



"People  
helping people  
help  
themselves"

MICHAEL R. PENCE, GOVERNOR  
STATE OF INDIANA

*Division of Family Resources*  
*Bureau of Child Care*

402 W. WASHINGTON STREET, P.O. BOX 7083  
ROOM W361, MS 02  
INDIANAPOLIS, IN 46204-2243

May 31, 2013

Dear CCDF Provider,

Thank you for caring for Hoosier children on the CCDF subsidy program. These children need and deserve a safe and healthy environment where they can learn all that they need in order to be ready for success in school and in life.

As you know, in order to ensure that these children, whose care is being paid for using public CCDF funds, are safe and healthy while in child care, any provider receiving CCDF funds must meet basic minimum standards found in IC 12-17.2-3.5. There have been some significant changes to this law. This letter explains these changes.

This mailing includes a great deal of information. Please read through this information carefully as these changes will take effect on **July 1, 2013**.

**As of July 1, you must meet these standards to continue to receive CCDF funding.**

1. **National Criminal Background Checks**- The CCDF applicant for your program, all employees and volunteers must complete a national criminal history check. These checks are completed by submitting fingerprints to the FBI. Instructions on how to do this are included in this mailing.

These national checks will replace the State limited criminal history check and must be completed every three years. Any new employee or volunteer must have a completed national criminal history check prior to coming into contact with the children in care.

The Bureau of Child Care will continue to conduct checks of the Child Protection Index and the Sexual Offender Registry List. In order for the Bureau to complete these required checks, you must continue to submit the consent form.

The new law also modifies the types of criminal convictions that will prohibit an individual from working within an unlicensed CCDF child care facility.



2. **Volunteers:** Volunteers are defined as an individual who provides services to your unlicensed CCDF child care facility without compensation for more than eight (8) hours per month.

Other important definitions include:

- **Qualified Caregiver-** a provider, employee, volunteer who has direct contact with children and meets all of the requirements including background checks, drug screens, TB tests and required trainings.
- **Guest-** an individual present in the facility for less than eight hours a month. A guest may not be left alone with the children in care at any time.

3. **Age of Caregivers-** All caregivers must 18 years old or older. If your program utilizes assistant caregivers who are between the ages of 14 and 18, they must be continually and directly supervised by a caregiver who is at least 18 years old. Children under the age of 14 are not approved to be an assistant caregiver.

Note: Anyone caring for children must be qualified to do so. See the definition of qualified caregiver above.

4. **Safe Sleep Practices-** If you care for children less than 12 months of age, your facility applicant must complete and document safe sleep training. All caregivers, employees and volunteers, caring for children must follow safe sleep practices for children less than 12 months of age at all times.
5. **Bathroom and Hand Washing:** Your facility must follow bathroom and hand washing standards. Toilets must be in working order, accessible to children, and kept in a sanitary condition. Caregivers must follow diapering guidelines (included in this mailing). Caregivers and children must wash their hands as required (guidelines included in this mailing). Training on these guidelines is available.
6. **Discipline:** Your unlicensed CCDF child care facility must have a written discipline policy that details what type of discipline will be used with children in care and must include the details about under what circumstances this discipline will be applied. This plan must also include information about how your method of discipline will be modified for children of different ages and abilities. A sample discipline policy is included in this mailing.

A parent/guardian whose children are in your care must receive a copy of this policy.

A parent/guardian must also sign a copy of the discipline policy and this signed copy must be kept with the child's records.

All caregivers follow this discipline policy at all times.

7. **Visits by Parents/Guardians-** Your unlicensed CCDF child care facility must be open to unscheduled visits by parents/guardians anytime child care is being provided.
8. **Child Abuse Prevention and Detection Training-** The CCDF applicant, employees and volunteers must receive training in child abuse prevention and detection. Documentation verifying the completion of this training must be kept in the employee/volunteer files.

A list of available trainings is included in this packet.

9. **Orientation to your Unlicensed CCDF Child Care Facility:** All employees and volunteers must receive orientation to the unlicensed CCDF child care facility prior to beginning work or volunteer activities. A list of information that must be included in this orientation is included in this mailing. Documentation verifying the completion of this orientation must be kept in the employee/volunteer files.
10. **Medication:** All medication must be kept inaccessible to children.
11. **Transportation:** A written statement indicating if your facility provides transportation must be submitted with your CCDF application.

If you transport children, a written permission slip, signed by a parent/guardian for each child in care, must be obtained and kept with the child's records. A sample permission slip is included in this mailing.

If you transport children you must also identify who the driver(s) will be. You must supply documentation that shows the driver(s) is at least 18 years of age and holds a valid driver's license. Drivers must also be qualified caregivers.

If you transport children you must also identify the vehicles that will be used. You must provide proof of insurance for any vehicle that will be used to transport children.

Keep in mind, that you must also follow Indiana state laws on the use of child car seats and seat belts at all times.

12. **Records:** Unlicensed CCDF child care facilities are required to maintain all records of required trainings onsite and this documentation must be made available to your inspector upon request.

**CCDF Eligibility Revocation:**

Other changes to Indiana laws include the reasons for a revocation of CCDF eligibility. If it is determined that false statements have been made on an application or records required by the Division of Family Resources (the division) or that there is credible allegations that you have committed fraud or if it is substantiated that you have committed welfare fraud or if criminal charges of fraud have been filed against you, your CCDF eligibility may be revoked. **If your CCDF eligibility is revoked, you will not be able to reapply for CCDF eligibility for at least two years.**

**CCDF Decertification**

A new law also defines a **CCDF Decertification**. A decertification from the CCDF program occurs when your facility is not meeting the standards as required under IC 12-17.2-3.5. These standards are known as Provider Eligibility Standards (PES). These standards include all of the above changes as well as the standards that your facility has already been required to meet.

You must comply with these PES standards at all times. If it is determined during an inspection or during a complaint investigation that your facility is not meeting the PES standards, you will be issued a Notice of Order. You will have a short period of time to come into compliance. If you fail to come into compliance by the deadline, your facility will be **decertified** from the CCDF program and will not be able to receive payments. If decertified, you may reapply to the CCDF program once you are able to demonstrate compliance with all of the statutes.

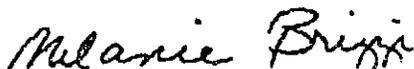
**Emergency Decertification:**

The new law also outlines certain conditions that will cause your facility to be immediately decertified from the CCDF program.

If certain emergency conditions, as defined by the law, are identified in your unlicensed CCDF child care facility, your eligibility to receive CCDF funding will be immediately decertified and you will not be eligible to receive payment. A list of the conditions that will cause an emergency decertification as well as details of the process are included in this mailing.

We at the Bureau of Child Care recognize that there are many changes that your facility must make in order to remain eligible to receive CCDF funds. In order to answer any questions about these changes we have scheduled webinars and teleconferences during the month of June that will explain the changes in more detail. A schedule of these trainings is included in this packet.

Sincerely,



Melanie Brizzi  
Child Care Administrator  
Bureau of Child Care

For additional information on these changes, please join the Bureau of Child Care for one of the webinars or teleconferences listed below.

All times are Eastern Standard Time

**To participate in a teleconference, dial 1-877-820-7831.**

**When prompted, enter the following passcode: 925161#**

Date	Time	Format
June 6	1:00-2:00 pm	teleconference
June 7	1:00-2:00 pm	teleconference
June 13	1:00-2:00 pm	teleconference
June 14	1:00-2:00 pm	teleconference
June 15	8:00-9:00 am	teleconference
June 21	1:00-2:00 pm	teleconference

**To participate in a webinar, you must have a compatible computer available.**

**To join a webinar go to the following link approximately 10 minutes before the start of the webinar: [www.webinar.IN.gov/bcc](http://www.webinar.IN.gov/bcc)**

Date	Time	Format
June 15	11:00 am-12:00 pm	webinar
June 28	1:00-2:00 pm	webinar

## FSSA Fingerprinting in Indiana

Follow the simple steps outlined below to complete the fingerprinting process:

1. Using your computer web browser, go to [www.L1enrollment.com](http://www.L1enrollment.com) and choose Indiana.
2. If you do not have access to the internet, you may call us toll-free at (877) 472-6917 to schedule an appointment. If you call, you will be asked the following questions instead of completing these steps yourself.
3. Click Online Scheduling and choose the language you wish to use for scheduling (English or Spanish).
4. Enter your first and last name and click "go".
5. Choose your Agency Name **Family and Social Services Administration** and click "go".
6. When it asks "Why are you being fingerprinted", select whichever is applicable: child care center employee or child care home employee.
7. Select the location where you want to be fingerprinted. You may choose a region of the state, click on the map, or enter a zip code to get a list of locations in a specific area. Press "go".
8. Click on the words "Click to Schedule" across from the location you want, under the day you wish to be fingerprinted. If you want a date further in the future, click the "Next Week>>" link to display more dates. Once you select the location/date combination, select the time for your appointment and click "go".
9. Complete the demographic information page. Required fields are indicated by a red asterisk (\*). When complete, click "Send Information".
10. Confirm the information. Follow the on screen directions to make any changes necessary. Once you see the data is correct, click "Send Information".
11. Complete your payment process and click "Send Payment Information".
12. Print your confirmation page. If you provided an email address, you will receive an email confirmation as well.
13. Bring **one** of the following with you to your fingerprinting appointment: Valid Driver License, Valid State Issued Identification Card, Valid Passport, Student ID with Picture and DOB, Work ID with Picture and DOB, Valid Alien ID card with Picture and DOB. If you do not have the above identification, you will need **both** a valid Birth Certificate and a Social Security Card.
14. Arrive at the facility at your appointed date and time.
15. The Enrollment Officer at the site will check you ID, verify your information, verify or collect payment, capture your fingerprints, and submit your data. This normally takes less than five minutes.
16. You will receive a signed receipt at the end of your fingerprinting session which can be provided to your agency for proof of fingerprinting.
17. All results will be processed and delivered to the authorized agency. L-1 is never in possession of criminal record data results.

## Tips for Creating a Safe Sleep Environment for Infants in Child Care

This checklist can serve as a basis for assessing the safe sleep environment for caregivers of infants. This information is based on American Academy of Pediatrics standards and the publication *Caring for Our Children* and applies to **infants under 1 year of age**. You are encouraged to attend the training, *Safe Sleeping Practices and Reducing the Risk of SIDS in Child Care*, offered through your local child care resource and referral agency (<http://iacrr.org>), to learn the most recent research-based practices.

### Assess the sleep environment:

- The Infant is always placed to sleep on a firm sleep surface, such as a safety-approved crib mattress, in a safety-approved crib, porta-crib, or play yard (check with what licensing allows)
- The mattress fits snugly in the crib
- The fitted crib sheet fits tightly around the mattress
- The infant is never placed to sleep on a sofa, chair, or adult bed
- There is no soft or loose bedding, such as a quilt, placed underneath the infant
- All blankets, pillows, quilts, and bumpers are kept out of the infant's sleep area
- Nothing covers the infant's face (i.e., bibs)
- Crib gyms, crib toys, mobiles, mirrors, and all objects/toys are prohibited in or attached to an infant's crib
- Stuffed animals, stuffed toys, and loose bedding are kept out of the sleep area
- There is no smoking in the program
- The infant is kept away from any area where smoking has occurred
- The sleeping infant is not overheated by a room temperature that is too high or by too many layers of clothing
- There is a medical waiver on file that is signed by a doctor and lists the medical reason for a sleep position other than on the back for all infants who require an alternate position

### Be sure to follow these important rules of infant care:

- ✓ Infants under one year of age are always **placed on their backs to sleep**, for naps and at night
- ✓ Instead of a blanket, the infant is placed to sleep in sleep clothing such as a one-piece sleeper
- ✓ When the infant is awake and **being watched by a caregiver**, it is desirable to place him or her on the stomach for "tummy time." (Tummy time helps infants achieve developmental milestones.)
- ✓ Shall not use products such as wedges etc. that are intended to control the position of the infant in sleep as these have not been sufficiently tested for effectiveness or safety).
- ✓ If the infant falls asleep in another surface (carrier, car seat, swing) they should be immediately removed and placed in a safety approved crib, porta-crib or pack and play
- ✓ Do not swaddle infants using blankets. Swaddling is not recommended in child care.
  - If you do swaddle infants under 3 months then use a safe swaddler according to manufacturer specifications and not a blanket
- ✓ The infant is not placed to sleep with a bottle

### In addition:

- ✓ **Pacifier use:** Consider offering a clean dry pacifier when placing the infant down to sleep for naps or at night
  - The pacifier does not need to be re-inserted if it falls out
  - If infant refuses the pacifier, he or she should not be forced to take it

- For breastfed infants delay pacifier use until 1 month of age to ensure good onset of breastfeeding
- The pacifier should not be coated in any solution. Pacifier should be cleaned often and replaced regularly
- The pacifier should not be clipped or attached to the infant or the crib (strangulation hazard)
- ✓ Develop and follow a policy regarding sleep position in your child care setting
- ✓ Discuss your policy with parents before enrollment
  - It is recommend that parents sign the policy
  - Provide safe-sleep-related educational resource materials for parents
- ✓ Develop a schedule to check for recalls of infant products. *Consumer Product Safety Commission at: <http://www.cpsc.gov>*

### **Does your Crib Meet New Safety Standards?**

#### **From the Federal Rule:**

"[b] beginning June 28, 2011, all cribs manufactured and sold (including resale) must comply with new and improved federal safety standards. The new rules, which apply to full-size and non-full-size cribs, prohibit the manufacture or sale of traditional drop-side rail cribs, strengthen crib slats and mattress supports, improve the quality of hardware and require more rigorous testing." CPSC's crib rule includes a standard for full-size cribs ([16 CFR part 1219](#)) and a standard for non-full-size cribs ([16 CFR part 1220](#)).

#### **Some things you should know:**

- All family child care homes (licensed or license-exempt), child care centers, and unlicensed registered child care ministries must use compliant cribs.
- As of June 28, 2011 all cribs manufactured and/or distributed in the United States must comply with new standards.
- Cribs manufactured before July 23, 2010 are not likely to be compliant.
- Cribs manufactured between July 24, 2010 and June 27, 2011 are not guaranteed to be compliant either.
  - A certificate of compliance must be kept on file for these cribs
- **NO** drop-side crib will be compliant with the new standards, even if it has an "immobilizer" or "fix-it" kit.

#### **New Play Yard standards:**

Effective Feb 28, 2013, play yards manufactured or imported for sale in the US must meet new and improved federal safety standards ([16 CFR 1221](#)).

#### **For Play Yards: (Check with what licensing allows)**

- Side rails should not form a sharp V when the product is folded. This prevents a child from strangling in the side rail.
- Corner brackets should be strong in order to prevent sharp-edged cracks and to prevent a side-rail collapse
- The mattress should be sturdy on the play yard floor to prevent children from getting trapped or hurt
- There should be no tears in mesh or fabric
- No missing, protruding, or loose screws, rivets, bolts, or hardware
- In good repair (if it is broken do not use it) and has not been recalled
- No cracks or stress whitening in plastic parts (especially corner brackets)

Developed in partnership with the Bureau of Child Care and Better Baby Care Indiana, a project of the Indiana Association for Child Care Resource and Referral

## An Easy Guide to Diapering Guidelines for Legally License Exempt Facilities



Diapering should be a special time for caregiver and baby. This is a chance for the child to bond with you and have your full attention. Because diapering is often a messy job, proper hygiene is essential to protect the health of you and the child.

### Before you Begin...

- The changing table is fully intact, washable, and sanitizable
- Waterproof paper is used and covers the length and width of the changing surface
- One hand is kept on the child at all times
- The use of gloves is required when blood is present

### The Diapering Process

1. The child's clothing is removed or moved
2. The soiled diaper is removed
3. The child is cleansed with a wipe
4. The waterproof paper is folded to cover the soiled area (if soiled)
5. Gloves are removed (if used)
6. A clean diaper is placed on the child and the child is redressed
7. The diapering waste is disposed of in a tightly covered, plastic-lined waste container
8. The waterproof paper is removed
9. Staff wash and sanitize the surface if soiled using a solution of ¼ cup bleach to 1 gallon of water or EPA approved sanitizer or hospital grade germicide.
10. Staff wash hands

### It is Recommended That...

- Gloves are used
- Staff wash hands before beginning the diapering process
- Children wash hands after the diapering process
  - If an infant cannot be held at the sink, wash hands with a clean, wet, soapy disposable towel or washcloth and rinse hands using a second clean wet disposable towel or washcloth
  - Diaper wipes are not an acceptable alternative to infant hand washing
- The changing surface is washed and sanitized after each use

### Social and Learning Opportunities

Diapering is a special bonding time between child and caregiver. Here are some things you can do to enhance that experience:

- Focus your attention exclusively on the child.
- Treat the child with respect.
- Talk with the child about what you are doing and what the child is experiencing, as this encourages language skills and helps build confidence.



# Hand Washing 101 for Legally License Exempt Facilities



Proper and frequent hand washing is the easiest and most effective way to prevent the spread of illness and disease in child care. Using

the proper procedure and washing hands frequently can prevent the spread of the common cold, flu, and food borne illness as well as many other germs. Children mimic behavior, so staff who wash their hands using the proper procedure at the appropriate times are setting a great example for the children in their care.

## Hand Washing is Required!

Indiana state regulations require that child care providers and the children in their care wash their hands before and after certain duties and activities.

## Child Care Staff Must Wash Hands...

- Before and After
  - Preparing meals and snacks
  - Eating
- After
  - Toileting
  - Feeding infants and children
  - Bathing infants and children
  - Wiping noses
  - Diapering and assisting children with toileting
  - Handling bodily fluids
  - Coughing into hands
  - Handling pets

## Children Must Wash Hands...

- Before and After
  - Assisting with meal and snack preparation
  - Eating
- After
  - Toileting
  - Handling bodily fluids
  - Coughing into hands
  - Handling pets

## When is Hand Washing Recommended?

Indiana state law covers the hand washing basics, but there are numerous other instances when hand washing is recommended for health and safety purposes.

- It is recommended that staff wash hands *before* feeding infants/children, bathing infants/children, wiping noses, and diapering/assisting children with toileting.
- It is recommended practice that staff wash hands before and after administering medication.
- It is recommended that children wash hands *after* a diaper change.
- It is recommended that staff and children wash hands:
  - After touching contaminated surfaces. A surface is contaminated if there is reason to believe that the surface has been or could be exposed to contaminants. This would include washing hands after taking out the trash.
  - After coming in from the outdoors.
  - Upon arriving at the child care center and before leaving.
  - After sensory play involving sand, water, etc.

## The Proper Procedure

The "proper" procedure is the hand washing process that has been proven most effective at eliminating germs. **Staff and children must wash hands using the proper procedure.**

- Wet hands under running water;
- Use plenty of soap to make a good lather;
- Keep fingers pointed toward the drain;
- Scrub fronts and backs of hands;
- Remember to wash wrists, scrub around fingernails and rings;
- Scrub between fingers;
- Scrub for at least 20 seconds;
- Rinse well with running water;
- Dry hands with a clean disposable towel or wall-mounted drying device

## SAMPLE DISCIPLINE/GUIDANCE POLICY

**Provider Name** \_\_\_\_\_

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, I may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors, I will not use:

- Threats or bribes
- Physical punishment, even if requested by the parent
- Deprive your child of food or other basic needs
- Humiliation or isolation

In response to misbehavior, I will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level
- Give clear choices
- Redirect your child to a new activity
- Move your child to a time-out chair for no longer than one minute per year of your child's age, if necessary

If your child's behavior is very disruptive or harmful to himself or other children, I will discuss the issue with you privately. If the situation can be resolved, the child may remain enrolled. If we are unable to resolve the issue, you may be asked to make other child care arrangements.

As a parent, you may have some concerns or wish to offer suggestions. Using the lines below, we may modify the above plan with agreed upon suggestions.

Child's Name \_\_\_\_\_

Date of Birth \_\_\_\_\_

Additional techniques to be used with my child:

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Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

**Due to changes in Indiana law, as of July 1, 2013, you and all of your employees and volunteers must take training on Child Abuse Detection and Prevention in order to continue receiving CCDF payments.**

**There are a variety of ways that you and your staff can receive this required training at no cost:**

1. Attend a webinar:  
Go to IACCRR Training Central at <http://www.iaccrr.org/default.cfm?page=training-central>. You must register with Training Central to see the available dates and times of the scheduled webinars and to register to attend a webinar. Many additional webinars have been added in order to help you meet this new requirement. Webinars are free but space is limited. You must have internet access and a compatible computer to participate in a webinar. If you have questions about this please call IACCRR at 1-800-299-1627.
2. Attend a face to face training at one of the local Child Care Resource and Referral Offices. A map of these offices and contact information for each is printed on the back of this flyer. Please call your local Child Care Resource and Referral office to learn more about when the trainings are offered and how to register your staff. Additional trainings have been added at each of the local offices to help you meet this new requirement. Trainings are free but space is limited.
3. If you have a large number of staff members that need this required training, your local Child Care Resource and Referral Office may be able to schedule a time to train your staff in person at your child care facility. Please contact your local Child Care Resource and Referral Office listed on the back of this flyer to learn more about this possibility.
4. You can find additional online training opportunities at <http://www.iaccrr.org/default.cfm>. These trainings are offered by a variety of child care partners. There may a cost for these trainings.

Training must contain information about how to identify child physical, sexual and emotional abuse and neglect, how to report suspected abuse or neglect, and how you can prevent abuse or neglect from occurring. If you are unsure if a particular training will meet the requirements, check with your inspector/consultant prior to taking the training.

**Remember, you are required to show documentation that you and each staff person and volunteer has received this training. You must keep this documentation and make it available to your inspector during your next inspection.**

While additional trainings and webinars have been added, it is highly recommended that you schedule your training as soon as possible. You and your staff must have this training prior to your inspection in order to continue receiving CCDF payments.

# Indiana Association for Child Care Resource and Referral Local Agencies

*Building networks to support families, providers, and communities*

**Workforce Development Services, Inc.**  
839 Broadway Suite N-208  
Gary, IN 46402  
(219) 882-0033  
(866) 582-2229  
www.wdscrr.org

**The Child Care Resource Network**  
1100 Elizabeth Street, Suite 1  
Lafayette, IN 47904  
(765) 742-7105  
(800) 932-3302  
www.thechildcareresourcenetwork.org

**Child Care Answers**  
615 N. Alabama Street, Suite 300  
Indianapolis, IN 46204  
(317) 636-5727  
(800) 272-2937  
www.childcareanswers.com

**Community Alliance and Services for Young Children - CASY**  
1101 South 13th Street 2nd Floor  
Terre Haute, IN 47802  
(812) 232-3952  
(800) 886-3952  
www.casonline.org

**4C of Southern Indiana, Inc.**  
600 S.E. 6th Street  
Evansville, IN 47713  
(812) 423-4008  
(866) 200-5909  
www.child-care.org

**Early Childhood Alliance (ECA)**  
3320 Fairfield Avenue  
Fort Wayne, IN 46807  
(260) 744-0298  
(800) 423-1498  
www.ecalliance.org

**Bona Vista Programs/ Child Care Solutions**  
123 N. Buckeye Street, Suite 3B  
Kokomo, IN 46901  
P.O. Box 2496  
Kokomo, IN 46904-2496  
(765) 452-8870  
(800) 493-3231  
www.bonavista.org

**Huffer Child Care Resource and Referral**  
3413 W. Fox Ridge Ln.  
Muncie, IN 47304  
(765) 284-0887  
(800) 554-9331  
www.huffermcc.org

**S.I.E.O.C.**  
110 Importing Street  
P.O. Box 240  
Aurora, IN 47001  
(812) 926-1585  
(800) 755-8558  
www.sieoc.org



[www.iaccrr.org](http://www.iaccrr.org)

*La Asociación de Indiana para Recursos y Referidos en Cuidado Infantil  
construyendo redes para apoyar a las familias, los proveedores y las comunidades*

*Su agencia local de recursos y referidos en cuidado infantil  
1-866-865-7056*

3901 N. Meridian Street, Suite 200 | Indianapolis, IN 46208  
phone (317) 924-5202 | fax (317) 924-5102 | toll-free (800) 299-1627  
www.iaccrr.org

Indiana association for child care  
resource & referral  
building networks to support families, providers and communities

## ORIENTATION FOR STAFF OR VOLUNTEERS

S  
A  
M  
P  
L  
E

Name \_\_\_\_\_ Position \_\_\_\_\_

Date of Hire \_\_\_\_\_ Orientation Date \_\_\_\_\_ Start Date \_\_\_\_\_

### THE FOLLOWING TOPICS WERE DISCUSSED WITH THE NEW EMPLOYEE:

- Names, ages, specific needs of children assigned, including food allergies
- Location of children's records
- Children's emergency information
- Supervision Policy
- Discipline Policy
- Safe Sleep Practices
- Medication storage and use
- Illness Policy including when to exclude children due to illness
- Diapering Procedures
- Hand Washing Procedures
- Cleaning, sanitizing, disinfecting procedures
- Location of emergency numbers
- Location of first aid supplies
- Smoking, Alcohol and Drug Policies
- Emergency evacuation procedures
- Location and operation of fire extinguishers
- Location and operation of smoke detectors for testing during drills
- Emergency procedures for bad weather
- Location and operation of gas, electric and water shut-off
- Other \_\_\_\_\_
- Other \_\_\_\_\_

Signature of Employee/Volunteer \_\_\_\_\_

Signature of Provider \_\_\_\_\_

This form must be signed and kept in the employee/volunteer file.

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## EMERGENCY DECERTIFICATION

The Bureau of Child Care may decertify you immediately from the CCDF program if damage has been done to your home by one of the following:

- ✓ Earthquake
- ✓ Flooding or other water source
- ✓ Tornado
- ✓ Severe wind
- ✓ Ice storm
- ✓ Fire
- ✓ Lead contamination
- ✓ Asbestos

You may also be decertified immediately if:

- ✓ The sewer has backed up
- ✓ Toilets cannot be flushed or are overflowing
- ✓ The sewer system is not operating properly
- ✓ The water supply is inadequate or unsafe due to contamination or malfunction
- ✓ No electricity is available in your home
- ✓ The heating system is not functioning properly
- ✓ Gas, carbon monoxide or other noxious gas is leaking
- ✓ The home is in filthy condition
- ✓ Rodents, roaches or vermin have infested the home or building
- ✓ Renovations are occurring in a room or area occupied by children
- ✓ The home or building is structurally unsafe
- ✓ There was a lack of supervision which resulted in the death or serious injury of a child
- ✓ A felon is present at the home or building

If the Bureau of Child Care determines immediate decertification is necessary, the following will occur.

1. You will be cited for the violation.
2. An Emergency Closure notification will be prepared.
3. A representative from the Bureau of Child Care will hand deliver your notification.
4. The representative will remain at your location until all the children have been picked up by their parent or guardian.
5. Your home or facility will be closed and no longer eligible for CCDF payment.
6. Your POS device will cease to work.
7. Parents / guardians will receive notification from the Intake office indicating you are no longer eligible to receive CCDF and directed to select another provider.
8. Once you have corrected the violation, you may request an inspection from the verifying agency.
9. The verifying agency will collect the required proof and document your compliance.
10. The verifying agency will notify the Bureau of Child Care of your compliance.
11. Your facility will be re-opened and available to be selected as a CCDF provider.
12. Parents / guardians who wish to utilize your child care must contact the Intake office to obtain a new voucher.
13. Your POS device will work.