

CHILD CARE GUIDELINES

This information is provided to give the child care provider guidance about important items that are discussed and inspected during a **Central District Health Department** (CDHD) inspection. It is not an all-inclusive document. The item numbers correspond to the inspection report. IDAPA 16.06.02 – Rules Governing Standards for Child Care Licensing are applicable to all child cares that are licensed or receiving Department subsidies (ICCP).

- 1. Provider Age / Supervision** Providers must be 18 years old or older. Persons 16 or 17 may provide care if directly supervised by a provider. An adult must be awake and within sight and hearing of children.
- 2. CPR/First Aid Training/Pediatric Rescue Breathing** Must have at least **ONE** adult on premises at all times who has a current certification in pediatric rescue breathing, CPR, and first aid treatment from a certified instructor. Additional staff may be required to have CPR and First Aid certification for transporting children to and from the facility. There must be a trained adult with children at all times. Be sure to take a course that is approved for child care in Idaho.
- 3. Child to Staff Ratio/Group Size** Child to staff ratio must be adhered to during all hours of operation. Ratios are determined by a point system. Points are determined by the age of children. Twelve points per staff member is the maximum. Zero to less than twenty-four months is equal to 2 points. Twenty-four months to under 36 months is equal to 1 1/2 points. Thirty-six months to under 5 years old is equal to 1 point. Five years old to under 13 years of age is equal to a ½ point. Local jurisdictions that license child care providers may be more stringent.
- 4. Illness Policy** Provide a written procedure that outlines what will be done if a child becomes ill while in your care. This procedure must address:
 - a) Keeping the child separated from the rest of the children to prevent spreading disease.
 - b) Not allowing children to attend if they have had diarrhea, vomiting, or a fever (101° oral, 102° rectal, 100° axillary (armpit)), accompanied by behavior changes or other signs or symptoms of illness within a 24-hour period.
 - c) Notification of a parent or guardian.

According to IDAPA16.02.10 *Rules and Regulations Governing Idaho Reportable Diseases*, staff or children who are diagnosed with a day care restrictable disease must not attend a day care facility as long as the disease is in communicable form. Caregivers must follow IDAPA 16.02.10 080. *Day Care Facility-Reporting and Control Measures*

- 5. Immunization Records** Idaho Code 39-1118 requires that each child's immunization record or reason for exemption is provided to the operator within fourteen (14) days of initial attendance. Provide information about immunizations to parents. Accurate and current records are required to be on the premises during all hours of operation. Go to this web site for a current immunization schedule: www.immunize.org/cdc/schedules/
- 6. Emergency Communication** A functional telephone or cell phone is required. Parent or guardian must have access to the phone in case of an emergency. Post the name and address

of the facility, 911, Idaho 211 Care Line and other emergency numbers for quick reference.

7. Smoke Detectors, Fire Extinguishers, Fire Exits

Centers, Group, and licensed Family Day Cares must be inspected by the local Fire Official or designee. **Fire extinguishers must be inspected annually.**

- **Fire Extinguisher** - A minimum of one fire extinguisher (type 2A:10-BC)
- **Smoke Detector** - one for each sleeping area, hall-way, and on each floor level. Each one must have a test button.
- **Emergency Exits** - Adequate emergency exits are determined by the local Fire Official. No second story or basement child care without an approved fire exit.
- **Unlicensed Family ICCP** providers must be in compliance with Fire Safety Standards in the Child Care Licensing Rules.

8. Fire Safety and Evacuation Plan

A fire evacuation plan must include the staging area, exit locations, evacuation routes and fire extinguisher locations. Include a routine drill schedule.

9. Food Source/Thawing

- Serve pasteurized milk and juice only
- No home canned foods, except jams or jellies.
- No wild game, USDA approved meat only.
- Do not thaw foods at room temperature.
Thawing Options:
 - a) In refrigerator (best option)
 - b) In cold running water
 - c) As part of cooking process
 - d) In microwave, then immediately complete cooking

10. Food Preparation/ Personal Hygiene

Food preparation includes:

- cooking meat and poultry to proper temperatures
- avoiding cross-contamination
- proper hand washing
- use clean clothes or apron during food prep
- minimize bare hand contact with food
- unwrapped foods may not be re-served once plate is on the table
- use serving utensils or gloves whenever possible to prevent hand contact with ready to eat foods.

Wash Hands Often:

before touching or preparing food
before putting on gloves
after wiping nose
after coughing into your hand
after changing each diaper
after using the toilet

11. Food Contact Surfaces/Sanitizing

Food contact surfaces must be kept clean (counters, tables, high chairs, cutting boards) and sanitized with a solution of chlorine 50-200 ppm or quaternary ammonium chloride 200 ppm. **Have test strips for correct concentration.**

SANITIZING SOLUTION MIXTURE

MIX: 1 tablespoon bleach in each gallon of warm water. Use unscented liquid bleach, such as Clorox, Purex, etc. Note: Mix 3/4 teaspoon to 1 quart of water. This dilution will give you the maximum amount (200 ppm) of desired sanitizer concentration.

OTHER SANITIZING CLEANERS

Chemicals and sanitizing cleaners other than bleach are allowed ONLY if the label states it is suitable for food contact surfaces. **Label directions must be followed.**

Cutting boards, knives, counters, pots and pans, plates, cups, forks, and spoons must be clean and sanitized, in good repair, smooth, easy to clean.

Refrigerators, cabinet shelves, sinks, dish machines, utensil handles, must be clean, in good repair, smooth and easy to clean.

Wiping cloths, dishcloths used for tables, counters, high chairs, etc. are rinsed in a sanitizing solution before and after use.

An option is to use a spray bottle of sanitizing solution to wet the wiped object.

Spray Bottles: Two (2) recommended: One for the kitchen and one for the bathroom/diaper changing areas. **Label the bottles as to contents and intended area of use. Renew bleach spray bottle contents weekly.**

12. Dishwashing/Sanitizing

Dishes, glasses, utensils and silverware shall be washed either in a dishwasher with a sanitizing dry cycle, or by the four-step method. Use one of these Health District approved dishwashing methods.

A. Washing in sinks or washbasins (4-step method).

It is best if a separate sink or basin is used for each of steps #1 thru #3.

Rinse or scrape food off the item to be washed.

- 1) **Wash** the item in hot soapy water.
- 2) **Rinse** the soap off with clear hot water.
- 3) **Sanitize** the item by soaking in a solution of regular unscented liquid bleach and warm water. Soak at least 10 seconds.

See Food Contact Surfaces/Sanitizing for correct mixture.

- 4) **Air dry** the item on a drain rack.

B. An automatic dish machine may be used.

1) A home-style dishwasher that has a heat drying or *sani-cycle* is acceptable. The items must be run through the complete washing cycle.

2) Larger child care facilities should consider a commercial dishwasher with a sanitizing rinse. These units have a much faster cycle allowing dishes to be reused in minutes.

13. Utensil Storage

Protect clean utensils, glasses, dishes, pots and pans, from contamination. Do not store under sinks or on the floor. Utensil trays and cabinets must be clean. Face utensil handles in one direction. Drawers holding sharp utensils (knives) should be secured with child-proof latches.

- 14. Food Temperatures/ Thermometers** Refrigerators must be equipped with an accurate refrigerator thermometer, metal or plastic shielded. Refrigerators must be cold at 41° F (38-40° F preferred) or below. Foods must cool rapidly to below 41° F to prevent growth of harmful bacteria. Eggs must be refrigerated. Perishable cold foods must be stored at 41° F or less. Hot food must be cooked (or reheated) to 165° F before serving. After cooking, hot foods must be kept at 135° F.
- 15. Food Storage/Cross Contamination** Cooked foods are stored above raw foods. Store eggs, raw meat and poultry below ready-to-eat food. Keep food stored off the floor and protected from dust, flies, pets, water, and chemicals. Do not store under plumbing pipes. Foods stored in the refrigerator must be covered to prevent cross-contamination. See **Food Temperatures** above.
- 16. Medicines/Hazardous Substances** **STORE ALL CHEMICALS AND MEDICINES OUT OF REACH OF CHILDREN, OR IN A LOCKED CABINET.**

A. CHEMICAL/TOXIC/POISONS STORAGE

Bleach, cleaners, disinfectants, plant fertilizers, insect sprays, paint thinners, or other chemicals must be stored away from foods and utensils.

B. MEDICINE STORAGE

- 1) Store medicines out of reach of children.
- 2) Refrigerated medicines: Place in a container with a lid or in a Ziploc bag. Mark container **MEDICINES**.
- 3) Medicines in the kitchen must be in a container marked **MEDICINES**.
- 4) Vitamins must also be stored out of reach of children.

Cleaning materials, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials shall be stored in their original labeled containers and used according to the manufacturer's instructions for the intended purpose. They shall be used only in a manner that will not constitute a hazard to the children. When not in actual use, such materials shall be kept in a place inaccessible to children and separate from stored medications and food.

All arts and crafts materials used in the facility shall be non-toxic. There shall be no eating or drinking by children or staff during use of such materials. **Poisonous or potentially harmful plants** on the premises shall be inaccessible to children. See the Child Care Provider's Manual for poisonous plant information.

- 17. Garbage Covered/ Removed** Garbage and disposable diapers must be in covered containers or closed garbage bags. They should be taken to outside containers daily for weekly removal. Use plastic liners in all trash receptacles. Garbage/trash needs to be stored where it is inaccessible to children and cannot attract vermin.
- 18 Plumbing/Sewage Disposal** Water supply pipes, faucets, or hoses below a sink rim or in a drain or sewer may create a *cross-connection* between drinking water and dirty water.
- A. Proper backflow prevention should be present for things such as:**
- 1) A hose attached to a sink faucet
 - 2) A hose filling a wading pool

- 3) An underground landscape/lawn sprinkler system
- 4) A water softener drain line

B. Plumbing must be in good condition and comply with local plumbing code.

Sewage must be properly disposed with no overflows or surfacing that may cause contamination. An approved sewage disposal system is required such as a municipality's sewage treatment system or health district approved septic system.

**19. Water Supply/
Well Sample**

The water must be from a Health District approved source and be free of contamination. Our office will collect a sample of the water and inspect the visible portion of the well for facilities with 24 or less individuals. If there are 25 or more persons in the facility, the owner must comply with the Idaho Drinking Water Rules. The provider is responsible for complying with the sampling requirements and paying for the laboratory testing of the water sample.

**20. Hand Washing
Facilities**

- A hand sink needs to be close to the diaper changing area.
- A separate kitchen hand sink may be required in larger childcare facilities for hand washing prior to preparing foods.
- The kitchen sink is not to be used for hand washing after changing diapers.
- A hand sink must be provided where care givers and children can wash their hands after using the restroom, before eating, and at other times as needed.
- The sink(s) used for hand washing must have hot and cold running water through a mixing faucet. Soap and paper towels must be present. (Soft or liquid soap is recommended.)

**21. Diaper Changing
Facilities**

- The changing area cannot be in the kitchen or on counters or tables used for food preparation or dining.
- A smooth non-absorbent diaper changing surface is required.
- Plastic/vinyl mats or pads are acceptable if you use the smooth side.
- Dirty diapers and soiled clothing must be stored to prevent access by children.
- The employee is to sanitize the diaper changing surface after each diaper change.
- The sanitizer for the diaper changing area is recommended to be a stronger bleach water solution (1-3 Tablespoons to 1 Quart of water per NAEYC Accreditation Program 2011).
- Use gloves
- The employee is to wash his/her hands between each diaper change.
- The child's hands should also be washed.
- Disposable/cloth diapers: *There are no rules requiring a particular type of diaper. The Health District recommends disposable diapers to lessen contamination of surfaces and hands. They may be required to control an illness outbreak.*
- Disposable gloves are recommended.

22. Firearm Storage

Firearms must be in a locked container or other container inaccessible to children. Ammunition is to be in a separate locked container. This applies when children are present.

- 23. Water Hazards** Pools, hot tubs and other bodies of water must be inaccessible to children. A fence, 4 feet high (minimum) with a self-locking gate is required to prevent unsupervised child access.
- 24. Smoking/Alcohol Consumption** Use of alcohol or smoking is prohibited during operating hours when children are present. Tobacco related products like chew and pouches are not allowed.
- 25. Sleep, Play, & Restrooms Clean** Sleeping cots, blankets and mats are kept clean and sanitized regularly. Recommendations:
- Assign one set of bedding per child and keep bedding separated during storage by folding before stacking or placing in a plastic bag.
 - Do not store bedding directly on the floor.
 - Keep play areas clean.
 - Vacuum carpet daily.
 - Toys, tables, and chairs should be washable and sanitized frequently.
 - Equipment, materials, and furnishings shall be sturdy and free of sharp points/corners, splinters, protruding nails and bolts, hazardous small parts or lead based paint or poisonous materials.

TOILET ROOM:

Restroom(s) must be cleaned daily and ventilated. Carpet should not be directly next to the toilet or urinal. Toilet training seats/potties are to be kept clean and should be sanitized after each use. **Do not** wash potty seats in dishwasher or dishwashing sinks.

- 26. Heat, Light/ Ventilation** Adequate heat, light, and ventilation are required. Screened doors and windows are required when open. Heat producing equipment like portable room heaters and wood stoves must be maintained and used according to the manufacturer’s instructions. Wood stoves must not be accessible to children.
- 27. Outdoor Play Areas and Toys** Maintain areas free from hazards, such as window wells, garden tools, lawn mowers, gas grills, ATVs, motorcycles, and animal waste. Play equipment must be safe, in good condition, and anchored. The area should be easily supervised.
- 28. Animals/Pet Health/Vaccines** Animals must be in good health, friendly, and vaccinated. Vaccine records are to be available upon request.
- General Safety** Electric cords, outlets, and lamps must be in good condition to prevent injury. Keep electric outlets covered. Cords for blinds must be out of reach. Prevent stairway access to children 3 years of age and less. Railings for balconies and stairs must meet the building code requirements. Store fueled equipment and repair equipment in areas inaccessible to children. Choking hazards such as balloons, and objects less than 1inch in diameter may not be accessible to children 3 years or age or less.