

# E-Learning

## Day Care Regulations and Staff Responsibilities

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#### ***Introduction:***

These regulations were developed in January 2005. There are over 40 pages of stated regulations in the section Part 418. There are two sub-parts; Child Day Care Centers and Small Day Care Centers. There is also a Sub-Part 418-1 which also pertains to Child Day Care Centers. This e-learning course pertains only to the areas involving employee actions and responsibilities. There is a quiz and evaluation at the end of this training which must be printed, completed and sent to the Training Department in order to receive credit for taking the course.

#### ***Maintaining Licensure:***

The license is a two year approval.

Each employee must complete a minimum of 30 hours of training every two years. Fifteen of these hours must be during the person's first six months of employment in the program. There is no minimum length required for any one class. Each employee must also have a health assessment every two years and the yearly PPD completed successfully. Any violation, fine or loss of license, etc., becomes public record and could impact the reputation of the school as a whole.

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### ***Required Areas of Training:***

Approved training must address the following topics:

Principles of Childhood Development

Appropriate supervision of children, meeting the needs of children with physical or emotional challenges and behavior management and discipline.

Nutrition and Health Needs

Program Development

Child appropriate activities, age appropriate, multi-cultural, etc.

Safety and Security

Business Record Management

Child Abuse and Maltreatment ID and Prevention

Statutes and Regulations Pertaining to Child Day Care

Statutes and Regulations Pertaining to Child Abuse and Maltreatment

Shaken Baby Syndrome

These nine topics are addressed through various training courses and presentations given by the Heritage Centers Training Department and the Heritage Education Program administration. At times, an employee may need to look for additional courses outside the agency to fulfill these requirements.

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### ***Be Aware:***

There are numerous building requirements in the regulations that employees must be aware of and willing to act upon if necessary. They include:

Maintaining a room temperature of 68 degrees

Watching for damaged or peeling paint or plaster

Having space for children's personal items and maintaining a space between children's coats and other garments where they hang

Having no frayed electrical cords

No extension cords

Using a minimum of decorative lights

In addition to building requirements, there are constant safety issues and fire protection issues to be aware of and responsible for in day to day functioning of the day care.

Evacuation Drills must be held at least once a month and done at different times of day.

Corridors, aisles and approaches to exits must be kept clear and unobstructed at all times.

An Emergency Evacuation Plan must exist. It must include how children and staff will be made aware of the emergency. Show primary and secondary evacuation routes. Indicate the methods of evacuation as to where the children and staff will

meet and how attendance will be taken. It must define the roles of the staff members and how notifications will be made to authorities and to parents. Each classroom has an emergency backpack and set of “blue cards” which contain information on each child. These items must be taken to each evacuation. The backpack should be checked regularly to ensure that flashlight batteries are working, and that water and food expiration dates are not passed.

Any unsafe conditions need to be reported to the immediate supervisor. Additional safety regulations include; protective caps, covers or devices on electrical outlets that are accessible to children. All emergency phone numbers should be posted on or next to the telephone. Materials and play equipment will be sturdy and free from rough or sharp edges. All windows above the first floor level will have barriers/locking devices. Flashlight or battery lantern will be kept in the child care areas in case of power outage. All closet door latches will open from the inside as well as the outside. All adult bags, purses, backpacks, plastic bags, toys or small objects will be kept and stored away from child areas.

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***Program Requirements:***

- There will be a written daily schedule of activities and routines kept in each classroom.
- A variety and quantity of materials and play equipment will be maintained at the center for use by the children.
- Daily supervised play outside will be provided except; during inclement weather, as ordered by healthcare professional, at the parent’s request or maintaining the staff to child ratio requirements.
- Only the Director, Head of a group, or Assistant to the head of a group may supervise the children independently – even for a brief period.
- No one under 18 may be left alone to supervise, even in an emergency.
- Fingerprinting, background checks, and health assessments must be complete before an employee can be left with a child.

**Minimum Staff to Child Ratios**

<b>Age of Children</b>	<b>Staff/Child Ratio</b>	<b>Maximum group size</b>
Under 6 weeks	1:3	6
6 weeks to 18 months	1:4	8
18 months to 36 months	1:5	12
3 years	1:7	18
4 years	1:8	21
5 years	1:9	24
6 to 9 years	1:10	20
10 to 12 years	1:15	30

The Heritage Education Program must also adhere to NYS Education Staffing Patterns, which are different. Coordination of the two agency's standards are examined and maintained at all times.

A child may be released from the day care only to the following people:

Parent

Person designated by parent in writing

Person authorized by law to take custody of the child

Any discipline must relate to the child's actions and be handled as soon as possible. Time Out is NOT an acceptable means of discipline. Corporal punishment is prohibited. Isolation in a closet, darkened area or where the child cannot be seen or supervised is prohibited. Withholding food, rest, or sleep as a punishment is not acceptable. Methods of discipline, interaction, or toilet training that frighten, demean or humiliate the child are prohibited. Any abuse or maltreatment, either as an incident of discipline or otherwise, is prohibited.

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***Universal Precautions:***

Frequent hand washing is essential to health and safety. Staff will wash their hands with soap and running water at the start of each day, when hands are dirty, after toileting or assisting child with toileting, after changing diapers, before and after food handling, after handling pets or animals, after contact with any body fluid, upon moving to work with a new group of children, after coming in from outdoors and any other times felt needed. Staff are responsible for keeping children's hands clean after the same type of activities stated above and teaching them how to hand wash and use appropriate personal hygiene practices.

Disposable Gloves must be readily available at all times. Disposable means a one time use and should always be changed between children being tended to. Gloves should be worn anytime there is a possibility for contact with blood or bodily fluids. When changing diapers, it is strongly recommended that disposable gloves be worn.

Cleaning and Disinfecting: Equipment that is used frequently or touched daily, shall be cleaned and disinfected when soiled and at least once a week. Spot cleaning will take place on carpets contaminated with bodily fluids. Linens, blankets, and bedding must be cleaned weekly. Used blankets are not to be shared between children. "Cavicide" is the cleaning and disinfecting product used at HEP. As it is toxic, it must be handled very carefully and kept safely away from children.

Cleaning - Toilet Training: When toilet training multiple children, the potty chairs must be emptied and sanitized with germicidal solution after each use. If there is

one child, the potty chair must be emptied and rinsed after each use and sanitized with a germicidal solution each day. Potty chairs are not to be washed in the hand wash sink unless the sink is washed and disinfected afterward.

Pesticides and Garbage Cans: A notice must be sent home with each child at least 48 hours in advance of pesticide application at the facility. Garbage receptacles must be covered and cleaned as needed after emptying.

Nutrition: Plentiful and nutritious snacks must be provided for each child. All food items must be labeled with the child's first and last name. Staff shall help children gain independence in feeding themselves. Based on developmental levels, staff shall encourage the learning of appropriate table manners when assisting the children.

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### QUIZ

Print the quiz and evaluation, complete the paper copy of the quiz, submit completed quiz and completed evaluation to the Training Department.

### EVALUATION

Submit your completed paperwork to the Training Department at 2643 Main St.

**Thank You!**