



FIRST THINGS FIRST

Ready for School. Set for Life.

Requirements for On Site Child Care

Definition: On-site child care refers to child care that occurs in a facility or setting where the parents, guardians or caregivers of the children are on site for a designated purpose and remain on the premises while their children are cared for.

Although on-site child care settings are not expected to obtain a license, the **Requirements for On Site Child Care** are written to ensure high quality and to be in alignment with Arizona Department of Health Services Child Care Licensing regulations.

1. At least one adult left alone with the children must have current CPR and First Aid certification.
2. All adults working with the children must have:
 - a valid Level One Fingerprint Clearance Card that has been verified by the Arizona Department of Public Safety. A Level One Fingerprint Card can be obtained by completing a Criminal History Affidavit and an application for a Fingerprint Clearance Card, checking the box that says DHS Child Care Facility Licensure (ARS 36- 882). The cost of fingerprinting can be covered by the grantee/program. To obtain or verify a fingerprint card, more information can be found at: <http://www.azdps.gov/Services/Fingerprint/>
 - at least 6 months of experience in caring for young children as defined and verified by the grantee.
 - Mandated Reporting of Child Abuse training is completed before providing child care. http://www.childhelpinfocenter.org//index.php?option=com_content&task=view&id=135&Itemid=164
3. Children must be signed in and out of the on-site child care by the parent, guardian or caregiver that brings them to the site. The grantee must retain sign in and out sheets for 5 years with contract documentation.
4. All adults providing on-site child care must be in the same room as the children and supervise (see and hear) children at all times.
5. All adults who provide on-site child care should receive an initial orientation that covers the following:



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- Caring for children in developmentally appropriate ways;
 - Creating high quality learning environments and activities for children;
 - Interacting in age and developmentally appropriate ways with children,
 - Positive methods of child guidance;
 - Hand washing techniques;
 - Diapering techniques and toileting, if assigned to diaper changing duties;
 - Food service, sanitation, and storage, if applicable
 - Recognition of signs of illness and infestation;
 - Child abuse or neglect detection, prevention, and reporting;
 - Accident and emergency procedures;
 - Sun safety policies and procedures;
 - Safety in outdoor activity areas, if applicable;
6. The number of children in each group is limited different by age*. The ratios are as follows: * **when there are mixed ages, follow the ratio for the youngest child**
- infants (1:4)
 - toddlers (1:4)
 - preschoolers (1:8)
7. Follow proper hand washing techniques (attached), all adults and children wash their when they arrive at the site, after using the bathroom, before and after changing diapers, and before and after eating.
8. If nutritious snacks are provided by the program, they must be approved by the parents, guardians or caregivers and align with the attached meal pattern requirements.
9. Positive techniques, such as redirection and calm, verbal, responsive language is used at all times to guide children's behavior. Adults model expected behavior and utilize positive verbal guidance that is respectful towards children, labels and validates children's feelings, and clarifies the reasons and explanations for expected behaviors. Adults actively listen to children and respond in a sensitive manner. Yelling, spanking or other negative forms of discipline or punishment is prohibited.
10. A sufficient supply of age-appropriate toys, materials, and equipment that are too large for a child to swallow and free from sharp edges and points, , are organized and available at all times, including:
- Art supplies;



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- Books;
 - Rubber or soft plastic balls;
 - Puzzles and toys to enhance manipulative skills;
 - Blocks;
 - Washable soft toys and dolls;
 - Musical instruments; and
 - Indoor and outdoor equipment to enhance large muscle development; indoor and outdoor play areas are clean, safe and free from hazards.
11. There is a plan for notifying the child's parent, guardian or caregiver when a diaper change is needed and there is a clean and safe place designated for the parent to change diapers that can be cleaned and sanitized after each use. Proper diapering procedures are posted in the designated changing area.
12. Parents, guardians or caregivers are immediately notified if a child is injured, sick or lost.
13. There is a first aid kit, available to adults but inaccessible to children, on facility premises that contains first aid supplies in a quantity sufficient to meet the needs of the enrolled children including the following:
- Sterile bandages including:
 - Adhesive bandages of assorted sizes,
 - Sterile gauze pads, and
 - Sterile gauze rolls;
 - Antiseptic solution or sealed antiseptic wipes;
 - A pair of scissors;
 - Adhesive tape;
 - Single-use, non-porous gloves; and
 - Reclosable plastic bags of at least one-gallon size.
14. Emergency phone numbers and any known allergies or special health care needs are documented for each child upon signing in.



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Handwashing:

How to wash your hands properly

- 1** Wet your hands
- 2** Liquid soap
- 3** Lather and scrub - 20 sec
- 4** Rinse - 10 sec
- 5** Dry your hands
- 6** Turn off tap

DON'T FORGET TO WASH:

- between your fingers
- under your nails
- the tops of your hands

Meal Patterns:

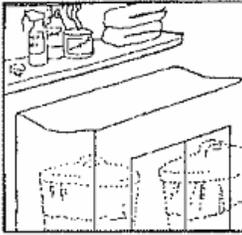
TABLE OF MEAL PATTERN REQUIREMENTS FOR CHILDREN			
Food Components	Ages 1 through 2 years	Ages 3 through 5 years	Ages 6 and Older
Breakfast: 1. Milk, fluid 2. Vegetable, fruit, or full-strength juice 3. Bread and bread alternates (whole grain or enriched): Bread or cornbread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	1/2 cup 1/4 cup 1/2 slice 1/2 serving 1/4 cup 1/4 cup	3/4 cup 1/2 cup 1/2 slice 1/2 serving 1/3 cup 1/4 cup	1 cup 1/2 cup 1 slice 1 serving 3/4 cup 1/2 cup
Lunch or Supper: 1. Milk, fluid 2. Vegetable and/or fruit (2 or more kinds) 3. Bread and bread alternates (whole grain or enriched): Bread or cornbread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains 4. Meat or meat alternates: Lean meat, fish, or poultry (edible portion as served) or cheese or egg or cooked dry beans or peas* or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds or an equivalent quantity of any combination of the above meat/meat alternates or yogurt	1/2 cup 1/4 cup total 1/2 slice 1/2 serving 1/4 cup 1/4 cup cup 1 oz. 1 oz. 1/2 egg 1/4 cup 2 tbsp** 1/2 oz.** 4 oz.	3/4 cup 1/2 cup total 1/2 slice 1/2 serving 1/3 cup 1/4 cup cup 1 1/2 oz. 1 1/2 oz. 3/4 egg 3/8 cup 3 tbsp** 3/4 oz.** 6 oz.	1 cup 3/4 cup total 1 slice 1 serving 3/4 cup 1/2 cup 2 oz. 2 oz. 1 egg 1/2 cup 4 tbsp** 1 oz.** 8 oz.

<p>Snack: (select 2 of these 4 components)***</p> <ol style="list-style-type: none"> 1. Milk, fluid 2. Vegetable, fruit, or full-strength juice 3. Bread and bread alternates (whole grain or enriched): <ul style="list-style-type: none"> Bread or cornbread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains 4. Meat or meat alternates: <ul style="list-style-type: none"> Lean meat, fish, or poultry (edible portion as served) or cheese or egg or cooked dry beans or peas* or peanut butter, soy nut butter, or other nut or seed butters or peanuts, soy nuts, tree nuts, or seeds or an equivalent quantity of any combination of the above meat/meat alternates or yogurt 	<p>1/2 cup 1/2 cup</p> <p>1/2 slice 1/2 serving 1/4 cup 1/4 cup</p> <p>1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp</p> <p>1/2 oz.</p> <p>2 oz.</p>	<p>1/2 cup 1/2 cup</p> <p>1/2 slice 1/2 serving 1/3 cup 1/4 cup</p> <p>1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp</p> <p>1/2 oz.</p> <p>2 oz.</p>	<p>1 cup 3/4 cup</p> <p>1 slice 1 serving 3/4 cup 1/2 cup</p> <p>1 oz. 1 oz. 1/2 egg 1/4 cup 2 tbsp</p> <p>1 oz.</p> <p>4 oz.</p>
<p>* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.</p> <p>** At lunch and supper, no more than 50% of the requirement shall be met with nuts, seeds, or nut butters. Nuts, seeds, or nut butters shall be combined with another meat or meat alternative to fulfill the requirement. Two tablespoons of nut butter or one ounce of nuts or seeds equals one ounce of meat.</p> <p>*** Juice may not be served when milk is served as the only other component.</p>			

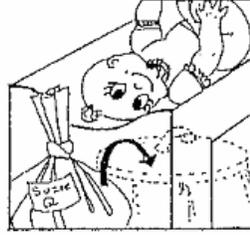
Diaper Changing:

DIAPER CHANGING

A child's diaper shall be changed as soon as it is soiled.



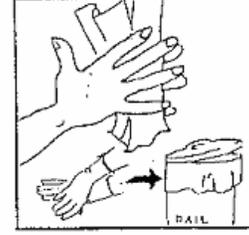
1. Diaper change surface shall be non-absorbent, seamless and smooth, and kept clear of items not required for diaper change. Wash hands with antibacterial soap and water. **WASH AWAY GERMS** before each diaper change! Put on disposable gloves.



2. Place child on surface. Remove soiled diaper/clothing. Place soiled diaper into a covered, plastic lined container. Place soiled clothing into a plastic lined bag and keep in a plastic lined container (for this purpose only) until pick-up.



3. Clean child's bottom with disposable wipe. Throw soiled wipe into the soiled diaper container.



4. Remove Gloves and throw away in the soiled diaper container. Use disposable wipe to further clean your hands, if needed. (Limit touching the environment or supplies with gloved hands.)



5. After removing the contaminated gloves, put a clean diaper on the child and dress the child.



6. Wash the CHILD'S hands (regardless of age) with running water and antibacterial soap. Return the child to the activity area or crib.



7. Clean the diaper changing area with soap and water, and sanitize with bleach solution, using single use paper towels.



8. Wash YOUR hands with antibacterial soap and water. **WASH AWAY GERMS!** Be sure to note the diaper change on the dated log.