formula[footnote1] or breast milk.[footnote2] 0-3 Tbsp. infant cereal[footnote1] (optional) .	6-8 fl. oz. formula,[footnote1] breast milk,[footnote2] or whole milk. 2-4 Tbsp. infant cereal.[footnote2] 1-4 Tbsp. fruit and/or vegetable.
Lunch or Supper	4-6 fl. oz. formula[footnote1] or breast milk.[footnote2]	4-8 fl. oz. formula[footnote1] or breast milk.[footnote2] 0-3 Tbsp. infant cereal[footnote2] (optional). 0-3 Tbsp. fruit and/or vegetable (optional).	6-8 fl. oz. formula,[footnote1] breast milk,[footnote2] or whole milk. 2-4 Tbsp. infant cereal[footnote2] and/or 1-4 Tbsp. meat, fish, poultry, egg yolk, or cooked dry beans or peas, or 1/2-2 oz. cheese or 1-4 oz. cottage cheese, cheese food, or cheese spread. 1-4 Tbsp. fruit and/or vegetable.

HANDBOOK CONTINUES

86576 FOOD SERVICE (Continued)

HANDBOOK CONTINUES

	Birth through 3 months	4 through 7 months	8 through 11 months
Supplement	4-6 fl. oz. formula.[footnote1]	4-6 fl. oz. formula.[footnote1]	2-4 fl. oz. formula,[footnote1] breast milk,[footnote2] whole milk, or fruit juice.[footntoe 5] 0-1/2 bread or 0-2 crackers (optional).[footnote6]

Footnotes:
1 Infant formula and dry infant cereal must be iron-fortified.
2 Breastmilk or formula, or portions of both, may be served; however, it is recommended that breastmilk be served in place of formula from birth through 11 months.
5 Fruit juice must be full strength.
6 A serving of this component must be made from whole-grain or enriched meal or flour.

(c) Meal Patterns for children…

(1) BREAKFAST

Food Components	Age 1 and 2	Age 3 through 5
Milk, fluid.	½ cup[footnote2]	¾ cup
Vegetable(s) and/or fruit(s)	¼ cup	½ cup
or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice	¼ cup	½ cup

HANDBOOK CONTINUES

86576 FOOD SERVICE (Continued)

HANDBOOK CONTINUES

Food Components	Age 1 and 2	Age 3 through 5
Bread and Bread Alternates[footnote3]	½ slice	½ slice
Bread or Cornbread, biscuits, rolls, muffins, etc.[footnote4]		
or Cold dry cereal[footnote5]	½ serving	½ serving
or Cooked cereal	¼ cup or 1/3 oz.	1/3 cup or ½ oz.
or Cooked pasta or noodle products	¼ cup	¼ cup
or Cooked cereal	¼ cup	¼ cup
grains or an equivalent quantity of any combination of bread/bread alternate.	¼ cup	¼ cup

Footnotes:

2 For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

3 Bread, pasta, or noodle products, and cereal grains, shall be wholegrain or enriched; cornbread, biscuits, rolls, muffins, etc., shall be made with wholegrain or enriched meal or flour; cereal shall be wholegrain or enriched or fortified.

4 Serving sizes and equivalents to be published in guidance materials by FNS.

5 Either volume (cup) or weight (ounces) whichever is less.

HANDBOOK CONTINUES

86576 FOOD SERVICE (Continued)

HANDBOOK CONTINUES

(2) LUNCH … and (3) SUPPER…

Food Components	Age 1 and 2	Age 3 through 5
Milk, fluid.	½ cup[footnote2]	¾ cup
Vegetables and Fruits[footnote3]		
Vegetable(s) and/or fruit(s)	¼ cup total	½ cup total
Bread and Bread Alternates[footnote4]		
Bread	½ slice	½ slice
or Cornbread, biscuits, rolls, muffins, etc.[footnote5]	½ serving	½ serving
or Cooked pasta or noodle products	¼ cup	¼ cup
or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate.	¼ cup	¼ cup
Meat and Meat Alternates		
Lean meat or poultry or fish[footnote6]	1 oz.	1-½ oz.
or Cheese	1 oz.	1-½ oz.
or Eggs	1 egg	1 egg
or Cooked dry beans or peas	¼ cup	3/8 cup

or

HANDBOOK CONTINUES

86576 FOOD SERVICE (Continued)

HANDBOOK CONTINUES

Food Components	Age 1 and 2	Age 3 through 5
Peanut butter or soy nut butter or other nut or seed butters	2 tbsp.	3 tbsp.
or Peanuts or soy nuts or tree nuts or seeds[footnote7]	½ oz.[footnote8] = 50%	¾ oz.[footnote8] = 50%
or An equivalent quantity of any combination of the above meat/meat alternates.		

Footnotes:

2 For purposes of the requirements outlined in this subsection, a cup means a standard measuring cup.

3 Serve 2 or more kinds of vegetable(s) and/or fruit(s). Full-strength vegetable or fruit juice may be counted to meet not more than one-half of this requirement.

4 Bread, pasta or noodle products, and cereal grains shall be wholegrain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with wholegrain or enriched meal or flour.

5 Serving sizes equivalents to be published in guidance materials by FNS.

6 Edible portion as served.

7 Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

8 No more than 50% of the requirement shall be met with nuts or seeds. Nuts or seeds shall be combined with another meat/meat alternate to fulfill the requirement. For purpose of determining combinations, 1 oz. of nuts or seeds is equal to 1 oz. of cooked lean meat, poultry or fish.

HANDBOOK CONTINUES

86576 FOOD SERVICE (Continued)

HANDBOOK CONTINUES

(4) SNACK (For children, juice may not be served when milk is served as the only other component.)

Food Components	Age 1 and 2	Age 3 through 5
Milk		
Milk, fluid.	½ cup[footnote2]	½ cup
Vegetables and Fruits		
Vegetable(s) and/or fruit(s)	½ cup	½ cup
or Full-strength vegetable or fruit juice or an equivalent quantity of any combination of vegetable(s), fruit(s), and juice.	½ cup	½ cup
Bread and Bread Alternates[footnote3]		
Bread	½ slice	½ slice
or Cornbread, biscuits, rolls, muffins, etc.[footnote4]	½ serving	½ serving
or Cold dry cereal[footnote5]	¼ cup or 1/3 oz.	1/3 cup or ½ oz.
or Cooked cereal	¼ cup	¼ cup
or Cooked pasta or noodle products	¼ cup	¼ cup
or Cooked cereal grains or an equivalent quantity of any combination of bread/bread alternate.	¼ cup	¼ cup

HANDBOOK CONTINUES

86576 FOOD SERVICE (Continued)

HANDBOOK CONTINUES

Food Components	Age 1 and 2	Age 3 through 5
Meat and Meat Alternates		
Lean meat or poultry o fish[footnote6]	½ oz.	½ oz.
or		
Cheese	½ oz.	½ oz.
or Eggs	½ egg	½ egg
or Cooked dry beans or peas	1/8 cup	1/8 oz.
or Peanut butter or soy nut butter or other nut or seed butters	1 tbsp.	1 tbsp.
or Peanuts or soy nuts or tree nuts or seeds[footnote9]	½ oz.	½ oz.
or Yogurt, plain, or sweetened and flavored or	2 oz. or ¼ cup	2 oz. or ¼ cup

Footnotes:

2 For purposes of the requirements outlined in this paragraph, a cup means a standard measuring cup.

3 Bread, pasta or noodle products, and cereal grains shall be wholegrain or enriched, cornbread, biscuits, rolls, muffins, etc., shall be made with wholegrain or enriched meal or flour; cereal shall be wholegrain or enriched or fortified.

4 Serving sizes and equivalents to be published in guidance materials by FNS.

5 Either volume (cup) or weight (oz.), whichever is less.

6 Edible portion as served.

7 Tree nuts and seeds that may be used as meat alternates are listed in program guidance.

HANDBOOK ENDS HERE

86576 FOOD SERVICE (Continued)

(2) Arrangements shall be made so that each child has available at least three meals per day.

(A) Not more than 15 hours shall elapse between the third meal of one day and first meal of the following day.

(3) Menus shall be written at least one week in advance and copies of the menus as served shall be dated and kept on file for at least 30 days. Menus shall be made available for review by the authorized representative and the Department upon request.

(4) Modified diets prescribed by a child's physician as a medical necessity shall be provided.

(A) The licensee shall obtain and follow instructions from the physician or dietitian on the preparation of the modified diet.

(5) Commercial foods shall be approved by appropriate federal, state and local authorities. All foods shall be selected, transported, stored, prepared and served so as to be free from contamination and spoilage and shall be fit for human consumption. Food in damaged containers shall not be accepted, used or retained.

(6) Meat, poultry and meat food products shall be inspected by state or federal authorities. Written evidence of such inspection shall be available for all products not obtained from commercial markets.

(7) Home canned foods from outside sources shall not be used.

(8) If food is prepared off the crisis nursery premises, the following shall apply:

(A) The preparation source shall meet all applicable requirements for commercial food services.

(B) The crisis nursery shall have the equipment and staff necessary to receive and serve the food and for cleanup.

(C) The crisis nursery shall maintain the equipment necessary for in-house preparation, or have an alternate source for food preparation, and service of food in emergencies.

(9) All persons engaged in food preparation and service shall observe personal hygiene and food services sanitation practices which protect the food from contamination.

86576 FOOD SERVICE (Continued)

(10) All foods or beverages capable of supporting rapid and progressive growth of microorganisms which can cause food infections or food intoxications shall be stored in covered containers at 45 degrees F (7.2 degrees C) or less.

(11) Pesticides and other similar toxic substances shall not be stored in food storerooms, kitchen areas, food preparation areas, or areas where kitchen equipment or utensils are stored.

(12) Soaps, detergents, cleaning compounds or similar substances shall be stored in areas separate from food supplies.

(13) All kitchen, food preparation, and storage areas shall be kept clean, free of litter and rubbish, and measures shall be taken to keep all such areas free of rodents, and other vermin.

(14) All food shall be protected against contamination. Contaminated food shall be discarded immediately.

(15) All equipment, fixed or mobile, dishes, and utensils shall be kept clean and maintained in safe condition.

(16) All dishes and utensils used for eating and drinking and in the preparation of food and drink shall be cleaned and sanitized after each usage.

(A) Dishwashing machines shall reach a temperature of 165 degrees F (74 degrees C) during the washing and/or drying cycle to ensure that dishes and utensils are cleaned and sanitized.

(B) Crisis nurseries not using dishwashing machines shall clean and sanitize dishes and utensils by an alternative comparable method.

(17) Equipment necessary for the storage, preparation and service of food shall be provided, and shall be well-maintained.

(18) Tableware and tables, dishes, and utensils shall be provided in the quantity necessary to serve the children.

86576 FOOD SERVICE (Continued)

(19) The Department shall have the authority to require the crisis nursery to provide written information, including menus, regarding the food purchased and used over a given period when it is necessary to determine if the licensee is in compliance with the food service requirements in this section.

(A) The Department shall specify in writing the written information required from the licensee.

(b) Written menus shall be posted weekly in an area accessible to the staff and children.

(c) The licensee shall meet the following food supply and storage requirements:

(1) Supplies of staple nonperishable foods for a minimum of one week and fresh perishable foods for a minimum of two days shall be maintained on the premises.

(2) Freezers shall be large enough to accommodate required perishables and shall be maintained at a temperature of zero degrees F (-17.7 degrees C).

(3) Refrigerators shall be large enough to accommodate required perishables and shall maintain a maximum temperature of 45 degrees F (7.2 degrees C).

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

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

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

(g) Staff shall follow any dietary restrictions or plans noted in the child's record and not serve a child food to which the child has an allergy.

(h) The crisis nursery shall not serve honey or corn syrup to any infant.

(i) Crisis nursery staff supervising children 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.

86576 FOOD SERVICE (Continued)

(j) To the extent possible meals shall be served in a group setting.

(1) Mealtimes shall be flexible and children shall be allowed to eat frequently.

(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.

(k) The staff shall use appropriate seating equipment while feeding children.

(1) Children who are unable to sit unassisted shall be held by crisis nursery staff.

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

(A) A wide base.

(B) A safety strap shall be properly secured around the child or a tray that properly latches on both sides.

(3) Staff shall not allow an infant to pull on, climb on, climb into, or stand up in a high chair.

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

(1) The feeding schedule.

(2) The kind of milk or formula.

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

(4) Food consistency.

(5) Food likes and dislikes.

(6) Food allergies.

(7) Schedule for introduction of cups and utensils.

(8) Information from the previous caregiver shall be shared at staff shift changes.

86576 FOOD SERVICE (Continued)

(m) Staff shall feed an infant according to the individual plan.

(1) Staff shall hold the infant while bottle-feeding, unless it is necessary to protect the infant from over stimulation during mealtimes.

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

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

(4) Information from the previous caregiver shall be shared at staff shift changes.

(n) The crisis nursery 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.

(o) 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 using one-half 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, 1516, and 1531, Health and Safety Code.

86577 PERSONAL SERVICES

(a) Staff shall keep crisis nursery children clean and dry at all times.

(b) Staff shall wash their 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.

(8) No infant shall be left unattended while on a changing table

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

(1) The written plan shall be developed by the licensee in consultation with the child's authorized representative 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.

86577 PERSONAL SERVICES (Continued)

(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.

(E) No child shall be left unattended while on a potty chair or seat.

(3) Staff shall instruct and help children in hand washing 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.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86578 RESPONSIBILITY FOR PROVIDING CARE AND SUPERVISION

(a) The licensee shall ensure care and supervision as necessary to meet the children's needs at all times.

(b) The licensee shall ensure the provision of services identified in each child's initial assessment plan.

(c) The licensee shall ensure that visits are not allowed by an apparently intoxicated individual or one who engages in behavior that disrupts the care provided to crisis nursery children.

(d) When necessary, the licensee shall ensure each child a personal, seasonally-appropriate wardrobe.

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

(f) During shift changes, input of the child's previous caregiver shall be obtained to assist with the transition from one caregiver to another.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86578.1 SANITATION REQUIREMENTS

(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 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) Ensure 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.

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

(6) Dispose of potentially infectious waste in containers that are 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) Staff shall clean those areas used by staff that care for infants or 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.

86578.1 SANITATION REQUIREMENTS (Continued)

(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.

HANDBOOK BEGINS HERE

(A) 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, including, but not limited to, toys and blankets.

(7) Use washing/disinfecting solutions as follows:

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

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

(c) Infant bedding 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 that is 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 crisis nursery and

(3) Sanitize any soiled diaper containers daily.

86578.1 SANITATION REQUIREMENTS (Continued)

(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 crisis nursery 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.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

86579 PLANNED ACTIVITIES

(a) The licensee shall ensure that a variety of developmental activities designed to meet the physical, cognitive, social, and emotional needs of the children including, but not limited to, the following are provided:

(1) Parent, legal guardian, or family member involvement in the care giving, if appropriate.

(2) 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.

86579 PLANNED ACTIVITIES (Continued)

(F) Toileting.

(G) Individual attention to the child by crisis nursery staff.

(H) Holding, if in the initial assessment plan.

(3) Opportunity for increasing self-care.

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

HANDBOOK BEGINS HERE

(A) Following is an example of a goodbye ritual that prepares a child for the transition from a visiting mother to the crisis nursery.

The parent and child settle into a quiet place and the parent reads the child a story. The parent then calls the lead caregiver 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 lead caregiver 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

(5) The opportunity to nap or rest without distraction or disturbance from other activities.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, 1531, Health and Safety Code; and Section 11467.1, Welfare and Institutions Code.

86580 CRISIS DAY SERVICES

(a) Notwithstanding Health and Safety Code Section 1596.80, a crisis nursery may provide crisis day services, as defined in Section 86501(c), for children under six years of age at the same site that it is providing crisis residential overnight services.

(1) A child shall not receive crisis day services at a crisis nursery for more than 30 calendar days, maximum of 12 hours per day, or a total of 360 hours, in a six-month period unless the Department issues an exception to allow a child to receive additional crisis day services in a six-month period as specified in Section 86524(e).

(2) A child who has been voluntarily placed in a crisis residential overnight program shall be included in the licensed capacity for crisis day services.

86580 CRISIS DAY SERVICES (Continued)

(b) A crisis nursery offering crisis day services shall be governed by all the provisions in this chapter, including the following:

(1) The licensee shall maintain, and implement a written procedure to sign the child in and out of the crisis nursery and shall, at a minimum, include the following:

(A) The person who brings the child to, and removes the child from, the crisis nursery shall sign the child in and out.

(2) The authorized representative as specified in Section 86570(b)(5) who signs the child in/out shall use his/her full legal signature and shall record the time of day.

(3) The licensee may use LIC 9219A as a sign in and out form.

(4) The sign-in and sign-out sheets with the signatures required by this section shall be maintained by the crisis nursery for one month and available to the Department pursuant to Section 86544(d).

(5) The licensee shall ensure that children with obvious symptoms of illness including, but not limited to, fever or vomiting, are not accepted.

(6) The licensee shall ensure that a written acceptance procedure is developed and implemented and includes the following:

(A) No child shall be accepted without contact between crisis nursery staff and the person bringing the child to the crisis nursery.

(B) The person bringing the child to the crisis nursery shall remain until the child is accepted.

1. After the child has been determined to be without obvious signs of illness and has been accepted, the crisis nursery shall require that the person sign the child in.

(7) A crisis nursery shall be equipped to isolate and care for any child who becomes ill during the day. The isolation area shall:

(A) Be located to afford easy supervision of children by staff.

(B) Be equipped with a mat, cot, couch, crib or bed for each ill child.

(C) Not be located in the kitchen area or the general-use toilet area.

86580 CRISIS DAY SERVICES (Continued)

(8) When the child becomes ill enough to require isolation, the licensee shall ensure that every effort is made to immediately notify the child's authorized representative, and shall ask to have the child removed from the crisis nursery as soon as possible.

(9) Any unusual behavior, any injury or signs of illness requiring assessment or administration of first aid by staff shall be reported to the child's authorized representative and documented and the document placed in the child's file.

(10) Crisis nursery napping equipment shall meet the following requirements:

(A) Cots used for napping shall be maintained in a safe condition.

(B) Floor mats used for napping shall be:

1. Constructed of foam at least 3/4 inch thick.

2. Covered with vinyl or similar material that can be wiped.

3. Marked or colored so that the sleeping side can be distinguished from the floor side.

4. Wiped with a detergent/disinfectant weekly or when soiled or wet.

5. Maintained in a safe condition with no exposed foam.

(C) Each cot or mat shall be equipped with a sheet to cover the cot or mat and, depending on the weather, a sheet and blanket to cover the child.

1. Bedding shall not be shared by different children without first laundering the bedding.

2. Bedding shall be individually stored so that each child's bedding is identifiable and no child's used bedding comes into contact with other bedding.

3. Sheets shall be washed weekly or when soiled or wet.

4. Blankets shall be cleaned or changed when soiled.

(D) Napping equipment shall be arranged so that each child has access to a walkway without having to walk on or over the cots or mats of other children.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501 1516, 1531, and 1596.792, Health and Safety Code.

TITLE 22, DIVISION 6
CHAPTER 7.3 CRISIS NURSERIES
ARTICLE 7. PHYSICAL ENVIRONMENT

86586 ALTERATIONS TO EXISTING BUILDINGS OR NEW FACILITIES

(a) Prior to construction or alterations, the licensee shall ensure that the Department is notified of the proposed change.

(b) The Department shall have the authority to require that the licensee have a building inspection by a local building inspector if the Department suspects that a hazard to the children's health and safety exists.

(c) Prior to construction or alterations, the licensee shall obtain building permits as required by state or local law.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86587 BUILDING AND GROUNDS

(a) The crisis nursery shall be clean, safe, sanitary and in good repair at all times for the safety and well-being of the children, staff, and visitors.

(1) The licensee shall take measures to keep the crisis nursery free of flies and other insects.

(2) The licensee shall ensure the safe disposal of water and other chemicals used for cleaning purposes.

(b) All children shall be protected against hazards within the crisis nursery through provision of protective devices including, but not limited to, non-slip material on rugs.

(c) All outdoor and indoor passageways, stairways, inclines, ramps, and open porches shall be kept free of obstruction.

(d) General permanent or portable storage space shall be available for the storage of crisis nursery equipment and supplies.

(1) Crisis nursery equipment and supplies shall be stored in this space and shall not be stored in space used to meet other requirements specified in this chapter.

(e) Crisis nurseries shall ensure the inaccessibility of pools, including swimming pools (in-ground and above-ground), fixed-in-place wading pools, hot tubs, spas, fish ponds or similar bodies of water through a pool cover, or by surrounding the pool with a fence.

(1) Fences shall be constructed so that the fence does not obscure the pool from view and shall meet the requirements of Health and Safety Code Section 115923.

86587 BUILDING AND GROUNDS (Continued)

HANDBOOK BEGINS HERE

(A) Health and Safety Code Section 115923 provides:

"An enclosure shall have all of the following characteristics:

(a) Any access gates through the enclosure open away from the swimming pool, and are self-closing with a self-latching device placed no lower than 60 inches above the ground.

(b) A minimum height of 60 inches.

(c) A maximum vertical clearance from the ground to the bottom of the enclosure of two inches.

(d) Gaps or voids, if any, do not allow passage of a sphere equal to or greater than four inches in diameter.

(e) An outside surface free of protrusions, cavities, or other physical characteristics that would serve as handholds or footholds that could enable a child below the age of five years to climb over."

HANDBOOK ENDS HERE

(2) Gates shall swing away from the pool, self-close, and have a self-latching device located no more than six inches from the top of the gate.

(3) Pool covers shall be strong enough to completely support the weight of an adult, shall be placed on the pool, and locked while the pool is not in use.

(4) Where an above-ground pool structure is used as the fence or where the fence is mounted on top of the pool structure, the pool shall be made inaccessible when not in use by removing or making the ladder inaccessible or erecting a barricade to prevent access to decking. If a barricade is used, the barricade shall meet the requirements of Section 86587(e)(1).

(5) Fencing for inflatable or other portable plastic wading pools shall have sides low enough for children using the pool(s) to step out unassisted. These pools shall be emptied after each use.

(f) All in-ground pools, and above-ground pools that cannot be emptied after each use shall have an operative pump and filtering system.

(g) Disinfectants, cleaning solutions, poisons, and other items that could pose a danger to children as specified on the product label shall be made inaccessible.

86587 BUILDING AND GROUNDS (Continued)

(1) Storage areas for these items, shall be locked.

(2) Medicines shall be stored separately from these items, and as specified in Section 86575(b)(3).

(3) These items shall not be stored in food storage areas or in storage areas used by or for children.

(4) Firearms and other weapons shall not be allowed onto or stored on the crisis nursery premises.

(h) Bedrooms shall meet, at a minimum, the following requirements:

(1) No more than three children shall sleep in a bedroom when only cribs and toddler beds are used.

(2) No more than two children shall sleep in a bedroom when a twin bed is used in combination with a crib, toddler bed, or another twin bed.

(3) Bedrooms shall be large enough to allow for easy passage and comfortable use of any required assistive devices, including, but not limited to, wheelchairs, between beds and other furniture.

(4) Children of the opposite sex shall not share a bedroom unless each child is under five years of age.

(5) No room commonly used for other purposes shall be used as a bedroom.

(A) Such rooms shall include, but not be limited to, halls, stairways, unfinished attics or basements, garages, storage areas, and sheds or similar detached buildings.

(6) No bedroom shall be used as a public or general passageway to another room, bath, or toilet.

(7) No child's bedroom shall be used as a napping area by the Crisis Nursery for children receiving crisis day services.

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

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

(k) The licensee shall prohibit smoking in or on the grounds of the crisis nursery.

(l) Every Crisis Nursery shall have one or more carbon monoxide detectors in the facility that meets the standards established in Health and Safety Code Chapter 8 (commencing with Section 13260) of Part 2 of Division 12

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86587 BUILDING AND GROUNDS (Continued)

HANDBOOK BEGINS HERE

Health and Safety Code Section 13260 provides:

"This chapter shall be known and may be cited as the Carbon Monoxide Poisoning Prevention Act of 2010."

Health and Safety Code Section 13261 provides:

"The Legislature finds and declares all of the following:

(a) According to the American Medical Association, carbon monoxide is the leading cause of accidental poisoning deaths in the United States. The federal Centers for Disease Control and Prevention estimate that carbon monoxide kills approximately 500 people each year and injures another 20,000 people nationwide.

(b) According to the United States Environmental Protection Agency, a person cannot see or smell carbon monoxide. At high levels carbon monoxide can kill a person in minutes. Carbon monoxide is produced whenever any fuel, such as gas, oil, kerosene, wood, or charcoal, is burned.

(c) The State Air Resources Board estimates that every year carbon monoxide accounts for between 30 and 40 avoidable deaths, possibly thousands of avoidable illnesses, and between 175 and 700 avoidable emergency room and hospital visits.

(d) There are well-documented chronic health effects of acute carbon monoxide poisoning or prolonged exposure to carbon monoxide, including, but not limited to, lethargy, headaches, concentration problems, amnesia, psychosis, Parkinson’s disease, memory impairment, and personality alterations.

(e) Experts estimate that equipping every home with a carbon monoxide device would cut accident-related costs by 93 percent. Eighteen states and a number of large cities have laws mandating the use of carbon monoxide devices.

(f) Carbon monoxide devices provide a vital, highly effective, and low-cost protection against carbon monoxide poisoning and these devices should be made available to every home in California.

(g) The Homeowners’ Guide to Environmental Hazards prepared pursuant to Section 10084 of the Business and Professions Code is an important educational tool and should include information regarding carbon monoxide. It is the intent of the Legislature that when the booklet is next updated as existing resources permit, or as private resources are made available, it be updated to include a section on carbon monoxide."

HANDBOOK CONTINUES

86587 BUILDING AND GROUNDS (Continued)

HANDBOOK CONTINUES

Health and Safety Code section 13262 provides:

"For purposes of this chapter, the following definitions shall apply:

(a) 'Carbon monoxide device' means a device that meets all of the following requirements:

(1) A device designed to detect carbon monoxide and produce a distinct, audible alarm.

(2) A device that is battery powered, a plug-in device with battery backup, or a device installed as recommended by Standard 720 of the National Fire Protection Association that is either wired into the alternating current power line of the dwelling unit with a secondary battery backup or connected to a system via a panel.

(3) If the device is combined with a smoke detector, the combined device shall comply with all of the following:

(A) The standards that apply to carbon monoxide alarms as described in this chapter.

(B) The standards that apply to smoke detectors, as described in Section 13113.7.

(C) The combined device emits an alarm or voice warning in a manner that clearly differentiates between a carbon monoxide alarm warning and a smoke detector warning.

(4) The device has been tested and certified, pursuant to the requirements of the American National Standards Institute (ANSI) and Underwriters Laboratories Inc. (UL) as set forth in either ANSI/UL 2034 or ANSI/UL 2075, or successor standards, by a nationally recognized testing laboratory listed in the directory of approved testing laboratories established by the Building Materials Listing Program of the Fire Engineering Division of the Office of the State Fire Marshal of the Department of Forestry and Fire Protection.

(b) 'Dwelling unit intended for human occupancy' means a single-family dwelling, factory-built home as defined in Section 19971, duplex, lodging house, dormitory, hotel, motel, condominium, stock cooperative, time-share project, or dwelling unit in a multiple-unit dwelling unit building or buildings. 'Dwelling unit intended for human occupancy' does not mean a property owned or leased by the state, the Regents of the University of California, or a local governmental agency.

(c) 'Fossil fuel' means coal, kerosene, oil, wood, fuel gases, and other petroleum or hydrocarbon products, which emit carbon monoxide as a byproduct of combustion."

HANDBOOK CONTINUES

86587 BUILDING AND GROUNDS (Continued)

HANDBOOK CONTINUES

Health and Safety Code Section 13263 provides:

"(a) (1) The State Fire Marshal shall develop a certification and decertification process to approve and list carbon monoxide devices and to disapprove and delist previously approved devices, if necessary. The certification and decertification process shall include consideration of effectiveness and reliability of the devices, including, but not limited to, their propensity to record false alarms. The certification and decertification process shall include a review of the manufacturer's instructions and shall ensure their consistency with building standards applicable to new construction for the relevant type of occupancy with respect to number and placement.

(2) The State Fire Marshal shall charge an appropriate fee to the manufacturer of a carbon monoxide device to cover his or her costs associated with the approval and listing of carbon monoxide devices.

(b) A person shall not market, distribute, offer for sale, or sell any carbon monoxide device in this state unless the device and the instructions have been approved and listed by the State Fire Marshal."

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NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1503.2, 1516, 1531, 13260, 13261, 13262 and 13263 Health and Safety Code.

86587.1 OUTDOOR ACTIVITY SPACE

(a) There shall be at least 75 square feet per child of outdoor activity space based on the total licensed capacity as specified in Section 86528(a)(4).

(1) Swimming pools, adjacent pool decking, and natural or man-made hazards shall not be included in the calculation of outdoor activity space.

(b) Children shall have access to safe outdoor activity space that is free from hazards to life and health.

(1) The licensee shall ensure that any construction or equipment that causes a hazardous situation including, but not limited to, incinerators, air-conditioning equipment, water heaters, or fuse boxes, is inaccessible to children.

(2) Hazards include, but are not limited to, holes, broken glass, and other debris, and dry grasses that pose a fire hazard.

(3) Sandboxes shall be inspected daily and kept free of hazardous foreign materials.

(c) The areas around and under high climbing equipment, swings, slides and other similar equipment shall be cushioned with material which absorbs falls.

(1) Sand, woodchips, pea gravel or rubber mats commercially produced for this purpose, shall be permitted.

(2) The use of cushioning material other than that specified in (1) above shall be approved by the Department in advance of installation.

(d) The licensee shall ensure that the outdoor activity space is equipped with a variety of developmentally appropriate toys and equipment.

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

(e) The licensee shall ensure that the outdoor activity area is enclosed 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.

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(2) 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.

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86587.1 OUTDOOR ACTIVITY SPACE (Continued)

(f) Outdoor activity equipment shall be securely anchored to the ground unless it is portable by design.

(1) Equipment shall be maintained in a safe condition free of sharp, loose or pointed parts.

(g) The outdoor activity space shall provide a shaded rest area for the children.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86587.2 INDOOR ACTIVITY SPACE

(a) As a condition of licensure, there shall be common rooms, including a living room, dining room, den or other recreation or activity room, that provide the necessary space and separation to promote and facilitate the program of planned activities specified in Section 86579, Planned Activities, and to prevent such activities from interfering with other functions.

(1) At least one such room shall be available to children for relaxation and visitation with friends an relatives.

(2) All children shall be given an opportunity to nap or rest without distraction or disturbance from other activities at the crisis nursery.

(b) The licensee shall ensure that the indoor activity space is equipped with a variety of equipment, materials, and toys that are:

(1) Appropriate to the developmental needs of the children.

(2) Maintained in good and clean condition.

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

(4) Stored safely in the crisis nursery.

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

(d) For crisis day services, there shall be at least 35 square feet of indoor activity space per child as specified in Section 86528(a)(3).

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES

(a) A comfortable temperature for children shall be maintained at all times.

(1) In rooms that children occupy, the licensee shall ensure that the temperature is maintained between a minimum of 68 degrees F (20 degrees C) and a maximum of 85 degrees F (30 degrees C).

(b) All window screens shall be in good repair and be free of insects, dirt and other debris.

(c) Fireplaces and open-faced heaters shall be made inaccessible to children to ensure protection of their safety.

(1) The use of a fireplace screen or similar barrier will meet this requirement.

(d) The licensee shall provide lamps or lights as necessary in all rooms and other areas to ensure the comfort and safety of all persons in the crisis nursery.

(e) Faucets used by children for personal care and grooming shall deliver hot water.

(1) Hot water temperature controls shall be maintained to automatically regulate temperature of hot water delivered to plumbing fixtures used by children to attain a hot water temperature of not less than 105 degrees F (40.5 degrees C) and not more than 120 degrees F (48.8 degrees C).

(2) Taps delivering water at 125 degrees F (51.6 degrees C) or higher shall be prominently identified by warning signs.

(3) All toilets, hand washing and bathing facilities shall be maintained in safe and sanitary operating condition. Additional equipment, aids, and conveniences shall be provided in crisis nurseries that accommodate children with physical handicaps who need such items.

(f) Solid waste shall be stored, located and disposed of in a manner that will not transmit communicable diseases or odors, create a nuisance, or provide a breeding place or food source for insects or rodents.

(1) All containers, including movable bins, used for storage of solid wastes shall have tight-fitting covers kept on the containers shall be in good repair, shall be leak proof, and shall be rodent-proof.

(2) Solid waste containers, including movable bins that receive decaying waste, shall be emptied at least once per week, or more often if necessary.

(3) Each movable bin shall provide for suitable access and a drainage device to allow complete cleaning at the storage area.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES (Continued)

(g) Toilet, wash basin, bath, and shower fixtures shall, at a minimum, meet the following requirements.

(1) There shall be at least one toilet and wash basin maintained for each six persons residing in the crisis nursery, including children and staff.

(2) There shall be at least one shower or bathtub maintained for each ten persons residing in the crisis nursery, including children and staff.

(3) Toilets and bathrooms shall be located so that children do not have to go out-doors to have access to such accommodations.

(4) Individual privacy shall be provided in all toilet, bath, and shower areas.

(h) The licensee shall provide to each child the following furniture, equipment and supplies necessary for personal care and maintenance of personal hygiene:

(1) An individual bed maintained in good repair, equipped with good springs and a clean mattress, and supplied with pillow(s) that are clean and in good repair.

(A) Fillings and covers for mattresses and pillows shall be flame retardant.

(B) The use of trundle or bunk beds shall be prohibited.

(2) Clean linen in good repair, including lightweight, warm blankets and bedspreads, top and bottom bed sheets, pillow cases, mattress pads, and bath towels, hand towels, and wash cloths.

(A) The quantity of linen provided shall permit changing the linen at least once each week, or more often when indicated to ensure that clean linen is in use by children at all times.

(B) Use of common towels and wash cloths shall be prohibited.

(C) Rubber or plastic sheeting or bed coverings should be provided when necessary.

(3) Items used to maintain basic personal hygiene practices, including, but not limited to, shampoo, non-medicated soap, toilet paper, toothbrush, toothpaste, and comb.

(4) Portable or permanent closets or drawer space to accommodate the child's clothing and personal belongings.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES (Continued)

(i) The licensee shall provide and maintain the supplies, equipment and reading material necessary to implement planned activities.

(j) The licensee shall ensure that safe fixtures, furniture, equipment, supplies, and toys are provided.

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

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

(3) Any platform, step or stool used by the crisis nursery that enables children to reach shall be broad based or anchored.

(4) Baby walkers are prohibited.

(k) The licensee shall ensure that furniture which is age appropriate in type, height, and size is provided 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.

(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.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES (Continued)

(D) The crib, mattress, and any bumper pads are in 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.

(l) 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.

(m) The licensee shall ensure that the following fixtures and supplies are provided:

(1) Readily available drinking water from a non-contaminating fixture.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES (Continued)

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

(B) The crisis nursery 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.

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

(n) The licensee shall provide toys that are:

(1) Appropriate to the developmental needs of the children.

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

(3) Free from sharp points, edges, or splinters.

(4) Made of parts too large to be swallowed.

(A) Any rattles shall be 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) Sufficient in variety to enhance the following:

(A) Intellectual and creative development.

(B) Social development.

(C) Auditory development.

(D) Visual development.

(E) Gross and fine motor development.

(6) Clean and safe for the children.

86588 FIXTURES, FURNITURE, EQUIPMENT, AND SUPPLIES (Continued)

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(7) The Department recommends that the crisis nursery comply with the following U.S. Consumer Product Safety Commission advice for the selection and safe use of children's toys.

(A) Avoid toys with small parts.

(B) Look for labels that give age recommendations.

(C) Choose toys suited to the skills, abilities and interests of the children.

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(o) The licensee shall arrange furniture and equipment as follows:

(1) No exit shall be blocked.

(A) Placement of cribs, mats or cots, and beds shall not hinder entrance to or exit from the sleeping area.

(2) Toilets, potty chairs, and hand washing sinks for children shall be near indoor and outdoor activity spaces.

(3) A walkway and workspace shall be between the sleeping furniture (cribs, mats or cots, and beds).

(A) Staff must be able to reach each child without having to step or reach over any other child.

NOTE: Authority Cited: Section 1530, Health and Safety Code. Reference: Sections 1501, 1516, and 1531, Health and Safety Code.

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