

Washoe County Human Services Agency

Regulations for Child Care Facilities

Requirements for Administration of a Facility

- D. Information provided to parent at enrollment. Each facility must provide the following items to a parent/guardian of a child who enrolls the child in the facility, at or before the time of enrollment, or upon request when considering enrollment:
1. A copy of the license issued to the facility, and
 2. Summaries of any complaints and reports of any investigations conducted by the Agency which result in an outcome that is substantiated or inconclusive in the previous twelve months, and
 3. A report of any disciplinary action taken against the facility in the previous twelve months.
- *17.11 Requirements for the care of infants or toddlers. Any facility which provides care to one or more infants or toddlers must adhere to the following requirements:
- A. A caregiver must be assigned to a specific group of infants on a continuing basis.
 - B. Each infant and toddler must be under direct visual observation by a qualified caregiver at all times, except as provided for the napping area.
 - C. Each infant and toddler must be given undivided attention by the same caregiver for at least 30 minutes in the morning and 30 minutes in the afternoon, including periods of feeding and bathing. The caregiver shall, during this time:
 1. Hold and talk to the child;
 2. Encourage the development of the child's coordination by allowing him to reach for, grasp, creep, crawl, or pull up;
 3. Give toddlers the opportunity to develop the large muscles of the body by activities such as climbing and walking; and
 4. Encourage the child to interact socially through playing, using language and solving problems using materials and equipment that are appropriate for the age of the child. Infants under six months of age must be provided an additional period of not less than two hours of activity each day out of the crib, for example, in a playpen or other suitable area.
 - D. Each licensee of a facility must provide an indoor area which is covered by a soft or nonabrasive material and is protected from traveled walkways and where crawling children can be on the floor for at least a part of the day.

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- E. A caregiver may take the infant or toddler assigned to him/her outside or to areas of the facility other than their usual room for a part of each day to provide a change in their physical surrounding and to increase opportunities for social interaction.
- F. When weather permits, each toddler over 12 months of age must be taken outside for a portion of each day. If the weather is extremely hot, the toddler must be kept in a shaded area while outdoors.
- G. An infant who is awake must not be left in a crib for long periods without direct adult care and never for more than 15 minutes at a time.
- H. The staff of each facility shall:
 - 1. Provide appropriate and adequate seating for the children at the facility during snacks and meals;
 - 2. If a high chair is used, ensure that the chair:
 - a. Is in good condition;
 - b. Has a wide base; and
 - c. Has a safety belt for the child and that it is used while a child is in the chair.
 - *3. Wash with a detergent and disinfect before and after each use any chair or table that is used during a snack or meal;
 - 4. Allow, encourage and assist each child to feed himself, including, without limitation, encouraging a child to hold and drink from a cup, use a spoon and use his fingers to feed himself;
 - 5. Offer each child drinking water at times other than during his regular feedings;
 - 6. Transfer commercially prepared baby food from a jar to a dish before feeding it to a child or if fed directly from the baby food jar discard the jar after use;
 - 7. Discard any food that is left in a dish after a meal;
 - 8. Ensure that bottles and containers of food are not kept in water longer than five minutes, and stir, shake and test a bottle or container of food before using the bottle or container to feed an infant;
 - 9. Not hold an infant while preparing food;
 - 10. On a daily basis, empty, clean and sanitize any pot used to warm a bottle or food;

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11. Store each bottle of formula and container of food in accordance with the instructions from the manufacturer of the formula or food;
12. Label each bottle of formula and container of food with the name of the child to whom it belongs and the date the formula or food was prepared by the facility or was prepared or purchased by the parent;
13. Immediately refrigerate and label each container of breast milk provided by a parent;
14. Return each prepared bottle to the appropriate parent each day;
15. Return any unused, open container of food to the appropriate parent each day if the child was not fed directly from the container of food; and
16. Develop with the parents of a child a plan for feeding the child, which must include, without limitation:
 - a. Instructions for feeding;
 - b. Any special dietary restrictions, including, without limitation, any allergies to food;
 - c. A schedule of times for feeding;
 - d. Whether the child will be fed breast milk, formula or solid food;
 - e. If the child will be fed breast milk or formula, when to begin feeding solid food; and
 - f. Likes and dislikes of certain foods.
- *17. Support breastfeeding mothers by offering a designated place in the facility for the mother to breastfeed; and
18. Discard any expressed breast milk if it presents a threat to a baby under the following conditions:
 - a. If the breast milk is stored in an unsanitary bottle;
 - b. If the breast milk has been unrefrigerated for one hour or more; and
 - c. If the breast milk has been fed over a period of time that exceeds one hour from the beginning of the feeding.