

**SECTION 19 PROGRAM STANDARDS**

- 19.1 Program requirements. Every program of a facility must meet the basic needs of children for:
- A. Good health and normal physical development;
  - B. Optimal mental growth;
  - C. Stimulating language and communicative experiences;
  - D. The attention, acceptance, and affection of others;
  - E. Opportunities to experience success and to test mental, physical, and social skills;
  - F. Self-identity and a sense of competence and worth;
  - G. The security provided by gentle discipline;
  - H. Relations with others which set forth the rights of adults and the rights of children;
  - I. Learning experiences planned with the aid of the child's parents which insure harmony with the life style and cultural background of the child;
  - J. Activities which facilitate social growth and adjustment; and
  - K. The time and opportunity to learn independence and personal care.
- \*19.2 Early care and education program. Each facility, including, without limitation, a family home child care and a group home child care, shall have an early care and education program.
- A. Each facility shall develop a written plan of curriculum for the children enrolled in the facility. The plan must:
    - 1. Be made available for parental review;
    - 2. Be prepared before the early care and education program becomes effective;
    - 3. Be kept on file at the facility for at least one year;
    - 4. Include a program of speaking and listening to English;
    - 5. Integrate age appropriate key areas of instruction, including, without limitation, literacy, mathematics, science, social studies, creative expression and the arts, and health and safety;

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- \*6. Incorporate age appropriate instruction, concepts and activities that foster the social, emotional, physical, linguistic and cognitive development of children, which must include, without limitation moderate or vigorous physical activity;
  - 7. Provide for the involvement of parents in learning activities at the facility and at home; and
  - \*8. Ensure that sedentary activity is limited throughout the day.
- B. Each facility shall develop a written assessment plan which is designed to, without limitation:
- 1. Identify the interests and needs of each child enrolled in the facility;
  - 2. Describe the developmental and educational progress of each child enrolled in the facility who is not attending public or private elementary school;
  - 3. Identify the need for and referral of a child enrolled in the facility for developmental screening and the referral of the child for diagnostic assessment, if appropriate;
  - 4. Describe the methodology for developing curriculum for the children enrolled in the facility;
  - 5. Adapt teaching practices and the environment to the children enrolled in the facility;
  - 6. Facilitate the early care and education program; and
  - 7. Promote communication with the family of a child enrolled in the facility.
- C. In addition to the written assessment plan developed, each facility shall, within three months after a child enrolls in the facility, assess the child by use of, without limitation, portfolios, observations, checklists, rating scales, and screening tools. Such an assessment must be repeated biannually thereafter to monitor and support the learning and development of each child enrolled in the facility.
- D. Each facility shall provide materials and equipment to carry out the written plan of curriculum developed that:
- 1. Reflect the lives of the children and the families of the children enrolled in the facility;

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2. Reflect the diversity of the children in our society with regard to the gender, age, native language, ethnicity, culture and abilities of the children enrolled in the facility;
3. Provide for the safety of the children enrolled in the facility while being appropriately challenging for the children;
4. Encourage the children enrolled in the facility to explore, experiment, and discover new information and ideas;
5. Are organized in a manner which facilitates independent use of the materials and equipment by the children enrolled in the facility;
6. Are rotated to reflect changes in the curriculum and to accommodate the different interests and skill levels of the children enrolled in the facility;
7. Allow for a variety of uses; and
8. Accommodate the special needs of the children enrolled in the facility.

#### 19.3 Personal hygiene.

- A. The child care facility shall implement a hand washing training program for caregivers, other staff members, volunteers and children who are developmentally able to learn personal hygiene. This training program shall teach the following hand washing procedures.
  1. Wet hands with warm running water and apply soap.
  2. Rub hands together with soap vigorously for 20 seconds.
  3. Rinse hands well under warm running water.
  4. Dry hands using a single-use paper towel or air dryer.
- B. The caregivers shall monitor and assist children who are developmentally able to wash their hands to ensure the children follow the above hand washing procedures.
- C. Caregivers shall wash the hands of infants, who are unable to wash their own hands and who are too heavy to hold safely at the hand washing sink, as follows:
  1. Thoroughly wipe the child's hands with a disposable wipe; or
  2. Thoroughly wipe the child's hands with a damp single-use towel, moistened with liquid soap. Then wipe the child's hands with a damp single-use towel until the child's hand is free of soap. Then use a dry paper towel to dry the child's hands.

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- D. The child care facility shall be responsible to monitor the caregivers, other staff members, and volunteers hand washing practices to ensure that proper hand washing procedures are being practiced.
- E. Caregivers, other staff members and volunteers shall wash their hands under any of the following conditions:
  - 1. Any time their hands come into contact with blood, mucus, vomit, feces or urine;
  - 2. Before preparing or handling food;
  - 3. Before engaging in any activity related to serving food, including, without limitation, setting the table;
  - 4. Before and after eating a meal or snack;
  - 5. After using the toilet, helping a child use the toilet, changing a diaper with or without gloves or assisting a child with hand washing;
  - 6. After attending to an ill child;
  - 7. After handling an animal;
  - 8. After handling garbage or cleaning a container used to store garbage;
  - 9. After cleaning contaminated or soiled surfaces;
  - 10. Before and after giving medication; and
  - 11. Any time hands become visibly soiled.
- F. Children being cared for in the child care facility shall wash their hands under any of the following conditions:
  - 1. Any time that their hands come into contact with blood, mucus, vomit, feces or urine or garbage;
  - 2. Before handling food;
  - 3. Before and after eating a meal or snack;
  - 4. After outdoor play;
  - 5. After handling an animal;

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6. After the diaper or underwear of the child is changed;
  7. After playing in water;
  8. After playing in a sandbox; and
  9. Any time hands become visibly soiled.
- G. Hand sanitizers shall not be used as a replacement for thorough hand washing under warm running water.
- H. The use of free standing water for hand washing is prohibited.

#### \*19.4 Outdoor playground requirements

- A. The play area of each facility must:
1. Be fenced or enclosed in a manner that prevents the unsupervised departure of children from the area. The enclosure shall be:
    - a. No less than 48 inches in height.
    - b. Gaps between the vertical fence components or the empty spaces under the fence shall not exceed 4 inches.
    - c. Gates shall be at a minimum 48 inches in height, self-closing and self-latching.
    - d. Designed so that the outdoor play area is visible to the caregiver.
  2. Have an adequate drainage system;
  3. Be free of hazards, debris, and trash;
  4. Provide a shade area, or shade areas, during the months of April through September that is at least equal in size to the product of five square feet multiplied by the total number of children using the area;
  5. Have appropriate, as determined by the Agency, depths and perimeter of resilient surfacing underneath and surrounding any elevated play equipment;
  6. Have adequate safety barriers around any elevated platforms;
  7. Not have any dangerous or poisonous plants or other vegetative matter located within the boundaries of the play area or in an area that is accessible to children from the play area; and

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8. Not be in a location where any bodies of water are accessible to children.
- B. The playground equipment shall be maintained in a safe condition (refer to Addendum IX for standards on playground safety) and be:
1. In good repair;
  2. Designed and constructed to minimize injury;
  3. Compatible with the age of the children in the facility;
  4. Spaced to reduce accidents; and
  5. Securely anchored.
- C. Playground staffing and supervision.
1. Playgrounds shall be adequately supervised for the safety of the children. In all child care facilities, except in group homes where six or fewer children are in care or in family care homes, the minimum number of playground supervisors shall be one for each 20 or less children unless other factors (such as layout of the playground, the physical or developmental needs of the children, or the playground activity) require the presence of more supervision. If two-year-olds are present on the playground, the one-to-ten ratio of caregivers to children must be maintained. In no case shall a child be permitted out of view of the playground supervisor or other approved caregiver.
  2. At infant-toddler nurseries, the required ratio of caregivers to children must be maintained on the playground.
  3. To be in compliance with the staff-to-child ratio required in Section 24.4.C. all the remaining caregivers, not on duty on the playground, must remain on site.
- \*D. Outdoor play. If the weather permits, all children must have a daily period of outdoor play. A facility shall provide opportunities for moderate or vigorous physical activity of structured and unstructured active play which builds muscles. The quantity and quality of materials and equipment must be sufficient to avoid excessive competition between the children and long waiting periods to use the materials or equipment. If severe weather prohibits outdoor play, children must be offered a period of indoor physical activity.
- \*19.5 Nap/rest period. The facility shall provide a cot, mat, or bed for each child. Every child under six years of age who is in the facility for more than five hours per day must have a period for a nap during the day. A child who cannot sleep must rest or play quietly during the period provided for a nap. The rest period may include any activity not requiring use of

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large motor skills, i.e. books, puzzles, coloring. Napping children must be supervised and caregivers must remain awake and with the children.

- 19.6 Play materials/equipment. The amount, variety and arrangement and use of materials and equipment used in a facility must be appropriate to the developmental needs of the children cared for in a facility and:
- A. Play equipment must be of sturdy, safe construction in good repair;
  - B. The facility shall provide a variety of games, toys, books, crafts, and other activity materials;
  - C. The facility shall provide sufficient quantity of appropriate equipment and materials necessary to conduct individual and group programming for the children in care;
  - D. The facility shall store materials in a manner that allows children to select, remove, and replace the materials independently or with minimal assistance;
  - E. Equipment and any material other than a toy that is used for play in a facility must be durable and free from characteristics that may be hazardous or injurious to a child who is less than two years of age, including, without limitation, such characteristics as sharp or rough edges, toxic paint or objects that are small enough for a child of that age to swallow and choke on;
  - F. Any object, or component of a toy that is accessible by a child who is less than three years of age at a facility must meet the federal size requirements set forth in the Code of Federal Regulations, Title 16, Part 1501;
  - G. Toys with sharp points or edges, plastic bags and objects made from Styrofoam must not be accessible to a child who is less than three years of age;
  - H. A toy or any other piece of equipment that is used for play must be made of a material that is capable of being sanitized;
  - I. The staff of a facility shall not provide a stuffed animal to any child unless the stuffed animal is laundered or disinfected not less than one time each day or more often if necessary;
  - J. Toys are prohibited in the crib;
  - K. Each room at a facility that is used for play and other activities for children must have:
    - 1. Low, open shelves to store toys;
    - 2. An adequate supply of toys that are in good condition and appropriate for the age of the children;

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3. Tables and chairs that are the appropriate size for the children; and
4. Any other equipment that is necessary to meet the needs of the children.

*Refer to Addendum III for Code of Federal Regulations, Title 16, Part 1501 and Addendum IV for Suggested List of Materials.*

- L. Any toy that is broken or has a missing part must be repaired or replaced before the toy may be used in the facility; and
  - M. Walkers for children that are designed to be moved across the floor must not be used in a facility.
- 19.7 Furniture. Furniture must be durable, safe, and intended for use by children or appropriately adapted for use by children. Low chairs and tables or infant seats with trays are recommended for table play and meal time for children no longer being held for feeding. High chairs, if used, shall have a wide base and safety straps.
- 19.8 Clothing storage. A facility shall provide space for the storage of the children's clothing which is within easy reach of the children.
- 19.9 Environment: infants/special needs. A facility that serves children under three years of age or children with disabilities must provide an environment which protects the children from physical harm but is not so restrictive as to inhibit physical, intellectual, emotional, and social development.