

SOUTH CAROLINA DEPARTMENT OF SOCIAL SERVICES

CHILD CARE LICENSING

POLICY LIST AND INDEX



Health. Safety. Supervision.

1/5/11

POLICIES FOR PRIVATE AND PUBLIC CHILD CARE CENTERS

CHAPTER 1

Statute 63-13-20

POLICY: If an owner or sponsor of a child care facility that provides care for the same children for more than four hours per day opens another child care facility in the same building or within close proximity to the existing facility, the combined hours of operation and the minimum age of the children will determine the need for a license or registration. (04/01/08)

Statute 63-13-20 a.

POLICY: Close proximity is to be defined as: (1) located at the same address, (2) located in a campus setting, (3) located in a building immediately adjacent to the existing facility, or (4) located in such a manner as to allow the sharing of any of the buildings' resources, such as kitchens, restrooms, entries, or parking. (4/1/2008)

114-500 B. (3)(c)

POLICY: Public schools operating for more than four hours a day and receiving children younger than lawful school age, upon their choice, may be given a license or approval. If facility receives First Steps funds, it must be regulated by the Department. (SEE LETTER DATED SEPTEMBER 1, 2001 IN RESOURCE MANUAL, SECTION 1.) (1/31/06)

114-500 B.(3)(d)

POLICY: Immediate vicinity is defined as nearby and readily accessible. (8/21/07)

114-500 B. (3)(e)

POLICY: School vacation is defined as teacher work days or teacher in-service days and summer vacation. School holiday is defined as day(s) students do not attend school due to a state, federal, or religious holiday. (1/31/06)

114-500 B. (3)(e)

POLICY: Due to fire safety and requirements of the SC Code of Laws, summer camps and after-school programs must have fire and DHEC documentation must be available on site which demonstrates compliance with health and safety statutes. Licensing staff shall recommend that operators of summer camps seek local zoning approval and provide technical assistance, if requested. (1/31/06)

CHAPTER 2

Statute Section 63-13-20 (2)

POLICY: If an owner or sponsor of a child care facility that provides care for the same children for more than four hours per day opens another child care facility in the same building or within close proximity to the existing facility, the combined hours of operation and the minimum age of the children will determine the need for a license or registration. (04/01/08)

Statute Section 63-13-20 (2)

POLICY: Close proximity is to be defined as: (1) located at the same address, (2) located in a campus setting, (3) located in a building immediately adjacent to the existing facility, or (4)

located in such a manner as to allow the sharing of any of the buildings' resources, such as kitchens, restrooms, entries, or parking. (4/1/2008)

Statute Section 63-13-20 (28)

POLICY: Summer camps are an extension of after-school programs. Summer camps provide activities for children. Fire and DHEC documentation must be available on-site to show compliance with health and safety regulations. (1/31/06)

114-501 A.(4)

POLICY: If the director has a second job, the director shall provide sufficient information for the Licensing Specialist to determine the number of hours and the location of the second job in order to ensure regulatory compliance. (1/31/06)

114-501 A.(4)

POLICY: The center director must be a full-time employee and must be in charge on a regular basis for more hours per day than the center director designee. (1/31/06)

114-501 A. (4)&(5)

POLICY: The center director or co-director may serve as a teacher/caregiver as long as it does not interfere with the responsibility of being the director. (8/1/06)

114-501 A.(5)

POLICY: The center co-director must meet the same qualifications as the center director. (1/31/06)

114-501 A.(6)

POLICY: The center director designee may be a part-time or full-time employee but may not be the emergency person nor be in charge for more hours per day on a regular basis than the center director. (1/31/06)

114-501 A.(12)

POLICY: Department of Social Services refers specifically to DSS Child Care Licensing and Regulatory Services. (1/31/06)

CHAPTER 3

Statute Section 63-13-210

POLICY: All child care facilities shall be asked to provide proof of liability insurance. If a facility does not have insurance coverage, they shall be informed of the requirement to give proper notification to parents of enrolled children. A review of the records shall be scheduled for thirty days from the date the facility was informed of the requirement in order to verify that the facility has either obtained liability insurance or given proper notice to parents. (1/29/09)

114-502 A.(1)

POLICY: Any new prospective child care provider will be offered a formal orientation session by child care licensing and regulatory services. This session will be consistent throughout the state and shall include instructions on zoning. (1/31/06)

114-502 A.(4)

POLICY: A license will not be issued to a new facility without a clear fire inspection report (no deficiencies) unless there is an exception that the Fire Marshal has indicated on the report which gives the facility approval to occupy. (11/1/06)

114-502 A.(5)

POLICY: Prior to the original license being issued, there must be at least one staff person who is certified in pediatric first aid/CPR. (1/31/06)

114-502 A(5)

POLICY: An individual or individuals may possess more than one regulatory permit, provided that they are in compliance with the requirements for each type of permit. For instance, a Family Child Care Home operator may have a license to operate one or more Child Care Centers but may not have a registration for a second Family Child Care Home or a license for a Group Child Care Home. (7/30/09)

114-502 A.(6)

POLICY: Staff shall process all paperwork and issue the license within 90 days of receiving the last required paperwork. If processing exceeds 90 days, the license must be issued by default, as per statute. (1/31/06)

114-502 B.(1)

POLICY- When a child care provider notifies the Office of Child Care Licensing that the facility is closing, a written response should immediately be sent to the provider requesting the return of the permit no later than ten (10) days after the stated date of closure. (1/29/09)

SC Statute Section 63-13-80

POLICY: No child or other person in a child care facility may be photographed by Child Care Licensing even if the purpose is to document a deficiency. If children are present, and a photograph of the deficiency cannot be taken without including children or staff, written documentation of the deficiency on the On Cite Deficiency Citation form is still sufficient. (1/29/09)

114-502 C.(1)

POLICY: Inspection and approval of kitchens in public schools that have regulated child care facilities shall be deferred to DHEC, the approved health authority in South Carolina. (7/30/09)

114-502 C.(1)

POLICY: A child care facility may be closed with no staff present if all children are on a field trip. New children may be enrolled while the facility is closed due to a field trip, but they may not remain at the facility unless at least two qualified staff members are present. When any children are in care at the facility, the facility cannot be closed, two qualified staff members must be present, and access cannot be denied to Department staff. (1/29/09)

114-502 C.(1)

POLICY: If at any time a citation poses imminent danger to a child, the Department will address the results in writing within two business days of receipt of the citation. (11/1/06)

114-502 C.(4)

POLICY: Parents shall be interviewed cautiously with supervisory oversight, and a written statement may be requested from parents and/or staff. All efforts shall be made to prevent the appearance of bias by Department staff. (1/31/06)

SC Statute Section 63-13-80

POLICY- The degree of severity or the type of deficiency will determine the number of times a deficiency should be cited. Before placing repeat deficiencies in the Child Care Licensing system, the Region Supervisor or Central Office should be consulted. (1/29/09)

114-502 C.(5)

POLICY: Requests for any documents or information contained in Child Care Licensing and Regulatory Services' records shall be made in accordance with the Department of Social Services' agency policy for release of information. (Administration and Program Support Policy and Procedure Manual, p. 15) (See Resource Manual) (08/25/08)

114-502 C.(5)

POLICY: Regulatory accurate complaints received from some professionals who are affiliated with regulating child care facilities are founded as long as the complaint is not of a personal nature. Such allied professionals include but are not limited to the following: Fire Marshals, Law Enforcement, ABC, DHEC and DSS employees other than Regulatory Services.

- (1) After the complaint is received by the Region office and recorded in the Child Care Licensing system, a follow-up visit will be made in order to ensure the facility has corrected the deficiencies stated in the complaint. The facility director shall be informed at that time that the complaint is founded even if the deficiency has been corrected.
- (2) Upon verification of correction of the deficiencies, an entry will be made in the Child Care Licensing system that states the complaint was founded but deficiencies were corrected. (Revised 4/1/08 policy 1/29/09)

114-502 D.(2)

POLICY: Regional Office and Central Office will jointly staff cases to determine if revocation or denial is appropriate. (1/31/06)

114-502 D.(2)

POLICY: Negative action letters and summaries should be sent to the Program Manager(s) at the Central Office of Child Care Regulatory Services. Special circumstances may necessitate forwarding the documents to the Office of General Counsel at the discretion of the Central Office. (4/1/08)

114-502 E.(1)

POLICY: The above changes should be reported to the Department within 24 hours of the occurrence, unless an emergency situation warrants otherwise. (1/31/06)

114-502 F.(2)

POLICY: If at any time a citation poses imminent danger to a child, the Department will address the results in writing within two business days of receipt of the citation. (11/1/06)

CHAPTER 4

SC Statute Section 63-13-210(A)(B)

POLICY: All child care facilities shall be asked to provide proof of liability insurance. If a facility does not have insurance coverage, they shall be informed of the requirement to give proper notification to parents of enrolled children. A review of the records shall be scheduled for thirty days from the date the facility was informed of the requirement in order to verify that the facility has either obtained liability insurance or given proper notice to parents. (1/29/09)

114-503 B.(1)

POLICY: When a special event or program is being held at the facility and parents are present, the number of children present may exceed the number for which the center is licensed/approved. (1/31/06)

114-503 B.(2)

POLICY: Department staff shall consult the South Carolina State Fire Marshal's Office and DHEC on capacity issues. (1/31/06)

114-503 B.(2)

POLICY: A natural disaster is defined as fire, hurricane, tornado, flood, extreme weather conditions, etc. that may cause a center to close. An unscheduled closing is defined as an unexpected closing due to an unforeseen emergency circumstance which may include a natural disaster. (1/31/06)

114-503 D.(1)

DEFINITION: "At the center" is defined as while in the care of the child care provider. (6/1/07)

114-503 D.(1)

POLICY: If human breast milk intended for an infant is accidentally fed to another child, the facility shall follow the exposure control plan which is a required element of blood borne pathogens training. The Office of Child Care Licensing and the parents of all involved children must be notified immediately. (7/30/09)

114-503 D.(2)

POLICY: When directors self-report an incident that has occurred at their facility, the Department may offer a correction plan and/or technical assistance and make the proper referral to the appropriate agencies. Subsequent calls from the public or other agencies concerning the same issue shall be handled as a complaint. (5/1/06)

114-503 D.(2)

POLICY: If it becomes known that an employee/caregiver of a child care facility has a conviction that would prevent him/her from working in a child care facility and s/he continues to frequent the facility, a referral to the Office of General Counsel is required. (6/1/07)

114-503 D.(2)(f)

POLICY: When the Office of Child Care Licensing gains information that a child care employee has been charged or convicted of a crime but failed to report the incident to Child Care Licensing, a staffing must be held to determine whether or not the incident should be referred to the Division of Investigation for possible notification of the appropriate office of law enforcement (7/30/09).

114-503 D.(2)(h)

POLICY: The follow-up reports from the child care center shall include any documents related to the incident including, but not limited to, fire reports, police reports, and any other information related to the incident. The report shall include any new procedures enacted as a means to correct the problem. (1/31/06)

114-503 F.(2)

POLICY: Release of children policies shall include a description of how the facility will handle the situation if a parent arrives who is intoxicated or otherwise incapable of taking the child home safely or if a non-custodial parent attempts to claim the child without the consent of the custodial parent. (8/25/08)

114-503 F.(4)

POLICY: If a parent/guardian arrives at the child care center and the door is locked, someone from the center must be readily available to open the door to allow the parent/guardian to enter. (1/31/06)

114-503 H.(4)

POLICY: Facility directors shall be responsible for maintaining fingerprints on staff. DSS should be able to access fingerprint information on-line. (8/21/07)

114-503 I.(2)

POLICY: Child care records are largely public information, and copies may be obtained under the Freedom of Information Act (FOIA) by submitting a written request to the Office of General Counsel. This process applies to all requests. (04/01/2008)

114-503 I.(2)

POLICY: No child or other person in a child care facility may be photographed by Child Care Licensing even if the purpose is to document a deficiency. If children are present, and a photograph of the deficiency cannot be taken without including children or staff, written documentation of the deficiency on the On Cite Deficiency Citation form is still sufficient. (1/29/09)

114-503 J.(1)

POLICY: The outside line must be a land line that is available to the 911 locator service, listed with the telephone operator, and available to the Department. Cell phones are acceptable in addition to the land line. (5/1/06)

114-503 J.(3)

POLICY: Internal means of communication may include an intercom, walkie-talkies, and floaters. (1/31/06)

114-503 K.(1)(b)

POLICY: All initial licenses, registrations, and approvals issued to centers require a minimum of three staff members. One staff member must be a qualified director, and the other two staff members must be caregivers. (1/29/09)

114-503 K.(1)(b)

POLICY: A check or money order in the appropriate amount shall accompany the request for a check of the SC Central Registry of Abuse and Neglect unless the facility has been pre-approved for direct billing by the Department. (revised 5/1/06)

114-503 K.(1)(b)

POLICY: Central Registry check forms are valid for one year from the date they are signed by the staff member. If the employee goes to another facility without a break in service, then the results of the Central Registry checks are valid from the date the results were obtained, or if the staff member remains employed by the facility until the next renewal. (revised 5/1/06)

114-503 K.(1)(b)

POLICY: Central Registry Check Forms from other South Carolina state agencies are acceptable if they are current within one year. (8/1/06)

114-503 K.(1)(c)

POLICY: If an employee has committed an act of child abuse or neglect, the Child Care Regulatory Specialist will ask the facility director/operator to release the employee or ask the employee to voluntarily resign. If this request is refused, Regulatory staff should meet with his/her supervisor to staff this case for further legal action. (8/21/07)

114-503 K.(2)

POLICY: The child care center shall follow current FBI/SLED policies for obtaining state fingerprint reviews. (1/31/06)

114-503 K.(2)

POLICY: A staffing with the Central Office and General Counsel shall be held. Implement Corrective Action Plan if necessary. (6/1/07)

114-503 K.(2)(d)

POLICY: It is the responsibility of the facility director, operator, or owner to verify whether or not a new caregiver has had a break in service greater than one year. Assistance will be provided to the facility director, operator, or owner if they contact Child Care Licensing to verify information they have been given by the applicant or another child care facility. (1/29/09)

114-503 K.(2)(e)

POLICY: Convicted felons are prohibited from acting in the capacity of a volunteer even if supervised by qualified staff at all times. (1/29/09)

114-503 K.(3)(a)

POLICY: When the Department is informed that a director is no longer employed at a facility, the facility shall immediately be sent a letter giving the operator of the facility thirty days to submit the name and all required documentation for the new director. (5/1/06)

114-503 K.(3)

POLICY: Six months experience teaching K-5 in a public/private school may be substituted for six months experience working with children in a licensed/ approved/registered child care facility. (6/1/07)

114-503 K.(3)

POLICY: The grandfather clause contained in 63-13-30 (B) of the South Carolina Code of Laws refers to caregivers and makes no mention of child care facility directors. Therefore, this clause does not exempt directors from the educational requirements as stated in DSS Regulation 114-503 K.(3)(b) through 114-503 K.(3)(c)(v). (4/01/08)

114-503 K.(4)(a)

POLICY: All teachers/caregivers must have a high school diploma, GED, or appropriate certificate from an educational institution. If the institution is not accredited, staff may request a transcript. (1/31/06)

114-503 K.(4)(a)

POLICY: The intent of the law is to require caregivers and directors to meet a minimum educational standard in order to be employed in child care. Diplomas and GED's must be obtained from credible (see Webster's definition) sources. Diplomas, GED's, and transcripts from questionable sources should be reviewed with the Central Office of Child Care Licensing on an individual basis before they are accepted as proof of education. (11/3/10)

Definition: credible- believable, or offering reasonable grounds for being believed (Webster's Dictionary)

114-503 K.(4)(a)

POLICY: The teacher/caregiver must provide information as to the reason for receiving a Certificate of Completion. If they are unable to provide information about their disability, the teacher/caregiver must have at least a high school diploma or GED. (1/31/06) Verification of a high school certificate and disability may be completed by obtaining a letter from the special education staff of the high school, school district, or the Department of Education. The certificate and letter shall be submitted to the regional supervisor for review and approval. (8/25/08)

114-503 K.(4)(a)

POLICY: If a caregiver has proof of graduation at a level of education that exceeds a high school diploma, they do not need to provide proof that they graduated from high school or obtained a GED. The levels of education that exceed a high diploma or GED are as follows: an Associates Degree, a Bachelors Degree, a Masters Degree, and a Doctoral Degree. (1/29/09)

114-503 K.(4)(a)

POLICY: Diplomas and transcripts from educational institutions vary widely in content. If a diploma is questionable in any way, a transcript and/or contact information for the educational institution may be required. The educational institution may be contacted if the documents appear to be altered. (4/01/08)

114-503 K.(4)(a)(ii)

POLICY: Staff members, including cooks, janitors, maintenance persons, secretaries, and bookkeepers, who do not provide direct care for children and are not counted in staff:child ratios are not caregivers as defined by regulation and are exempt from educational requirements. (8/25/08)

114-503 K.(4)(a)(ii)

POLICY: “Directly supervised” for unqualified staff means a qualified staff person is physically in the room when children are present. (5/1/06)

114-503 K.(4)(a)(ii)

POLICY: Proof of high school graduation or GED completion must be in the form of a valid diploma, official transcript, college diploma, or a notarized statement from the appropriate school district or educational facility. Any other documentation must be approved by the Central Office. (revised 11/1/06)

114-503 K.(4)(a)(ii)

POLICY: The grandfather clause as stated in South Carolina Code of Law 63-13-30 (B) refers specifically to caregivers who were exempted from educational requirements to be caregivers. There is no statement in the statute with regard to exempted caregivers becoming facility directors. Therefore, caregivers exempted from educational requirements may not be employed as directors. (8/25/08)

114-503 K.(4)(a)(ii)

Policy: Due to extenuating circumstances, records proving that an individual meets the minimum educational requirements to be employed in child care cannot always be obtained. When this occurs, the Region Supervisor will staff with the Central Office of Child Care Licensing. The staffing team may use discretion to make a decision whether or not to approve the employment. Documentation of the approval should be conspicuously available for further licensing reviews (7/30/09).

114-503 K.(5)(a)

POLICY: A file shall be kept on volunteers which documents orientation. (5/1/06)

114-503 K.(5)(b) & (c)

POLICY: An exposure control plan must be established as part of Blood Borne Pathogens training. Credit for the training will not be given if the plan is not complete and in writing at the facility. (8/25/08 reviewed with no revision 7/30/09)

114-503 K.(5)(d)

POLICY: If the child care center cares for children with special needs, the facility shall maintain on file documentation of orientation and training of staff in those areas of special needs.(1/31/06)

114-503 K.(5)(d)

POLICY: If an emergency medication is needed, such as an EpiPen or inhaler, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff should be trained in the recognition of symptoms in children and the use of the emergency medication. Parents should complete an Emergency Consent Form and provide it to the facility. (11/1/06)

114-503 K.(5)(g)

POLICY: Certified training for basic first aid and child-infant cardiopulmonary resuscitation must include a hands-on, skills component in order to meet the requirements as described in statutes and regulations for Child Care Licensing. If the training includes on-line video instruction, there must be a certified instructor present in the room to demonstrate and observe proper techniques as performed by the students. No CPR/FA training may be approved that was obtained solely through on-line Internet instruction. Proof of training must be in the form of an original certificate or card signed by the trainer. (11/3/10)

CHAPTER 5

114-504 A.(1)

POLICY: Paid students may substitute for full-time caregivers and may be counted in the staff to child ratio under the following conditions: (1) they meet all requirements of full-time caregivers, or (2) they meet all requirements of an Emergency Person and remain under the direct supervision of a qualified caregiver at all times. (4/01/08)

114-504 A.(2)

POLICY: If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)

114-504 A.(3)

POLICY: Each caregiver who is responsible for a group of children must maintain an accurate written account of their movements throughout the facility, while transporting, or on a field trip. The written account should include the child's name, the times the child enters and exits the facility, a vehicle, or another area of the center. (1/31/06)

114-504 A.(4)

POLICY: Child Care Regulatory Specialists may not provide child care services while at a center and may not be counted in the staff:child ratios. If a facility is found to be operating with only one qualified caregiver present, another qualified caregiver must be summoned to the facility. If no other qualified caregiver can be summoned, the director (or designee) shall contact the parents to pick up their children immediately. If no qualified caregivers are present at the facility, the unqualified caregivers shall be instructed to locate and inform the director to return to the facility immediately. A report shall be made to OHAN at the earliest opportunity. If the director cannot be located or cannot return to the facility, law enforcement shall be contacted and a request shall be made for an officer to respond for the purpose of an official written report. The Regulatory Specialist may ask law enforcement to assist with efforts to locate parents. (8/25/08)

114-504 B.(2)

POLICY: When there is no majority defining the age group, always determine the ratio by the youngest age child. (1/31/06)

114-504 B.(2)

POLICY: When children of different ages are combined in a designated infant room, the enrollment is limited to the number of infants allowed in that room. When no infants and/or toddlers are present in the designated infant room, this restriction does not apply. (1/31/06)

114-504 B.(3)

POLICY: Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license, a conference will be held with the director. A corrective action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the license. (1/31/06)

114-504 B.(3)

Policy: In order to thoroughly and accurately cite a violation of staff to child ratios, a copy of the daily enrollment sheet for the room in question should be obtained. The enrollment sheet must state the ages or dates of birth of the children and the number of qualified and unqualified staff present. The numbers and ages of the children must be recorded on the DSS form 2942 and reviewed with the facility director or designee. A request must be made for the director to sign the DSS form 2942. If they refuse to sign the form, it should be noted on the form in the facility director space. (7/30/09)

114-504 C.(1)

POLICY: Nap time in an infant room can be any time of the day when the majority of the infants are asleep. (1/31/06)

114-504 C.(1)

POLICY: During nap time, there must be one qualified staff person available in the facility to assist in a room if needed. The director may serve as that staff person. (1/31/06)

114-504 D.(1)

POLICY: Wading pools are defined as being any body of water one foot or less in depth. (1/31/06) (NOTE: Moved from 114-504 D.(2) 5/1/06)

114-504 D.(2)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Legible safety rules for the use of swimming and built-in wading pools shall be posted in a conspicuous location, and each caregiver responsible for the supervision of children shall read and review them often enough so he/she is able to cite the rules when asked. (1/31/06)

CHAPTER 6

114-505 A.(1)

POLICY: The health status referred to in this regulation is a history of the child's health for the last 30 days before enrolling in the facility and must be completed at the time of admission on DSS Form 2900. (1/31/06)

114-505 A.(3)

POLICY: If a parent/guardian or other person appears to be under the influence of alcohol or drugs and intends to leave the facility with a child, the director of the facility has the responsibility of deciding how best to handle the situation. If the director contacts Child Care Licensing and Regulatory Services for assistance, staff shall advise the director that only a court of law or an officer of the court has the right to deny access by a parent to their own child. (1/31/06)

114-505 B.(2)

POLICY: This regulation includes stuffed animals. (1/31/06)

114-505 B.(2)

POLICY: After several washings, stuffed animals should be discarded to prevent unraveling that could present a choking hazard. (8/1/06)

114-505 B.(2)

POLICY: Furniture, toys, and equipment can be sanitized by using a sanitizing solution spray, dishwasher, washing machine, or the manual dishwashing method. If sanitizing solution is sprayed, it must be allowed to dry. Disinfectant wipes do not sanitize and cannot be used. (11/1/06)

114-505 B.(6)

POLICY: Toothbrush covers are permitted if they allow for air circulation. (5/1/06)

114-505 B.(6)

POLICY: Toothbrush covers, if used, should be cleaned with bleach solution to prevent mold. (8/1/06)

114-505 C.(1)

POLICY: The Emergency Medical Plan must be in writing, and the Regulatory Specialist will review the plan at initial licensure/registration and at each renewal or as needed. (1/31/06)

114-505 D.(2)

POLICY: Diaper ointments, Neosporin, and other common over-the-counter products are considered to be medicines and are to be used and stored according to regulations. (8/1/06)

114-505 D.(2)(b)

POLICY: If an emergency medication is needed, such as an EpiPen or inhaler, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff should be trained in the recognition of symptoms in children in the use of the emergency medication. Parents should complete and maintain on file at the facility an Emergency Consent Form that identifies and gives consent for the use of any special medication prescribed for the child, as well

as consent for the use of Neosporin or any other over the counter antibacterial medication listed in the contents of the facility's first aid kits. (11/1/06 amended 7/30/09)

114-505 D.(2)(b)

POLICY: Medications intended for adult use must be stored separately from medications prescribed for children. The storage area must also be in a location inaccessible to children. Due to the privacy concerns and rights of the staff described by HIPPA regulations, caregivers and other staff may provide their own locked containers which may be stored in locations inaccessible to children. (1/29/09)

114-505 D.(3)

POLICY: With the exception of training, all logs required by these regulations must be maintained on file at the facility for a minimum of one year. (1/31/06)

114-505 E.(1)

POLICY: First aid kits shall be restocked after use, and an inventory shall be conducted at least monthly. (See Resource Manual Section 6 for example of suggested contents of a first aid kit.) National Health & Safety Performance Standards (5/1/06)

114-505 E.(1)

POLICY: Rubber gloves are to be included in the First Aid Kit. Antibiotic ointment should be used with care as some children may be allergic. (8/1/06)

114-505 F.(1)

POLICY: "Adjacent" is defined as "close to" and does not include across the room or on the other side of a door. The caregiver can turn around to wash their hands provided that the proper diaper changing procedure is followed. (11/1/06)

114-505 F.(2)

POLICY: If the diaper changing area is not in "clear view" upon entering the classroom, mirrors may be used to provide a "clear view" of the entire diaper changing area. However, a mirror may never be used to provide "clear view" into a bathroom. (11/1/06)

114-505 F.(2)

POLICY: The "diaper changing area" is defined as the surface used for diapering, the hand-washing sink, and the "hands-free" operated trash can. (11/1/06)

114-505 F.(3)

POLICY: Children's hands shall be washed in the lavatory after each individual diaper change. In the case of infants, hands may be cleaned with single-use, pre-moistened towelettes. (1/31/06)

114-505 F.(6)

See Resource Manual Section 6 for approved sanitizers for diaper changing tables. (5/1/06)

114-505 F.(6)

POLICY: Only bleach/water solution may be used on the diaper changing table. Allow to dry for ten (10) seconds and then it may be wiped with a clean paper towel or clean dry cloth. Old

bleach/water solution should be discarded and a new bleach/water solution made for use on a daily basis, either at the beginning of the day or at the end of the day. (amended 11/3/10)

114-505 F.(7)

POLICY: The use of non-porous gloves should be worn in accordance with the facility's Blood Borne Pathogens Plan. (11/1/06)

114-505 F.(8)

POLICY: Pull-ups may be changed in restrooms, but all other diapers must be changed on a diaper changing area. (11/1/06)

114-505 F.(8)

POLICY: Diaper changing areas cannot be located in bathrooms. (11/1/06)

114-505 F.(15)

POLICY: All child care facilities, including centers that do not care for infants or children who are not toilet trained, must clean and change the clothing of children promptly if they become soiled with urine or feces. If the child experiences diarrhea or appears to be ill, the facility will follow their Exposure Control Plan to prevent the spread of disease. (8/25/08)

114-505 G.(1)

POLICY: When the employee has been identified as low-risk at the initial TB screening, no additional testing is required according to the guidelines approved by the Board of Health and Environmental Control. (5/1/07)

114-505 G.(1)

POLICY: Caregivers may claim the right to refuse a TB test because it violates their religious beliefs, but they must still obtain a written statement from a health professional that they are free of communicable tuberculosis. (4/01/08)

114-505 G.(1)

POLICY: Paid students may substitute for full-time caregivers and may be counted in the staff to child ratio under the following conditions: (1) they meet all requirements of full-time caregivers, or (2) they meet all requirements of an Emergency Person and remain under the direct supervision of a qualified caregiver at all times. (4/01/08)

114-505 G.(4)

POLICY: The use of non-porous gloves should be worn in accordance with the facility's Blood Borne Pathogens Plan. (11/1/06)

114-505 G.(4)

POLICY: Hand sanitizer may not be used instead of soap and water. However, it may be used after washing hands with soap and water. (8/1/06)

114-505 H.(3)

POLICY: Staff orientation shall include training on the evacuation plan. The plan must include a posted evacuation route, the procedures followed during evacuation, and an alternative destination. (Policy amended 5/1/06)

114-505 I.(1)(b)

POLICY: The capacity of a vehicle used by the facility to transport children is defined by the number of available restraints. (1/31/06)

114-505 I.(1)(b)

POLICY: All children under the age of two years must be placed in an appropriate child restraint device any time they are transported, regardless of the type vehicle used. The restraint device must be adequately secured to the vehicle. (11/1/06)

114-505 I.(1)(b)

POLICY: Vehicles that do not provide appropriate methods (seat belts) to secure a child restraint device cannot be used to transport children under the age of two years. When children under two years of age are transported, the restraint requirements in this section do not apply to vehicles not required by federal or state law to be equipped with seat restraints. For example, public transportation, such as school buses, city buses and taxi cabs are not required to have seat belts. If a center uses one of these methods to transport children, child restraint seats are not required for children over the age of two years. (11/1/06)

114-505 I.(1)(e)

POLICY: If a fifteen-passenger van is parked visibly on the premises of a child care facility, the director must provide a written statement to Child Care Regulatory Services that the van will not be used for the transportation of children. (11/1/06)

114-505 I.(1)(e)

POLICY: No vehicle may be used by a regulated child care facility to transport children if the capacity of the vehicle exceeds one driver and ten passengers, and the vehicle does not meet all standards of a school bus as described in state and federal laws. (11/3/10)

CHAPTER 7

114-506 A.(8)

POLICY: When the temperature exceeds 90 degrees, children shall not remain outside for more than one hour at a time without at least a thirty minute break inside the facility. Water must be offered or be available to all children upon request during the outdoor period. (1/31/06)

114-506 A.(8)

POLICY: If sunscreen is being provided, the provider should read the label and adhere to its guidelines before applying it to the child. (8/1/06)

114-506 A.(8)

POLICY: In the event of cold weather, refer to the National Standard below. (5/1/07)

114-506 A.(8)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather

Service....Children shall be protected from the sun by using shade, sun-protective clothing, and sunscreen with UVB-ray and UVA-ray protection of SPF-15 or higher, during outdoor play. Before prolonged physical activity in warm weather, children shall be well-hydrated and shall be encouraged to drink water during the activity. In warm weather, children's clothing shall be light-colored, lightweight, and limited to one layer of absorbent material to facilitate the evaporation of sweat. Children shall wear sun-protective clothing, such as hats, long-sleeved shirts and pants when playing outdoors between the hours of 10 AM and 2 PM. In cold weather, children's clothing shall be layered and dry. Caregivers shall check children's extremities for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold weather. (1/31/06)

CHAPTER 8

114-507

POLICY: Knowledge of any significant health or safety risk, including but not limited to soil, water, or building contamination, is grounds for denial of an approval, license or registration to operate a child care facility. (04/01/2008)

114-507 A.(1)

POLICY: All rooms shall be measured baseboard to baseboard, where the floor meets the wall. The measuring wheel may be used outside to measure the playground only. (1/31/06)

114-507 A.(2)(c)

POLICY: All windows, doors, or other openings to the exterior of the facility shall be properly screened to prevent entry by insects or other unwanted animals. If windows are not available for ventilation, doors may be propped open only if properly screened. (8/25/08)

114-507 A.(3)

POLICY: "Safety glass" may include plastic coated or wire reinforced glazing material that is non-toxic and non-flammable. (11/1/06)

114-507 A.(4)

POLICY: Nap time lighting shall be sufficient to see each child clearly. (1/31/06)

114-507 A.(5)(a)

POLICY: Safety barriers shall be of sufficient height and construction to protect children. Natural barriers are not acceptable. (Policy amended 5/1/06)

114-507 A.(5)(a)

POLICY: To protect children, safety barriers shall be a minimum of 4 feet in height and a minimum of 36" in distance from the source. (See Resource Manual for DHEC/Fire recommendations.) The barrier should be made of non-combustible materials and may not include plants, trees or shrubs. (6/1/07)

114-507 A.(5)(c)

POLICY: If DHEC determines that a licensed family child care home or group child care home applicant needs a lead risk assessment, it must be completed and, if lead is found, the assessment must be cleared prior to the issuance of the license. (6/1/07)

114-507 A.(5)(g)

POLICY: All pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products shall be removed from the crib while the infant is sleeping. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep. (8/25/08)

114-507 A.(6)(a)

POLICY: New applicants to operate licensed child care facilities that use well water must obtain approval from DHEC for a permitted public well. (11/3/10)

114-507 A.(6)(e)

POLICY: Drinking fountains shall have an angled jet and orifice guard above the rim of the fountain. The pressure shall be regulated so the water stream does not contact the orifice or splash on the floor, but shall rise at least two (2) inches above the orifice guard so that children will not put their mouths on the fountain. (National Health & Safety Performance Standards) (5/1/06) Due to the likelihood of contamination, drinking fountains shall not be located on hand washing sinks. (8/25/08)

114-507 A.(7)

POLICY: Regulatory Specialists will only cite a facility for being too hot or too cold if they have access to either of the following: (1) a thermometer or (2) a thermostat that is connected to the heating/air conditioning controls. (4/01/08)

114-507 A.(7)

POLICY: In the event of cold weather, refer to the National Standard below. (3/6/07)

114-507 A.(7)(a)

POLICY: A draft-free temperature of 65 degrees F to 75 degrees F shall be maintained at 30% to 50% relative humidity during the winter months. A draft-free temperature of 68 degrees F to 82 degrees F shall be maintained at 30% to 50% humidity during the summer months. All rooms that children use shall be heated, cooled, and ventilated to maintain the required temperatures, humidity, and air exchange and to avoid accumulation of odors and fumes. Air exchange shall be a minimum of 15 cubic feet per minute (or 7.5 liters/second) per person of outdoor air. (National Health and Safety Performance Standards) (1/31/06)

114-507 A.(7)(a)

POLICY: When the inside temperature exceeds the regulatory limit due to a failure of the heating or air conditioning system and the problem cannot be corrected within four (4) hours, parents must be contacted to pick up their children. (revised 8/1/06)

114-507 A.(8)(b)

POLICY: In facilities where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (11/1/06)

114-507 A.(8)(d)

POLICY: Hands-free trash receptacles shall be defined as foot pedal-operated. (5/1/06)

114-507 A.(10)(a)

POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)

114-507 A.(10)(d)

POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)

114-507 A.(12)(f)

POLICY: If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)

114-507 A. (12)(f)

POLICY: Privacy for preschool children is defined as an enclosed bathroom. Privacy for school-aged children is defined as an enclosed toilet. (8/1/06)

114-507 A.(12)(j)

POLICY: Bar soap is not allowed. (1/31/06)

114-507 B.(1)

POLICY: If a facility only operates between 6:00 p.m. and 6:00 a.m., outdoor play is not required. For a facility offering night care (i.e., 6:00 p.m. – 6:00 a.m.) and allowing children outside for play, adequate lighting must be provided so that children are clearly visible at all times. (11/1/06)

114-507 C.(1)

POLICY: Broken toys are to be discarded. (8/1/06)

114-507 C.(7)

POLICY: Pea gravel is acceptable as a cushioning material under playground equipment. Fine gravel and medium gravel are both acceptable as long as the stones are rounded, as found in river washed or tumbled stone. Both types of gravel must have an uncompressed depth of 12 inches if used under equipment 6 to 10 feet high. At lower than 6 feet, an uncompressed depth of 6 inches is sufficient. Gravel may not be used to cover asphalt or concrete. (8/25/08)

114-507 C.(9)

POLICY: Cushioning material shall be a minimum of six inches deep. (1/31/06)

114-507 C.(9)

POLICY: (NATIONAL STANDARD – (National Health and Safety Performance Standards, Second Edition) All pieces of playground equipment shall be surrounded by a shock-absorbing surface. This material may be either the unitary or the loose-fill type, as defined by the guidelines of the U.S. Consumer Product Safety Commission (CPSC) and the standard of the American Society for Testing and Materials (ASTM), extending at least 6 feet beyond the perimeter of the stationary equipment. These shock-absorbing surfaces must conform to the standard stating that the impact of falling from the height of the structure will be less than or equal to peak deceleration 200G and a Head Injury Criterion (HIC) of 1000. Organic materials that support colonization of molds and bacteria shall not be used. This standard applies whether the equipment is installed outdoors or indoors. (1/31/06)

114-507 C.(9)

POLICY: Six feet beyond the equipment and swings is defined as six feet beyond the fall zone. See Resource Manual for the diagram of zone for single-axis swings and multi-axis swings. (8/1/06)

114-507 C.(9)

POLICY AMENDMENT: The benchmark for defining the fall zone should be a 6' perimeter. However, other factors should be taken into consideration (i.e., fence, next to a building, compliance history, supervision issues). Grandfathering and allowing reasonable timeframes for compliance may be considered. (11/1/06)

114-507 C.(16)

POLICY: Protective helmets must be worn by all children skating outdoors. Children who are in care at indoor skating facilities are not required to wear helmets. (revised 4/01/08)

114-507 D.(1)

POLICY: Cribs purchased from a manufacturer or retail outlet with acrylic end panels that meet or exceed all ASTM, JPMA and CPSC standards may be used, as approved by the State Fire Marshal's Office. (5/1/07)

114-507 D.(2)

POLICY: Play pens, portable cribs, and play yards are acceptable for napping as long as they meet the requirements of the US Consumer Products Safety Commission (CPSC). (11/1/06)

114-507 D.(2) & (5)

POLICY: Bedding (sheets, pillows, blankets, sleeping bags) shall be of a type that can be washed. Each child's bedding shall be kept separate from other children's bedding, on the bed or stored in individually labeled bins, cubbies, or bags. (8/25/08)

114-507 D.(3)

POLICY: Crib mattresses shall be firm and have a nonporous, easy-to-wipe surface. They must be manufactured for sale in the United States as infant sleeping equipment, and they must be fitted in the crib so that no more than two fingers can fit between the mattress and the crib side in the lowest position. (8/25/08)

114-507 D.(4)

POLICY: Bunk beds of all types are prohibited due to placement preventing ready access in all circumstances. (11/1/06)

114-507 D.(6)

POLICY: Cots should not be stored in a bathroom unless they are stored a minimum of 10 feet from the toilet or unless they are in an enclosed storage area. (8/21/07)

114-507 E.(1)(e)

POLICY: In facilities where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (11/1/06)

114-507 E.(3)

POLICY: Guns and other weapons may not be brought into a child care facility even when the person with the weapon has a permit to carry a weapon (7/30/09).

114-507 E.(4)(a)

POLICY: Regarding animals in classrooms, DHEC states that animals are allowed as long as they are housed properly. Children should always wash their hands thoroughly after contact with animals. (1/31/06)

114-507 E.(4)(a)

POLICY: Dogs, cats and ferrets must have rabies vaccinations. (8/1/06)

114-507 E.(4)(d)

POLICY: Reptiles may not be handled by children. Staff who handle and prepare food shall not handle reptiles due to the salmonella threat. (1/31/06)

114-507 E.(4)(d)

POLICY: Green slider turtles are not allowed in facilities because they carry salmonella. (8/1/06)

CHAPTER 9

114-508 A.(1)(b) & A.(4)

POLICY: All foods, including milk, must be served by the date indicated on the container or package. (7/30/09)

114-508 A.(4)

POLICY: All foods, including milk, must be served by the date indicated on the container or package. (7/30/09)

114-508 B.(1)

POLICY: The hand-washing sink may not be used for any other purpose and must be accessible. (8/1/06)

114-508 B.(5)

POLICY: All food preparation staff and servers must wear some form of hair restraint while performing those duties. (11/1/06)

114-508 B.(7)(c)

POLICY: The FDA requires pork products to be cooked to a temperature of at least 155 degrees. (8/1/06)

114-508 C

POLICY: Inspection and approval of kitchens in public schools that have regulated child care facilities shall be deferred to DHEC, the approved health authority in South Carolina. (7/30/09)

114-508 D.(3)

POLICY: Thermometers should be placed close to refrigerator or freezer door which is the warmest area of the appliance. (8/1/06)

114-508 E.(7)(d)

POLICY: Three compartment sinks must be used to sanitize dishes and food handling equipment only when the sanitation process is complete immersion in hot water at a temperature of 170 degrees Fahrenheit. (11/1/06)

CHAPTER 10

114-509 A.(3)(c) & (g) and 114-509 A.(5)(b)

POLICY: All pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products shall be removed from the crib while the infant is sleeping. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep. (8/25/08)

114-509 A.(5)(c)

POLICY: Cribs must be placed three feet apart on the sides facing other cribs unless they are purchased with pre-installed barriers that are clear, non-toxic, and non-combustible. If these cribs are used, they can be placed closer together as long as staff accessibility and visibility is maintained, and the distance is never less than two feet. (11/1/06)

114-509 A.(5)(c)

POLICY: Unoccupied cribs may be moved together to allow adequate play space as long as fire exits are not blocked. (11/1/06)

114-509 A.(5)(c)

POLICY: Bunk beds of all types are prohibited due to placement preventing ready access in all circumstances. (11/1/06)

114-509 C.

POLICY: The regulatory requirements for night care apply to all licensed child care centers, registered church child care centers, and licensed group child care homes that are in operation at any time during the hours from 1:00 a.m. to 5:00 a.m. (4/01/08)

POLICIES FOR GROUP CHILD CARE HOMES

CHAPTER 12

114-510 B.(1)(d)

POLICY: Public schools operating for more than 4 hours a day and receiving children younger than lawful school age, upon their choice, may be given a license or approval. If the facility receives First Steps funds, it must be regulated by the Department. (SEE LETTER DATED SEPTEMBER 1, 2001 IN RESOURCE MANUAL, SECTION 1.) (1/31/06)

114-510 B.(1)(e)

POLICY: School vacation is defined as teacher work days or teacher in-service days and summer vacation. School holiday is defined as day(s) students do not attend school due to a state, federal, or religious holiday. (1/31/06)

114-511 A.(7)

POLICY: Department of Social Services refers specifically to DSS Child Care Licensing and Regulatory Services. (1/31/06)

SC Statute Section 63-13-210(A) & (B)

POLICY: All child care facilities shall be asked to provide proof of liability insurance. If a facility does not have insurance coverage, they shall be informed of the requirement to give proper notification to parents of enrolled children. A review of the records shall be scheduled for thirty days from the date the facility was informed of the requirement in order to verify that the facility has either obtained liability insurance or given proper notice to parents. (1/29/09)

114-512 A.(1)

POLICY: Any new prospective child care provider will be offered a formal orientation session by child care licensing and regulatory services. This session will be consistent throughout the state and shall include instructions on zoning. SEE RESOURCE MANUAL SECTION 3 FOR PROVIDER ORIENTATION INSTRUCTION BOOKLET. (1/31/06)

114-512 A.(5)

POLICY: A license will not be issued to a new group child care home without a clear fire inspection report (no deficiencies) unless there is an exception that the Fire Marshal has indicated on the report which gives the group child care home approval to occupy. (11/1/06)

114-512 A.(5)

POLICY: Although regulations for group child care homes do not require criminal background checks for family members, knowledge of a criminal history obtained as a result of fingerprint background checks performed by DSS or information conveyed by law enforcement will prevent continuing operation or the renewal of the license to operate a child care facility in the home. (4/01/08)

114-512 A.(5)

POLICY: If the background checks reveal a conviction which would prohibit the owner/director from the operation of a Group Child Care Home, the Group Child Care Home must close and forfeit its license. (1/09/08)

114-512 A(5)

POLICY: An individual or individuals may possess more than one regulatory permit, provided that they are in compliance with the requirements for each type of permit. For instance, a Family Child Care Home operator may have a license to operate one or more Child Care Centers but may not have a registration for a second Family Child Care Home or a license for a Group Child Care Home 7/30/09.

114-512 A.(5)(c)

POLICY: Prior to the original license being issued, there must be at least one staff person who is certified in pediatric first aid/CPR. (1/31/06)

114-512 A.(6)

POLICY: Staff shall process all paperwork and issue the license within 90 days of receiving the last required paperwork. If processing exceeds 90 days, the license must be issued by default, as per statute. (1/31/06)

114-512 B.(1)

POLICY: When a child care provider notifies the Office of Child Care Licensing that the facility is closing, a written response should immediately be sent to the provider requesting the return of the permit no later than ten (10) days after the stated date of closure. (1/29/09)

SC Statute 63-13-450

POLICY: The degree of severity or the type of deficiency will determine the number of times a deficiency should be cited. Before placing repeat deficiencies in the Child Care Licensing system, the Region Supervisor or Central Office should be consulted. (1/29/09)

SC Statute 63-13-450

POLICY: If at any time a citation poses imminent danger to a child, the Department will address the results in writing within two business days of receipt of the citation. (11/1/06)

114-512 C.(1)

POLICY: A child care facility may be closed with no staff present if all children are on a field trip. New children may be enrolled while the facility is closed due to a field trip, but they may not remain at the facility unless at least two qualified staff members are present. When any children are in care at the facility, the facility cannot be closed, two qualified staff members must

be present (if 9 children are present in a GCCH), and access cannot be denied to Department staff. (1/29/09)

114-512 C.(4)

POLICY: Parents shall be interviewed cautiously with supervisory oversight, and a written statement may be requested from parents and/or staff. All efforts shall be made to prevent the appearance of bias by Department staff. (1/31/06)

114-512 C.(5)

POLICY: Requests for any documents or information contained in Child Care Licensing and Regulatory Services' records shall be made in accordance with the Department of Social Services' agency policy for release of information. (Administration and Program Support Policy and Procedure Manual, p. 15) (See Resource Manual) (08/25/08)

114-512 C.(5)

POLICY: Regulatory, accurate complaints received from some professionals who are affiliated with regulating child care facilities are founded as long as the complaint is not of a personal nature. A follow-up visit will be made in order to ensure the facility has corrected the deficiencies stated in the complaint. Such allied professionals include but are not limited to the following: Fire Marshals, Law Enforcement, ABC, DHEC and DSS employees other than Regulatory Services. (4/1/08)

- (1) After the complaint is received by the Region office and recorded in the Child Care Licensing system, a follow-up visit will be made in order to ensure the facility has corrected the deficiencies stated in the complaint. The facility director shall be informed at that time that the complaint is founded even if the deficiency has been corrected.
- (2) Upon verification of correction of the deficiencies, an entry will be made in the Child Care Licensing system that states the complaint was founded but deficiencies were corrected. (Revised 4/1/08 policy 1/29/09)

114-512 D.(2)

POLICY: Regional Office and Central Office will jointly staff cases to determine if revocation or denial is appropriate. (1/31/06)

114-512 D.(2)(f)

POLICY: When the Office of Child Care Licensing gains information that a child care employee has been charged or convicted of a crime but failed to report the incident to Child Care Licensing, a staffing must be held to determine whether or not the incident should be referred to the Division of Investigation for possible notification of the appropriate office of law enforcement (7/30/09).

114-512 E.(1)

POLICY: The above changes should be reported to the Department within 24 hours of the occurrence, unless an emergency situation warrants otherwise. (1/31/06)

114-512 F. (2)

POLICY: If at any time a citation poses imminent danger to a child, the Department will address the results in writing within two business days of receipt of the citation. (11/1/06)

114-513 B.(1)

POLICY: The operator shall supervise the care of up to a total of 12 children including the operator's own children under the age of 12. (5/1/07)

114-513 B.(1)

POLICY: When a special event or program is being held at the facility and parents are present, the number of children present may exceed the number for which the group child care home is licensed. (1/31/06)

114-513 B.(1)

POLICY: Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license, a conference will be held with the operator. A corrective action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the license. (1/31/06)

114-513 D.(1)

POLICY: If human breast milk intended for an infant is accidentally fed to another child, the facility shall follow the exposure control plan which is a required element of blood borne pathogens training. The Office of Child Care Licensing and the parents of all involved children must be notified immediately. (7/30/09)

114-513 D.(2)(f)

POLICY: When the Office of Child Care Licensing gains information that a child care employee has been charged or convicted of a crime but failed to report the incident to Child Care Licensing, a staffing must be held to determine whether or not the incident should be referred to the Division of Investigation for possible notification of the appropriate office of law enforcement (7/30/09).

114-513 D.(3)

POLICY: The follow-up reports from the group child care home shall include any documents related to the incident including, but not limited to, fire reports, police reports, and any other information related to the incident. The report shall include any new procedures enacted as a means to correct the problem. (1/31/06)

114-513 D.(4)

POLICY: When operators self-report an incident that has occurred at their group child care home, the Department may offer a correction plan and/or technical assistance and make the proper referral to the appropriate agencies. Subsequent calls from the public or other agencies concerning the same issue shall be handled as a complaint. (5/1/06)

114-513 F.(1)

POLICY: If a parent/guardian arrives at the group child care home and the door is locked, someone from the group child care home must be readily available to open the door to allow the parent/guardian to enter. (1/31/06)

114-513 F.(2)

POLICY: Release of children policies shall include a description of how the facility will handle the situation if a parent arrives who is intoxicated or otherwise incapable of taking the child home safely or if a non-custodial parent attempts to claim the child without the consent of the custodial parent. (8/25/08)

114-513 I.(2)

POLICY: No child or other person in a child care facility may be photographed by Child Care Licensing even if the purpose is to document a deficiency. If children are present, and a photograph of the deficiency cannot be taken without including children or staff, written documentation of the deficiency on the On Cite Deficiency Citation form is still sufficient. (1/29/09)

114-513 J.(1)

POLICY: The outside line must be a land line that is available to the 911 locator service, listed with the telephone operator, and available to the Department. Cell phones are acceptable in addition to the land line. (5/1/06)

114-513 K.(1)(b)

POLICY: A check or money order in the appropriate amount shall accompany the request for a check of the SC Central Registry of Abuse and Neglect unless the group child care home has been pre-approved for direct billing by the Department. (revised 5/1/06)

114-513 K.(1)(b)

POLICY: Central Registry check forms are valid for one year from the date they are signed by the staff member. If the employee goes to another facility without a break in service, then the results of the Central Registry checks are valid from the date the results were obtained, or if the staff member remains employed by the group child care home until the next renewal. (revised 5/1/06)

114-513 K.(1)(b)

POLICY: Central Registry Check Forms from other South Carolina state agencies are acceptable if they are current within one year. (8/1/06)

114-513 K.(2)(b)

POLICY: The group child care home shall follow current FBI/SLED policies for obtaining state fingerprint reviews. (1/31/06)

114-513 K.(2)(b)

POLICY: Convicted felons are prohibited from acting in the capacity of a volunteer even if supervised by qualified staff at all times. (1/29/09)

114-513 K.(2)(d)

POLICY: It is the responsibility of the facility director, operator, or owner to verify whether or not a new caregiver has had a break in service greater than one year. Assistance will be provided to the facility director, operator, or owner if they contact Child Care Licensing to verify information they have been given by the applicant or another child care facility. (1/29/09)

114-513 K.(3)

POLICY: If a caregiver has proof of graduation at a level of education that exceeds a high school diploma, they do not need to provide proof that they graduated from high school or obtained a GED. The levels of education that exceed a high diploma or GED are as follows: an Associates Degree, a Bachelors Degree, a Masters Degree, and a Doctoral Degree. (1/29/09)

114-513 K.(4)(a)

POLICY: The intent of the law is to require caregivers and directors to meet a minimum educational standard in order to be employed in child care. Diplomas and GED's must be obtained from credible (see Webster's definition) sources. Diplomas, GED's, and transcripts from questionable sources should be reviewed with the Central Office of Child Care Licensing on an individual basis before they are accepted as proof of education. (11/3/10)

Definition: credible- believable, or offering reasonable grounds for being believed (Webster's Dictionary)

114-513 K.(4)(a)(ii)

POLICY: All teachers/caregivers must have a high school diploma, GED, or appropriate certificate from an educational institution. If the institution is not accredited, staff may request a transcript. (1/31/06)

114-513 K.(4)(a)(ii)

POLICY: Proof of high school graduation or GED completion must be in the form of a valid diploma, official transcript, college diploma, or a notarized statement from the appropriate school district or educational facility. Any other documentation must be approved by the Central Office. (revised 11/1/06)

114-513 K.(4)(a)(ii)

POLICY: The teacher/caregiver must provide information as to the reason for receiving a Certificate of Completion. If they are unable to provide information about their disability, the teacher/caregiver must have at least a high school diploma or GED. (1/31/06) Verification of a high school certificate and disability may be completed by obtaining a letter from the special education staff of the high school, school district, or the Department of Education. The certificate and letter shall be submitted to the regional supervisor for review and approval. (8/25/08)

114-513 K.(4)(a)(ii)

POLICY: Staff members, including cooks, janitors, maintenance persons, secretaries, and bookkeepers, who do not provide direct care for children and are not counted in staff:child ratios are not caregivers as defined by regulation and are exempt from educational requirements. (8/25/08)

114-513 K.(4)(a)(ii)

POLICY: Due to extenuating circumstances, records proving that an individual meets the minimum educational requirements to be employed in child care cannot always be obtained. When this occurs, the Region Supervisor will staff with the Central Office of Child Care Licensing. The staffing team may use discretion to make a decision whether or not to approve the employment. Documentation of the approval should be conspicuously available for further licensing reviews (7/30/09).

114-513 K.(5)(a)

POLICY: A file shall be kept on volunteers which documents orientation. (5/1/06)

114-513 K.(5)(b) & (c)

POLICY: An exposure control plan must be established as part of Blood Borne Pathogens training. Credit for the training will not be given if the plan is not complete and in writing at the facility. (8/25/08 reviewed with no revision 7/30/09)

114-513 K.(5)(f)

POLICY: If the group child care home cares for children with special needs, the group child care home shall maintain on file documentation of orientation and training of staff in those areas of special needs. (1/31/06)

114-513 K.(5)(f)

POLICY: If an emergency medication is needed, such as an EpiPen or inhaler, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff should be trained in the recognition of symptoms in children and the use of the emergency medication. Parents should complete an Emergency Consent Form and provide it to the group child care home. (11/1/06)

114-513 K.(5)(g)

POLICY: Certified training for basic first aid and child-infant cardiopulmonary resuscitation must include a hands-on, skills component in order to meet the requirements as described in statutes and regulations for Child Care Licensing. If the training includes on-line video instruction, there must be a certified instructor present in the room to demonstrate and observe proper techniques as performed by the students. No CPR/FA training may be approved that was obtained solely through on-line Internet instruction. Proof of training must be in the form of an original certificate or card signed by the trainer. (11/3/10)

114-514 A.(1)

POLICY: "Directly supervised" for unqualified staff means a qualified staff person is physically in the room when children are present. (5/1/06)

114-514 A.(1) & (2)

POLICY: Child Care Regulatory Specialists may not provide child care services while at a center and may not be counted in the staff:child ratios. If a facility is found to be operating with only one qualified caregiver present, and 9 children are present, another qualified caregiver must be summoned to the facility. If no other qualified caregiver can be summoned, the director (or designee) shall contact the parents to pick up their children immediately. If no qualified

caregivers are present at the facility, the unqualified caregivers shall be instructed to locate and inform the director to return to the facility immediately. A report shall be made to OHAN at the earliest opportunity. If the director cannot be located or cannot return to the facility, law enforcement shall be contacted and a request shall be made for an officer to respond for the purpose of an official written report. The Regulatory Specialist may ask law enforcement to assist with efforts to locate parents. (8/25/08)

114-514 C.(2)

POLICY: Wading pools are defined as being any body of water one foot or less in depth. (1/31/06) (NOTE: Moved from 114-504 D.(2) 5/1/06)

114-514 C.(2)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Legible safety rules for the use of swimming and built-in wading pools shall be posted in a conspicuous location, and each caregiver responsible for the supervision of children shall read and review them often enough so he/she is able to cite the rules when asked. (1/31/06)

114-515 A.(1)

POLICY: The health status referred to in this regulation is a history of the child's health for the last 30 days before enrolling in the group child care home and must be completed at the time of admission on DSS Form 2900. (1/31/06)

114-515 A.(1)

POLICY: If a parent/guardian or other person appears to be under the influence of alcohol or drugs and intends to leave the group child care home with a child, the operator of the group child care home has the responsibility of deciding how best to handle the situation. If the operator contacts Child Care Licensing and Regulatory Services for assistance, staff shall advise the operator that only a court of law or an officer of the court has the right to deny access by a parent to their own child. (1/31/06)

114-515 B.(2)

POLICY: This regulation includes stuffed animals. (1/31/06)

114-515 B.(2)

POLICY: After several washings, stuffed animals should be discarded to prevent unraveling that could present a choking hazard. (8/1/06)

114-515 B.(2)

POLICY: Furniture, toys, and equipment can be sanitized by using a sanitizing solution spray, dishwasher, washing machine, or the manual dishwashing method. If sanitizing solution is sprayed, it must be allowed to dry. Disinfectant wipes do not sanitize and cannot be used. (11/1/06)

114-515 B.(6)

POLICY: Toothbrush covers are permitted if they allow for air circulation. (5/1/06)

114-515 B.(6)

POLICY: Toothbrush covers, if used, should be cleaned with bleach solution to prevent mold. (8/1/06)

114-515 C.(1)

POLICY: The Emergency Medical Plan must be in writing, and the Regulatory Specialist will review the plan at the initial licensure/registration and at each renewal or as needed. (1/31/06)

114-515 D.(2)

POLICY: Medications intended for adult use must be stored separately from medications prescribed for children. The storage area must also be in a location inaccessible to children. Due to the privacy concerns and rights of the staff described by HIPPA regulations, caregivers and other staff may provide their own locked containers which may be stored in locations inaccessible to children. (1/29/09)

114-515 D.(2)

POLICY: Diaper ointments, Neosporin, and other common over-the-counter products are considered to be medicines and are to be used and stored according to regulations. (8/1/06)

114-515 D.(2)

POLICY: If an emergency medication is needed, such as an EpiPen or inhaler, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff should be trained in the recognition of symptoms in children in the use of the emergency medication. Parents should complete and maintain on file at the facility an Emergency Consent Form that identifies and gives consent for the use of any special medication prescribed for the child, as well as consent for the use of Neosporin or any other over the counter antibacterial medication listed in the contents of the facility's first aid kits. (11/1/06 amended 7/30/09)

114-515 D.(3)(a)

POLICY: With the exception of training, all logs required by these regulations must be maintained on file at the group child care home for a minimum of one year. (1/31/06)

114-515 E.(1)

POLICY: First aid kits shall be restocked after use, and an inventory shall be conducted at least monthly. (See Resource Manual Section 6 for example of suggested contents of a first aid kit.) National Health & Safety Performance Standards (5/1/06)

114-515 E.(1)

POLICY: Rubber gloves are to be included in the First Aid Kit. Antibiotic ointment should be used with care as some children may be allergic. (8/1/06)

114-515 F.(1)

POLICY: Children's hands shall be washed in the lavatory after each individual diaper change. In the case of infants, hands may be cleaned with single-use, pre-moistened towelettes. (1/31/06)

114-515 F.(6)

POLICY: Only bleach/water solution may be used on the diaper changing table. Allow to dry for ten (10) seconds and then it may be wiped with a clean paper towel or clean dry cloth. Old

bleach/water solution should be discarded and a new bleach/water solution made for use on a daily basis, either at the beginning of the day or at the end of the day. (amended 11/3/10)

114-515 G.(1)

POLICY: When the employee has been identified as low-risk at the initial TB screening, then no additional testing is required according to the State Health Department. (5/1/07)

114-515 G.(4)

POLICY: The use of non-porous gloves should be worn in accordance with the group child care home's Blood Borne Pathogens Plan. (11/1/06)

114-515 G.(4)

POLICY: Hand sanitizer may not be used instead of soap and water. However, it may be used after washing hands with soap and water. (8/1/06)

114-515 H.(2)

POLICY: Staff orientation shall include training on the evacuation plan. The plan must include a posted evacuation route, the procedures followed during evacuation, and an alternative destination. (Policy amended 5/1/06)

114-515 I.(1)(b)

POLICY: If a fifteen-passenger van is parked visibly on the premises of a group child care home, the operator must provide a written statement to Child Care Regulatory Services that the van will not be used for the transportation of children. (11/1/06)

114-515 I.(1)(b)

POLICY: The capacity of a vehicle used by the facility to transport children is defined by the number of available restraints. (1/31/06)

114-515 I.(1)(b)

POLICY: All children under the age of two years must be placed in an appropriate child restraint device any time they are transported, regardless of the type vehicle used. The restraint device must be adequately secured to the vehicle. (11/1/06)

114-515 I.(1)(b)

POLICY: Vehicles that do not provide appropriate methods (seat belts) to secure a child restraint device cannot be used to transport children under the age of two years. When children under two years of age are transported, the restraint requirements in this section do not apply to vehicles not required by federal or state law to be equipped with seat restraints. For example, public transportation, such as school buses, city buses and taxi cabs are not required to have seat belts. If a center uses one of these methods to transport children, child restraint seats are not required for children over the age of two years. (11/1/06)

114-515 I.(1)(e)

POLICY: No vehicle may be used by a regulated child care facility to transport children if the capacity of the vehicle exceeds one driver and ten passengers, and the vehicle does not meet all standards of a school bus as described in state and federal laws. (11/3/10)

114-516 A.(8)

POLICY: When the temperature exceeds 90 degrees, children shall not remain outside for more than one hour at a time without at least a thirty minute break inside the facility. Water must be offered or be available to all children upon request during the outdoor period. (1/31/06)

114-516 A.(8)

POLICY: If sunscreen is being provided, the provider should read the label and adhere to its guidelines before applying it to the child. (8/1/06)

114-517

POLICY: Knowledge of any significant health or safety risk, including but not limited to soil, water, or building contamination, is grounds for denial of an approval, license, or registration to operate a child care facility. (04/01/2008)

114-517 A.(1)

POLICY: All rooms shall be measured baseboard to baseboard, where the floor meets the wall. The measuring wheel may be used outside to measure the playground only. (1/31/06)

114-517 A.(2)(c)

POLICY: All windows, doors, or other openings to the exterior of the facility shall be properly screened to prevent entry by insects or other unwanted animals. If windows are not available for ventilation, doors may be propped open only if properly screened. (8/25/08)

114-517 A.(3)

POLICY: "Safety glass" may include plastic coated or wire reinforced glazing material that is non-toxic and non-flammable. (11/1/06)

114-517 A.(4)(c)

POLICY: Nap time lighting shall be sufficient to see each child clearly. (1/31/06)

114-517 A.(5)(a)

POLICY: Safety barriers shall be of sufficient height and construction to protect children. Natural barriers are not acceptable. (Policy amended 5/1/06)

114-517 A.(5)(h)(ii)

POLICY: All pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products shall be removed from the crib while the infant is sleeping. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep. (8/25/08)

114-517 A.(6)(e)

POLICY: Drinking fountains shall have an angled jet and orifice guard above the rim of the fountain. The pressure shall be regulated so the water stream does not contact the orifice or splash on the floor, but shall rise at least two (2) inches above the orifice guard so that children will not put their mouths on the fountain. (National Health & Safety Performance Standards) (5/1/06) Due to the likelihood of contamination, drinking fountains shall not be located on hand washing sinks. (8/25/08)

114-517 A.(7)(a)

POLICY: When the inside temperature exceeds the regulatory limit due to a failure of the heating or air conditioning system and the problem cannot be corrected within four (4) hours, parents must be contacted to pick up their children. (revised 8/1/06)

114-517 A.(7)(b)

POLICY: A draft-free temperature of 65 degrees F to 75 degrees F shall be maintained at 30% to 50% relative humidity during the winter months. A draft-free temperature of 68 degrees F to 82 degrees F shall be maintained at 30% to 50% humidity during the summer months. All rooms that children use shall be heated, cooled, and ventilated to maintain the required temperatures, humidity, and air exchange and to avoid accumulation of odors and fumes. Air exchange shall be a minimum of 15 cubic feet per minute (or 7.5 liters/second) per person of outdoor air. (National Health and Safety Performance Standards) (1/31/06)

114-517 A.(7)(b)

POLICY: In the event of cold weather, refer to the National Standard below. (5/1/07)

114-517 A.(7)(b)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service....Children shall be protected from the sun by using shade, sun-protective clothing, and sunscreen with UVB-ray and UVA-ray protection of SPF-15 or higher, during outdoor play. Before prolonged physical activity in warm weather, children shall be well-hydrated and shall be encouraged to drink water during the activity. In warm weather, children's clothing shall be light-colored, lightweight, and limited to one layer of absorbent material to facilitate the evaporation of sweat. Children shall wear sun-protective clothing, such as hats, long-sleeved shirts and pants when playing outdoors between the hours of 10 AM and 2 PM. In cold weather, children's clothing shall be layered and dry. Caregivers shall check children's extremities for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold weather. (1/31/06)

114-517 A.(8)(b)

POLICY: In group child care homes where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (11/1/06)

114-517 A.(8)(d)

POLICY: Hands-free trash receptacles shall be defined as foot pedal-operated. (5/1/06)

114-517 A.(10)(b)

POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)

114-517 A.(10)(e)

POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)

114-517 A.(12)(g)

POLICY: Bar soap is not allowed. (1/31/06)

114-517 C.(1)

POLICY: Broken toys are to be discarded. (8/1/06)

114-517 C.(7)

POLICY: Pea gravel is acceptable as a cushioning material under playground equipment. Fine gravel and medium gravel are both acceptable as long as the stones are rounded, as found in river washed or tumbled stone. Both types of gravel must have an uncompressed depth of 12 inches if used under equipment 6 to 10 feet high. At lower than 6 feet, an uncompressed depth of 6 inches is sufficient. Gravel may not be used to cover asphalt or concrete. (8/25/08)

114-517 C.(9)

POLICY: Cushioning material shall be a minimum of six inches deep. (1/31/06)

114-517 C.(9)

POLICY: (NATIONAL STANDARD – (National Health and Safety Performance Standards, Second Edition) All pieces of playground equipment shall be surrounded by a shock-absorbing surface. This material may be either the unitary or the loose-fill type, as defined by the guidelines of the U.S. Consumer Product Safety Commission (CPSC) and the standard of the American Society for Testing and Materials (ASTM), extending at least 6 feet beyond the perimeter of the stationary equipment. These shock-absorbing surfaces must conform to the standard stating that the impact of falling from the height of the structure will be less than or equal to peak deceleration 200G and a Head Injury Criterion (HIC) of 1000. Organic materials that support colonization of molds and bacteria shall not be used. This standard applies whether the equipment is installed outdoors or indoors. (1/31/06)

114-517 C.(9)

POLICY: Six feet beyond the equipment and swings is defined as six feet beyond the fall zone. See Resource Manual for the diagram of zone for single-axis swings and multi-axis swings. (8/1/06)

114-517 C.(9)

POLICY AMENDMENT: The benchmark for defining the fall zone should be a 6' perimeter. However, other factors should be taken into consideration (i.e., fence, next to a building, compliance history, supervision issues). Grandfathering and allowing reasonable timeframes for compliance may be considered. (11/1/06)

114-517 C.(16)

POLICY: Protective helmets must be worn by all children skating outdoors. Children who are in care at indoor skating facilities are not required to wear helmets. (revised 4/01/08)

114-517 D.(1)

POLICY: Cribs purchased from a manufacturer or retail outlet with acrylic end panels that meet or exceed all ASTM, JPMA and CPSC standards may be used, as approved by the State Fire Marshal's Office. (5/1/07)

114-517 D.(2) & (5)

POLICY: Bedding (sheets, pillows, blankets, sleeping bags) shall be of a type that can be washed. Each child's bedding shall be kept separate from other children's bedding, on the bed or stored in individually labeled bins, cubbies, or bags. (8/25/08)

114-517 D.(2)

POLICY: Play pens, portable cribs, and play yards are acceptable for napping as long as they meet the requirements of the US Consumer Products Safety Commission (CPSC). (11/1/06)

114-517 D.(3)

POLICY: Crib mattresses shall be firm and have a nonporous, easy-to-wipe surface. They must be manufactured for sale in the United States as infant sleeping equipment, and they must be fitted in the crib so that no more than two fingers can fit between the mattress and the crib side in the lowest position. (8/25/08)

114-517 D.(4)

POLICY: Bunk beds of all types are prohibited due to placement preventing ready access in all circumstances. (11/1/06)

114-517 E.(1)(e)

POLICY: In group child care homes where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (11/1/06)

114-517 E.(3)

POLICY: Guns and other weapons may not be brought into a child care facility even when the person with the weapon has a permit to carry a weapon (7/30/09).

114-517 E.(4)(a)

POLICY: Regarding animals in the home, DHEC states that animals are allowed as long as they are housed properly. Children should always wash their hands thoroughly after contact with animals. (1/31/06)

114-517 E.(4)(a)

POLICY: Dogs, cats and ferrets must have rabies vaccinations. (8/1/06)

114-517 E.(4)(d)

POLICY: Reptiles may not be handled by children. Staff who handle and prepare food shall not handle reptiles due to the salmonella threat. (1/31/06)

114-517 E.(4)(d)

POLICY: Green slider turtles are not allowed in group child care homes because they carry salmonella. (8/1/06)

114-518 A.(1)(b)

POLICY: All foods, including milk, must be served by the date indicated on the container or package. (7/30/09)

114-518 A.(4)

POLICY: All foods, including milk, must be served by the date indicated on the container or package. (7/30/09)

114-518 B.(7)

POLICY: The FDA requires pork products to be cooked to a temperature of at least 155 degrees. (8/1/06)

114-518 D.(3)

POLICY: Thermometers should be placed close to refrigerator or freezer door which is the warmest area of the appliance. (8/1/06)

114-519 A.(3)(c) & (g) and 114-519 A.(5)(b)

POLICY: All pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products shall be removed from the crib while the infant is sleeping. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep. (8/25/08)

114-519 C.(1)

POLICY: If a group child care home only operates between 6:00 p.m. and 6:00 a.m., outdoor play is not required. For a group child care home offering night care (i.e., 6:00 p.m. – 6:00 a.m.) and allowing children outside for play, adequate lighting must be provided so that children are clearly visible at all times. (11/1/06)

POLICIES FOR CHILD CARE CENTERS OPERATED BY CHURCHES OR RELIGIOUS ENTITIES

CHAPTER 11

114-520 B.(2)(d)

POLICY: Public schools operating for more than 4 hours a day and receiving children younger than lawful school age, upon their choice, may be given a license or approval. If facility receives First Steps funds, it must be regulated by the Department. (SEE LETTER DATED SEPTEMBER 1, 2001 IN RESOURCE MANUAL, SECTION 1.) (1/31/06)

114-520 B.(2)(e)

POLICY: School vacation is defined as teacher work days or teacher in-service days and summer vacation. School holiday is defined as day(s) students do not attend school due to a state, federal, or religious holiday. (1/31/06)

114-521 A.(3)

POLICY: If the director has a second job, the director shall provide sufficient information for the Licensing Specialist to determine the number of hours and the location of the second job in order to ensure regulatory compliance. (1/31/06)

114-521 A.(3)

POLICY: The center director must be a full-time employee and must be in charge on a regular basis for more hours per day than the center director designee. (1/31/06)

114-521 A.(3)

POLICY: The center director or co-director may serve as a teacher/caregiver as long as it does not interfere with the responsibility of being the director. (8/1/06)

114-521 A.(4)

POLICY: The center co-director must meet the same qualifications as the center director. (1/31/06)

114-521 A.(5)

POLICY: The center director designee may be a part-time or full-time employee but may not be the emergency person nor be in charge for more hours per day on a regular basis than the center director. (1/31/06)

114-521 A.(11)

POLICY: Department of Social Services refers specifically to DSS Child Care Licensing and Regulatory Services. (1/31/06)

114-522 A.(1)

POLICY: Any new prospective child care provider will be offered a formal orientation session by child care licensing and regulatory services. This session will be consistent throughout the state and shall include instructions on zoning. (1/31/06)

114-522 B.(4)

POLICY: In addition to the Emergency Medical Plan, Medical Policies, Evacuation Plan, Transportation Plan and Written Procedure to Account for Children, written policies shall be reviewed. (5/1/07)

114-522 B.(4)

POLICY: A registration will not be issued to a new facility without a clear fire inspection report (no deficiencies) unless there is an exception that the Fire Marshal has indicated on the report which gives the facility approval to occupy. (11/1/06)

114-522 B.(4)

POLICY: Prior to the original registration being issued, there must be at least one staff person who is certified in pediatric first aid/CPR. (1/31/06)

114-522 B.(4)

POLICY: An individual or individuals may possess more than one regulatory permit, provided that they are in compliance with the requirements for each type of permit. For instance, a Family Child Care Home operator may have a license to operate one or more Child Care Centers but may not have a registration for a second Family Child Care Home or a license for a Group Child Care Home 7/30/09.

114-522 B.(5)

POLICY: Staff shall process all paperwork and issue the registration within 90 days of receiving the last required paperwork. If processing exceeds 90 days, the registration must be issued by default, as per statute. (1/31/06)

114-522 C.(1)

POLICY: When a child care provider notifies the Office of Child Care Licensing that the facility is closing, a written response should immediately be sent to the provider requesting the return of the permit no later than ten (10) days after the stated date of closure. (1/20/09)

114-522 D.(1)

POLICY: In addition to the Emergency Medical Plan, Medical Policies, Evacuation Plan, Transportation Plan and Written Procedure to Account for Children, written policies shall be reviewed. (5/1/07)

114-522 D.(1)

POLICY: The Regulatory Specialist may also cite any other observed regulatory or health and safety violations while in the process of conducting a supervisory or complaint visit at the facility. (1/31/06)

114-522 D. (1)

POLICY: A child care facility may be closed with no staff present if all children are on a field trip. New children may be enrolled while the facility is closed due to a field trip, but they may not remain at the facility unless at least two qualified staff members are present. When any children are in care at the facility, the facility cannot be closed, two qualified staff members must be present, and access cannot be denied to Department staff. (1/29/09)

114-522 D.(4)(c)

POLICY: The facility director or a responsible party shall furnish the Department with a signed letter specifically noting the correction of each cited health or regulatory deficiency. (1/31/06)

114-522 D.(4)(c)

POLICY: If at any time a citation poses imminent danger to a child , the Department will address the results in writing within two business days of receipt of the citation. (11/1/06)PO

114-522 E.(2)

POLICY: Regional Office and Central Office will jointly staff cases to determine if withdrawal is appropriate. (1/31/06)

114-522 F.(1)

POLICY: The above changes should be reported to the Department within 24 hours of the occurrence, unless an emergency situation warrants otherwise. (1/31/06)

114-523 B.(1)

POLICY: When a special event or program is being held at the facility and parents are present, the number of children present may exceed the number for which the center is registered. (1/31/06)

114-523 B.(1)

POLICY: Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license, a conference will be held with the director. A correction action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the permit. (1/31/06)

114-523 B.(2)

POLICY: Department staff shall consult the South Carolina State Fire Marshal's Office and DHEC on capacity issues. (1/31/06)

144-523 B.(2)

POLICY: A natural disaster is defined as fire, hurricane, tornado, flood, extreme weather conditions, etc. that may cause a center to close. An unscheduled closing is defined as an unexpected closing due to an unforeseen emergency circumstance which may include a natural disaster. (1/31/06)

114-523 D.(1)

POLICY: If human breast milk intended for an infant is accidentally fed to another child, the facility shall follow the exposure control plan which is a required element of blood borne pathogens training. The Office of Child Care Licensing and the parents of all involved children must be notified immediately. (7/30/09)

114-523 D.(2)(c)

POLICY: When the Office of Child Care Licensing gains information that a child care employee has been charged or convicted of a crime but failed to report the incident to Child Care Licensing, a staffing must be held to determine whether or not the incident should be referred to the Division of Investigation for possible notification of the appropriate office of law enforcement (7/30/09).

114-523 D.(3)

POLICY: The follow-up reports from the child care center shall include any documents related to the incident including, but not limited to, fire reports, police reports, and any other information related to the incident. The report shall include any new procedures enacted as a means to correct the problem. (1/31/06)

114-523 D.(3)

POLICY: When directors self-report an incident that has occurred at their facility, the Department may offer a correction plan and/or technical assistance and make the proper referral to the appropriate agencies. Subsequent calls from the public or other agencies concerning the same issue shall be handled as a complaint. (5/1/06)

114-523 E.(4)

POLICY: No child or other person in a child care facility may be photographed by Child Care Licensing even if the purpose is to document a deficiency. If children are present, and a photograph of the deficiency cannot be taken without including children or staff, written

documentation of the deficiency on the On Cite Deficiency Citation form is still sufficient. (1/29/09)

114-523 G.(1)

POLICY: The outside line must be a land line that is available to the 911 locator service, listed with the telephone operator, and available to the Department. Cell phones are acceptable in addition to the land line. (5/1/06)

114-523 H.(1)(b)(i)

POLICY: All initial licenses, registrations, and approvals issued to centers require a minimum of three staff members. One staff member must be a qualified director, and the other two staff members must be caregivers. (1/29/09)

114-523 H.(1)(b)(iv)

POLICY: A check or money order in the appropriate amount shall accompany the request for a check of the SC Central Registry of Abuse and Neglect unless the facility has been pre-approved for direct billing by the Department. (revised 5/1/06)

114-523 H.(1)(b)(iv)

POLICY: Central Registry check forms are valid for one year from the date they are signed by the staff member. If the employee goes to another facility without a break in service, then the results of the Central Registry checks are valid from the date the results were obtained, or if the staff member remains employed by the facility until the next renewal. (revised 5/1/06)

114-523 H.(1)(b)(iv)

POLICY: Central Registry Check Forms from other South Carolina state agencies are acceptable if they are current within one year. (8/1/06)

114-523 H.(2)(b)

POLICY: The child care center shall follow current FBI/SLED policies for obtaining state fingerprint reviews. (1/31/06)

114-523 H.(2)(b)

POLICY: Convicted felons are prohibited from acting in the capacity of a volunteer even if supervised by qualified staff at all times. (1/29/09)

114-523 H.2(d)

POLICY: It is the responsibility of the facility director, operator, or owner to verify whether or not a new caregiver has had a break in service greater than one year. Assistance will be provided to the facility director, operator, or owner if they contact Child Care Licensing to verify information they have been given by the applicant or another child care facility. (1/29/09)

114-523 H.(3)(a)

POLICY: When the Department is informed that a director is no longer employed at a facility, the facility shall immediately be sent a letter giving the operator of the facility thirty days to submit the name and all required documentation for the new director. (5/1/06)

114-523 H.(4)(a)

POLICY: The intent of the law is to require caregivers and directors to meet a minimum educational standard in order to be employed in child care. Diplomas and GED's must be obtained from credible (see Webster's definition) sources. Diplomas, GED's, and transcripts from questionable sources should be reviewed with the Central Office of Child Care Licensing on an individual basis before they are accepted as proof of education. (11/3/10)

Definition: credible- believable, or offering reasonable grounds for being believed (Webster's Dictionary)

114-523 H.(4)(a)(ii)

POLICY: All teachers/caregivers must have a high school diploma, GED, or appropriate certificate from an educational institution. If the institution is not accredited, staff may request a transcript. (1/31/06)

114-523 H.(4)(a)(ii)

POLICY: Proof of high school graduation or GED completion must be in the form of a valid diploma, official transcript, college diploma, or a notarized statement from the appropriate school district or educational facility. Any other documentation must be approved by the Central Office. (revised 11/1/06)

114-523 H.(4)(a)(ii)

POLICY: If a caregiver has proof of graduation at a level of education that exceeds a high school diploma, they do not need to provide proof that they graduated from high school or obtained a GED. The levels of education that exceed a high diploma or GED are as follows: an Associates Degree, a Bachelors Degree, a Masters Degree, and a Doctoral Degree. (1/29/09)

114-523 H.(4)(b)

POLICY: "Directly supervised" for unqualified staff means a qualified staff person is physically in the room when children are present. (5/1/06)

114-523 H.(5)(c)

POLICY: If the child care center cares for children with special needs, the facility shall maintain on file documentation of orientation and training of staff in those areas of special needs. (1/31/06)

114-523 K.(4)(a)

POLICY: The teacher/caregiver must provide information as to the reason for receiving a Certificate of Completion. If they are unable to provide information about their disability, the teacher/caregiver must have at least a high school diploma or GED. (1/31/06) Verification of a high school certificate and disability may be completed by obtaining a letter from the special education staff of the high school, school district, or the Department of Education. The certificate and letter shall be submitted to the regional supervisor for review and approval. (8/25/08)

114-523 K.(4)(a)(ii)

POLICY: Staff members, including cooks, janitors, maintenance persons, secretaries, and bookkeepers, who do not provide direct care for children and are not counted in staff:child ratios

are not caregivers as defined by regulation and are exempt from educational requirements. (8/25/08)

114-523 K.(4)(a)(ii)

POLICY: The grandfather clause as stated in South Carolina Code of Law 63-13-30 refers specifically to caregivers who were exempted from educational requirements to be caregivers. There is no statement in the statute with regard to exempted caregivers becoming facility directors. Therefore, caregivers exempted from educational requirements may not be employed as directors. (8/25/08)

114-523 K.(4)(a)(ii)

Policy: Due to extenuating circumstances, records proving that an individual meets the minimum educational requirements to be employed in child care cannot always be obtained. When this occurs, the Region Supervisor will staff with the Central Office of Child Care Licensing. The staffing team may use discretion to make a decision whether or not to approve the employment. Documentation of the approval should be conspicuously available for further licensing reviews (7/30/09).

114-523 K.(5)(b) & (c)

POLICY: An exposure control plan must be established as part of Blood Borne Pathogens training. Credit for the training will not be given if the plan is not complete and in writing at the facility. (8/25/08 reviewed with no revision 7/30/09)

114-523 K.(5)(g)

POLICY: Certified training for basic first aid and child-infant cardiopulmonary resuscitation must include a hands-on, skills component in order to meet the requirements as described in statutes and regulations for Child Care Licensing. If the training includes on-line video instruction, there must be a certified instructor present in the room to demonstrate and observe proper techniques as performed by the students. No CPR/FA training may be approved that was obtained solely through on-line Internet instruction. Proof of training must be in the form of an original certificate or card signed by the trainer. (11/3/10)

114-524 A.(1)(b)

POLICY: If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)

114-524 A.(2)

POLICY: Each caregiver who is responsible for a group of children must maintain an accurate written account of their movements throughout the facility, while transporting, or on a field trip. The written account should include the child's name, the times the child enters and exits the facility, a vehicle, or another area of the center. (1/31/06)

114-524 A.(3)

POLICY: Child Care Regulatory Specialists may not provide child care services while at a center and may not be counted in the staff:child ratios. If a facility is found to be operating with only one qualified caregiver present, another qualified caregiver must be summoned to the facility. If no other qualified caregiver can be summoned, the director (or designee) shall contact the

parents to pick up their children immediately. If no qualified caregivers are present at the facility, the unqualified caregivers shall be instructed to locate and inform the director to return to the facility immediately. A report shall be made to OHAN at the earliest opportunity. If the director cannot be located or cannot return to the facility, law enforcement shall be contacted and a request shall be made for an officer to respond for the purpose of an official written report. The Regulatory Specialist may ask law enforcement to assist with efforts to locate parents. (8/25/08)

114-524 B.(2)

POLICY: When there is no majority defining the age group, always determine the ratio by the youngest age child. (1/31/06)

114-524 B.(2)

POLICY: When children of different ages are combined in a designated infant room, the enrollment is limited to the number of infants allowed in that room. When no infants and/or toddlers are present in the designated infant room, this restriction does not apply. (1/31/06)

114-524 B.(3)

POLICY: Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license, a conference will be held with the director. A corrective action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the license. (1/31/06)

114-524 B.(3)

Policy: In order to thoroughly and accurately cite a violation of staff to child ratios, a copy of the daily enrollment sheet for the room in question should be obtained. The enrollment sheet must state the ages or dates of birth of the children and the number of qualified and unqualified staff present. The numbers and ages of the children must be recorded on the DSS form 2942 and reviewed with the facility director or designee. A request must be made for the director to sign the DSS form 2942. If they refuse to sign the form, it should be noted on the form in the facility director space. (7/30/09)

114-524 C.(1)

POLICY: Nap time in an infant room can be any time of the day when the majority of the infants are asleep. (1/31/06)

114-524 C.(1)

POLICY: During nap time, there must be one qualified staff person available in the facility to assist in a room if needed. The director may serve as that staff person. (1/31/06)

114-524 D.(2)

POLICY: Wading pools are defined as being any body of water one foot or less in depth. (1/31/06) (NOTE: Moved from 114-504 D.(2) 5/1/06)

114-524 D.(2)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Legible safety rules for the use of swimming and built-in wading pools shall be posted in a conspicuous location, and each caregiver responsible for the supervision of children shall read and review them often enough so he/she is able to cite the rules when asked. (1/31/06)

114-525A.(1)

POLICY: The health status referred to in this regulation is a history of the child's health for the last 30 days before enrolling in the facility and must be completed at the time of admission on DSS Form 2900. (1/31/06)

114-525 A.(3)

POLICY: If a parent/guardian or other person appears to be under the influence of alcohol or drugs and intends to leave the facility with a child, the director of the facility has the responsibility of deciding how best to handle the situation. If the director contacts Child Care Licensing and Regulatory Services for assistance, staff shall advise the director that only a court of law or an officer of the court has the right to deny access by a parent to their own child. (1/31/06)

114-525 B.(2)

POLICY: This regulation includes stuffed animals. (1/31/06)

114-525 B.(2)

POLICY: After several washings, stuffed animals should be discarded to prevent unraveling that could present a choking hazard. (8/1/06)

114-525 B.(2)

POLICY: Furniture, toys, and equipment can be sanitized by using a sanitizing solution spray, dishwasher, washing machine, or the manual dishwashing method. If sanitizing solution is sprayed, it must be allowed to dry. Disinfectant wipes do not sanitize and cannot be used. (11/1/06)

114-525 B.(6)

POLICY: Toothbrush covers are permitted if they allow for air circulation. (5/1/06)

114-525 B.(6)

POLICY: Toothbrush covers, if used, should be cleaned with bleach solution to prevent mold. (8/1/06)

114-525 C.(1)

POLICY: The Emergency Medical Plan must be in writing, and the Licensing Specialist will review the plan at the initial licensure/registration and at each renewal or as needed. (1/31/06)

114-525 D.(2)(a)

POLICY: If an emergency medication is needed, such as an EpiPen or inhaler, it should be stored in a First Aid Kit that is readily accessible in the event of an emergency. Staff should be trained in the recognition of symptoms in children in the use of the emergency medication. Parents should complete and maintain on file at the facility an Emergency Consent Form that identifies and gives consent for the use of any special medication prescribed for the child, as well

as consent for the use of Neosporin or any other over the counter antibacterial medication listed in the contents of the facility's first aid kits. (11/1/06 amended 7/30/09)

114-525 D.(2)(c)

POLICY: Diaper ointments, Neosporin, and other common over-the-counter products are considered to be medicines and are to be used and stored according to regulations. (8/1/06)

114-525 D.(3)(a)

POLICY: With the exception of training, all logs required by these regulations must be maintained on file at the facility for a minimum of one year. (1/31/06)

114-525 D.(3)(a)

POLICY: Medications intended for adult use must be stored separately from medications prescribed for children. The storage area must also be in a location inaccessible to children. Due to the privacy concerns and rights of the staff described by HIPPA regulations, caregivers and other staff may provide their own locked containers which may be stored in locations inaccessible to children. (1/29/09)

114-525 E.(1)

POLICY: First aid kits shall be restocked after use, and an inventory shall be conducted at least monthly. (See Resource Manual Section 6 for example of suggested contents of a first aid kit.) National Health & Safety Performance Standards (5/1/06)

114-525 E.(1)

POLICY: Rubber gloves are to be included in the First Aid Kit. Antibiotic ointment should be used with care as some children may be allergic. (8/1/06)

114-525 F.(1)

POLICY: "Adjacent" is defined as "close to" and does not include across the room or on the other side of a door. The caregiver can turn around to wash their hands provided that the proper diaper changing procedure is followed. (11/1/06)

114-525 F.(2)

POLICY: The "diaper changing area" is defined as the surface used for diapering, the hand-washing sink, and the "hands-free" operated trash can. (11/1/06)

114-525 F.(2)

POLICY: If the diaper changing area is not in "clear view" upon entering the classroom, mirrors may be used to provide a "clear view" of the entire diaper changing area. However, a mirror may never be used to provide "clear view" into a bathroom. (11/1/06)

114-525 F.(3)

POLICY: Children's hands shall be washed in the lavatory after each individual diaper change. In the case of infants, hands may be cleaned with single-use, pre-moistened towelettes. (1/31/06)

114-525 F.(6)

POLICY: Only bleach/water solution may be used on the diaper changing table. Allow to dry for ten (10) seconds and then it may be wiped with a clean paper towel or clean dry cloth. Old

bleach/water solution should be discarded and a new bleach/water solution made for use on a daily basis, either at the beginning of the day or at the end of the day. (amended 11/3/10)

114-525 F.(7)

POLICY: The use of non-porous gloves should be worn in accordance with the facility's Blood Borne Pathogens Plan. (11/1/06)

114-525 F.(8)

POLICY: Diaper changing areas cannot be located in bathrooms. (11/1/06)

114-525 F.(8)

POLICY: Pull-ups may be changed in restrooms, but all other diapers must be changed on a diaper changing area. (11/1/06)

114-525 F.(15)

POLICY: All child care facilities, including centers that do not care for infants or children who are not toilet trained, must clean and change the clothing of children promptly if they become soiled with urine or feces. If the child experiences diarrhea or appears to be ill, the facility will follow their Exposure Control Plan to prevent the spread of disease. (8/25/08)

114-525 G.(1)(c)

POLICY: When the employee has been identified as low-risk at the initial TB screening, then no additional testing is required according to the State Health Department. (5/1/07)

114-525 G.(4)

POLICY: The use of non-porous gloves should be worn in accordance with the facility's Blood Borne Pathogens Plan. (11/1/06)

114-525 G.(4)

POLICY: Hand sanitizer may not be used instead of soap and water. However, it may be used after washing hands with soap and water. (8/1/06)

114-525 H.(3)

POLICY: Staff orientation shall include training on the evacuation plan. The plan must include a posted evacuation route, the procedures followed during evacuation, and an alternative destination. (Policy amended 5/1/06)

114-525 I.(1)(b)

POLICY: The capacity of a vehicle used by the facility to transport children is defined by the number of available restraints. (1/31/06)

114-525 I.(1)(b)

POLICY: All children under the age of two years must be placed in an appropriate child restraint device any time they are transported, regardless of the type vehicle used. The restraint device must be adequately secured to the vehicle. (11/1/06)

114-525 I.(1)(c)

POLICY: Vehicles that do not provide appropriate methods (seat belts) to secure a child restraint device cannot be used to transport children under the age of two years. When children under two years of age are transported, the restraint requirements in this section do not apply to vehicles not required by federal or state law to be equipped with seat restraints. For example, public transportation, such as school buses, city buses and taxi cabs are not required to have seat belts. If a center uses one of these methods to transport children, child restraint seats are not required for children over the age of two years. (11/1/06)

114-525 I.(1)(e)

POLICY: If a fifteen-passenger van is parked visibly on the premises of a child care facility, the director must provide a written statement to Child Care Regulatory Services that the van will not be used for the transportation of children. (11/1/06)

114-525 I.(1)(e)

POLICY: No vehicle may be used by a regulated child care facility to transport children if the capacity of the vehicle exceeds one driver and ten passengers, and the vehicle does not meet all standards of a school bus as described in state and federal laws. (11/3/10)

114-527

POLICY: Knowledge of any significant health or safety risk, including but not limited to soil, water, or building contamination, is grounds for denial of an approval, license or registration to operate a child care facility. (04/01/2008)

114-527 A.(1)

POLICY: All rooms shall be measured baseboard to baseboard, where the floor meets the wall. The measuring wheel may be used outside to measure the playground only. (1/31/06)

114-527 A.(2)(c)

POLICY: All windows, doors, or other openings to the exterior of the facility shall be properly screened to prevent entry by insects or other unwanted animals. If windows are not available for ventilation, doors may be propped open only if properly screened. (8/25/08)

114-527 A.(3)

POLICY: "Safety glass" may include plastic coated or wire reinforced glazing material that is non-toxic and non-flammable. (11/1/06)

114-527 A.(4)(c)

POLICY: Nap time lighting shall be sufficient to see each child clearly. (1/31/06)

114-527 A.(5)(a)

POLICY: Safety barriers shall be of sufficient height and construction to protect children. Natural barriers are not acceptable. (Policy amended 5/1/06)

114-527 A.(5)(g)(ii)

POLICY: All pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products shall be removed from the crib while the infant is sleeping. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress,

reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep. (8/25/08)

114-527 A.(6)(a)

POLICY: New applicants to operate registered child care centers that use well water must obtain approval from DHEC for a permitted public well. (11/3/10)

114-527 A.(6)(e)

POLICY: Drinking fountains shall have an angled jet and orifice guard above the rim of the fountain. The pressure shall be regulated so the water stream does not contact the orifice or splash on the floor, but shall rise at least two (2) inches above the orifice guard so that children will not put their mouths on the fountain. (National Health & Safety Performance Standards) (5/1/06) Due to the likelihood of contamination, drinking fountains shall not be located on hand washing sinks. (8/25/08)

114-527 A.(7)(a)

POLICY: When the inside temperature exceeds the regulatory limit due to a failure of the heating or air conditioning system and the problem cannot be corrected within four (4) hours, parents must be contacted to pick up their children. (revised 8/1/06)

114-527 A.(7)(b)

POLICY: When the temperature exceeds 90 degrees, children shall not remain outside for more than one hour at a time without at least a thirty minute break inside the facility. Water must be offered or be available to all children upon request during the outdoor period. (1/31/06)

114-527 A.(7)(b)

POLICY: In the event of cold weather, refer to the National Standard below. (5/1/07)

114-527 A.(7)(b)

POLICY: (NATIONAL STANDARD -- National Health and Safety Performance Standards, Second Edition) Weather that poses a significant health risk shall include wind chill at or below 15 degrees F and heat index at or above 90 degrees F, as identified by the National Weather Service....Children shall be protected from the sun by using shade, sun-protective clothing, and sunscreen with UVB-ray and UVA-ray protection of SPF-15 or higher, during outdoor play. Before prolonged physical activity in warm weather, children shall be well-hydrated and shall be encouraged to drink water during the activity. In warm weather, children's clothing shall be light-colored, lightweight, and limited to one layer of absorbent material to facilitate the evaporation of sweat. Children shall wear sun-protective clothing, such as hats, long-sleeved shirts and pants when playing outdoors between the hours of 10 AM and 2 PM. In cold weather, children's clothing shall be layered and dry. Caregivers shall check children's extremities for maintenance of normal color and warmth at least every 15 minutes when children are outdoors in cold weather. (1/31/06)

114-527 A.(7)(b)

POLICY: If sunscreen is used, the provider should read the label and adhere to its guidelines before applying it to the child. (8/1/06)

114-527 A.(7)(b)

POLICY: A draft-free temperature of 65 degrees F to 75 degrees F shall be maintained at 30% to 50% relative humidity during the winter months. A draft-free temperature of 68 degrees F to 82 degrees F shall be maintained at 30% to 50% humidity during the summer months. All rooms that children use shall be heated, cooled, and ventilated to maintain the required temperatures, humidity, and air exchange and to avoid accumulation of odors and fumes. Air exchange shall be a minimum of 15 cubic feet per minute (or 7.5 liters/second) per person of outdoor air. (National Health and Safety Performance Standards) (1/31/06)

114-527 A.(8)(b)

POLICY: In facilities where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (11/1/06)

114-527 A.(8)(d)

POLICY: Hands-free trash receptacles shall be defined as foot pedal-operated. (5/1/06)

114-527 A.(10)(d)

POLICY: Handrails must be thirty-six inches high and located on both sides of risers unless otherwise protected by walls or other barriers. (11/1/06)

114-527 A.(12)(f)

POLICY: If the bathroom is outside of the classroom, all children must be escorted to the bathroom. For children ages 5 and up, once it is verified that no one is in the bathroom, a caregiver is not required to be in the bathroom with the child. (1/31/06)

114-527 A.(12)(f)

POLICY: Privacy for preschool children is defined as an enclosed bathroom. Privacy for school-aged children is defined as an enclosed toilet. (8/1/06)

114-527 A.(12)(i)

POLICY: Bar soap is not allowed. (1/31/06)

114-527 B.(1)

POLICY: If a facility only operates between 6:00 p.m. and 6:00 a.m., outdoor play is not required. For a facility offering night care (i.e., 6:00 p.m. – 6:00 a.m.) and allowing children outside for play, adequate lighting must be provided so that children are clearly visible at all times. (11/1/06)

114-527 C.(1)

POLICY: Broken toys are to be discarded. (8/1/06)

114-527 C.(7)

POLICY: Pea gravel is acceptable as a cushioning material under playground equipment. Fine gravel and medium gravel are both acceptable as long as the stones are rounded, as found in river washed or tumbled stone. Both types of gravel must have an uncompressed depth of 12 inches if used under equipment 6 to 10 feet high. At lower than 6 feet, an uncompressed depth of 6 inches is sufficient. Gravel may not be used to cover asphalt or concrete. (8/25/08)

114-527 C.(8)

POLICY: Cushioning material shall be a minimum of six inches deep. (1/31/06)

114-527 C.(9)

POLICY:(NATIONAL STANDARD – (National Health and Safety Performance Standards, Second Edition)) All pieces of playground equipment shall be surrounded by a shock-absorbing surface. This material may be either the unitary or the loose-fill type, as defined by the guidelines of the U.S. Consumer Product Safety Commission (CPSC) and the standard of the American Society for Testing and Materials (ASTM), extending at least 6 feet beyond the perimeter of the stationary equipment. These shock-absorbing surfaces must conform to the standard stating that the impact of falling from the height of the structure will be less than or equal to peak deceleration 200G and a Head Injury Criterion (HIC) of 1000. Organic materials that support colonization of molds and bacteria shall not be used. This standard applies whether the equipment is installed outdoors or indoors. (1/31/06)

114-527 C.(9)

POLICY: Six feet beyond the equipment and swings is defined as six feet beyond the fall zone. See Resource Manual for the diagram of zone for single-axis swings and multi-axis swings. (8/1/06)

114-527 C.(9)

POLICY AMENDMENT: The benchmark for defining the fall zone should be a 6' perimeter. However, other factors should be taken into consideration (i.e., fence, next to a building, compliance history, supervision issues). Grandfathering and allowing reasonable timeframes for compliance may be considered. (11/1/06)

114-527 C.(15)

POLICY: Protective helmets must be worn by all children skating outdoors. Children who are in care at indoor skating facilities are not required to wear helmets. (revised 4/01/08)

114-527 D.(1)

POLICY: Cribs purchased from a manufacturer or retail outlet with acrylic end panels that meet or exceed all ASTM, JPMA and CPSC standards may be used, as approved by the State Fire Marshal's Office. (5/1/07)

114-527 D.(2) & (5)

POLICY: Bedding (sheets, pillows, blankets, sleeping bags) shall be of a type that can be washed. Each child's bedding shall be kept separate from other children's bedding, on the bed or stored in individually labeled bins, cubbies, or bags. (8/25/08)

114-527 D.(2)

POLICY: Play pens, portable cribs, and play yards are acceptable for napping as long as they meet the requirements of the US Consumer Products Safety Commission (CPSC). (11/1/06)

114-527 D.(3)

POLICY: Crib mattresses shall be firm and have a nonporous, easy-to-wipe surface. They must be manufactured for sale in the United States as infant sleeping equipment, and they must be

fitted in the crib so that no more than two fingers can fit between the mattress and the crib side in the lowest position. (8/25/08)

114-527 D.(4)

POLICY: Bunk beds of all types are prohibited due to placement preventing ready access in all circumstances. (11/1/06)

114-527 D.(7)

POLICY: Cots should not be stored in a bathroom unless they are stored a minimum of 10 feet from the toilet unless they are in an enclosed storage area. (8/21/07)

114-527 E.(1)(e)

POLICY: In facilities where a rodent or insect infestation is observed, professional treatment must be provided by a licensed exterminator. Proof of professional service must be provided upon request. (11/1/06)

114-527 E.(3)

POLICY: Guns and other weapons may not be brought into a child care facility even when the person with the weapon has a permit to carry a weapon (7/30/09).

114-527 E.(4)(a)

POLICY: Regarding animals in classrooms, DHEC states that animals are allowed as long as they are housed properly. Children should always wash their hands thoroughly after contact with animals. (1/31/06)

114-527 E.(4)(a)

POLICY: Dogs, cats and ferrets must have rabies vaccinations. (8/1/06)

114-527 E.(4)(d)

POLICY: Reptiles may not be handled by children. Staff who handle and prepare food shall not handle reptiles due to the salmonella threat. (1/31/06)

114-527 E.(4)(d)

POLICY: Green slider turtles are not allowed in facilities because they carry salmonella. (8/1/06)

114-528 A.(1)(b)

POLICY: All foods, including milk, must be served by the date indicated on the container or package. (7/30/09)

114-528 A.(4)

POLICY: All foods, including milk, must be served by the date indicated on the container or package. (7/30/09)

114-528 B.(1)

POLICY: The hand-washing sink may not be used for any other purpose and must be accessible. (8/1/06)

114-528 B.(5)

POLICY: All food preparation staff and servers must wear some form of hair restraint while performing those duties. (11/1/06)

114-528 B.(7)(c)

POLICY: The FDA requires pork products to be cooked to a temperature of at least 155 degrees. (8/1/06)

114-528 D.(3)

POLICY: Thermometers should be placed close to refrigerator or freezer door which is the warmest area of the appliance. (8/1/06)

114-528 E.(7)

POLICY: Three compartment sinks must be used to sanitize dishes and food handling equipment only when the sanitation process is complete immersion in hot water at a temperature of 170 degrees Fahrenheit. (11/1/06)

114-529 A.(1)(c) & (g)

POLICY: All pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products shall be removed from the crib while the infant is sleeping. If a blanket is used, the infant shall be placed at the foot of the crib with a thin blanket tucked around the crib mattress, reaching only as far as the infant's chest. The infant's head shall remain uncovered during sleep. (8/25/08)

114-529 A.(5)(c)

POLICY: Cribs must be placed three feet apart on the sides facing other cribs unless they are purchased with pre-installed barriers that are clear, non-toxic, and non-combustible. If these cribs are used, they can be placed closer together as long as staff accessibility and visibility is maintained, and the distance is never less than two feet. (11/1/06)

114-529 A.(5)(c)

POLICY: Unoccupied cribs may be moved together to allow adequate play space as long as fire exits are not blocked. (11/1/06)

SC Statute 63-13-1050

POLICY: The degree of severity or the type of deficiency will determine the number of times a deficiency should be cited. Before placing repeat deficiencies in the Child Care Licensing system, the Region Supervisor or Central Office should be consulted. (1/29/09)

POLICIES FOR FAMILY CHILD CARE HOMES

CHAPTER 13

SC Statute 63-13-810

POLICY: Per the Suggested Standards for Operation of a Family Child Care Home, the minimum age of an operator of a Family Child Care Home is 18 years of age. (5/1/06)

SC Statute 63-13-810

POLICY: If the household member of a Family Child Care Home has a conviction which would prohibit him/her from working in child care, the Family Child Care Home must close and forfeit its registration or license. (8/1/06)

SC Statute 63-13-810

POLICY: When the Office of Child Care Licensing gains information that a child care employee has been charged or convicted of a crime but failed to report the incident to Child Care Licensing, a staffing must be held to determine whether or not the incident should be referred to the Division of Investigation for possible notification of the appropriate office of law enforcement. (7/30/09)

SC Statute 63-13-810

POLICY: An individual or individuals may possess more than one regulatory permit, provided that they are in compliance with the requirements for each type of permit. For instance, a Family Child Care Home operator may have a license to operate one or more Child Care Centers but may not have a registration for a second Family Child Care Home or a license for a Group Child Care Home. (7/30/09)

SC Statute 63-13-210.(A)(B)

POLICY: All child care facilities shall be asked to provide proof of liability insurance. If a facility does not have insurance coverage, they shall be informed of the requirement to give proper notification to parents of enrolled children. A review of the records shall be scheduled for thirty days from the date the facility was informed of the requirement in order to verify that the facility has either obtained liability insurance or given proper notice to parents. (1/29/09)

SC Statute 63-13-820

POLICY: Convicted felons are prohibited from acting in the capacity of a volunteer even if supervised by qualified staff at all times. (1/29/09)

114-528 A.(6)

POLICY: Spouses, household members, and emergency persons are required to receive two hours of annual training if they provide care for children at any time. (11/24/10)

114-528 A.(8)

POLICY: Spouses, household members, and emergency persons who care for children at any time may not receive training on the same topics in two consecutive years. (11/24/10)

114-528 A.(8)

POLICY: Pediatric CPR and First Aid classes meet the training requirements for Kendra's Law. Training must be conducted by a recognized health care organization and must include a hands-on skills component. A copy of the certification card (front and back) must be provided as proof of completion. (11/24/10)

114-528 A.(8)

POLICY: All trainers and training must be registered or certified through the Center for Child Care Career Development prior to conducting training. Participants must sign the official DSS roster provided by CCCCD. (11/24/10)

114-528 B.(1)

POLICY: Any new prospective child care provider will be offered a formal orientation session by child care licensing and regulatory services. This session will be consistent throughout the state and shall include instructions on zoning. (1/31/06)

114-528 B.(1)

POLICY: Two hours of training must be obtained annually. Training hours/credit may not be carried over to the following year. (11/24/10)

114-528 A.(8)

POLICY: Spouses, household members, and emergency persons who care for children at any time may not receive training on the same topics in two consecutive years. (11/24/10)

114-528 B.(4)(b)

POLICY: The Family Child Care Home shall follow current FBI/SLED policies for obtaining state fingerprint reviews. (1/31/06)

114-528 B.(4)(b)

POLICY: If the household member of a Family Child Care Home has a conviction which would prohibit him/her from working in child care, the Family Child Care Home must close and forfeit its registration or license. (8/1/06)

SC Statute 63-13-830

POLICY: When a child care provider notifies the Office of Child Care Licensing that the facility is closing, a written response should immediately be sent to the provider requesting the return of the permit no later than ten (10) days after the stated date of closure. (1/29/09)

114-528 C

POLICY: Two hours of training must be obtained annually. Training hours/credit may not be carried over to the following year. (11/24/10)

114-528 C.(1)

POLICY: If a provider moves and has completed the two hours of annual training, the training hours will follow the provider to the new location. (11/24/10)

114-528 A.(8)

POLICY: Spouses, household members, and emergency persons who care for children at any time may not receive training on the same topics in two consecutive years. (11/24/10)

114-528 A.(8)

POLICY: Spouses, household members, and emergency persons who care for children at any time may not receive training on the same topics in two consecutive years. (11/24/10)

114-528 D.(3)

POLICY: When a special event or program is being held at the FCCH and parents are present, the number of children present may exceed the number for which the FCCH is licensed.

(1/31/06)

114-528 D.(4)

POLICY: If a provider moves and has completed the two hours of annual training, the training hours will follow the provider to the new location. (11/24/10)

114-528 E.

POLICY: Pediatric CPR and First Aid classes meet the training requirements for Kendra's Law. Training must be conducted by a recognized health care organization and must include a hands-on skills component. A copy of the card (front and back) must be provided as proof of completion. (11/24/10)

114-528 E.(2)

POLICY: Spouses, household members, and emergency persons are required to receive two hours of annual training if they provide care for children at any time. (11/24/10)

114-528 E.(7)

POLICY: Staff shall process all paperwork and issue the license within 90 days of receiving the last required paperwork. If processing exceeds 90 days, the license must be issued by default, as per statute. (1/31/06)

114-528 G.(4)

POLICY: Regional Office and Central Office will jointly staff cases to determine if revocation or denial is appropriate. (1/31/06)

114-528 H.(1)

POLICY: When responding to a regulatory complaint at a Family Child Care Home or conducting a follow-up visit as a result of a previous complaint, the Regulatory Specialist will conduct a complete inspection of the entire home, including rooms designated by the operator as personal living space. (8/25/08)

114-528 H.(1)

POLICY: Regulatory, accurate complaints received from some professionals who are affiliated with regulating child care facilities are founded as long as the complaint is not of a personal nature. Such allied professionals include but are not limited to the following: Fire Marshals, Law Enforcement, ABC, DHEC and DSS employees other than Regulatory Services.

- (1) After the complaint is received by the Region office and recorded in the Child Care Licensing system, a follow-up visit will be made in order to ensure the facility has corrected the deficiencies stated in the complaint. The facility director shall be informed at that time that the complaint is founded even if the deficiency has been corrected.
- (2) Upon verification of correction of the deficiencies, an entry will be made in the Child Care Licensing system that states the complaint was founded but deficiencies were corrected. (Revised 4/1/08 policy 1/29/09)

114-528 H.(6)(d)

POLICY: The above changes should be reported to the Department within 24 hours of the occurrence, unless an emergency situation warrants otherwise. (1/31/06)

The following policies may be found in the Suggested Standards—Guidelines for Operators of Family Child Care Homes Subject to Registration or Mandated Requirements for Family Child Care Home Operators who elect to be Licensed.)

I.A.2.

POLICY: When a special event or program is being held at the FCCH and parents are present, the number of children present may exceed the number for which the FCCH is licensed. (1/31/06)

I.B.2.a.

POLICY: The health status referred to in this standard is a history of the child's health for the last 30 days before enrolling in the facility and must be completed at the time of admission on DSS Form 2900. (1/31/06)

I.B.3.

POLICY: All trainers and training must be registered or certified through the Center for Child Care Career Development prior to conducting training. Participants must sign the official DSS roster provided by CCCCD. (11/24/10)

II.A.3.a.

POLICY: Hand sanitizer may not be used instead of soap and water. However, it may be used after washing hands with soap and water. (8/1/06)

II.B.

POLICY: All trainers and training must be registered or certified through the Center for Child Care Career Development prior to conducting training. Participants must sign the official DSS roster provided by CCCCD. (11/24/10)

II.B.1.

POLICY: Per the Suggested Standards for Operation of a Family Child Care Home, the minimum age of an operator of a Family Child Home is 18 years of age. (5/1/06)

III.A.1.

POLICY: Toothbrush covers are permitted if they allow for air circulation. (5/1/06)

III.A.1.

POLICY: Toothbrush covers, if used, should be cleaned with bleach solution to prevent mold. (8/1/06)

III.A.2.c.

POLICY: Children's hands shall be washed in the lavatory after each individual diaper change. In the case of infants, hands may be cleaned with single-use, pre-moistened towelettes. (1/31/06)

III.A.3.

POLICY: The Emergency Medical Plan must be in writing, and the Licensing Specialist will review the plan at initial licensure/registration and at each renewal or as needed. (1/31/06)

III.A.4.

POLICY: Diaper ointments, Neosporin, and other common over-the-counter products are considered to be medicines and are to be used and stored according to Suggested Standards. (8/1/06)

III.A.6.

POLICY: First aid kits shall be restocked after use, and an inventory shall be conducted at least monthly. (5/1/06) (SEE RESOURCE MANUAL SECTION 6 FOR EXAMPLE OF SUGGESTED CONTENTS OF A FIRST AID KIT.)

III.A.6.

POLICY: Rubber gloves are to be included in the First Aid Kit. Antibiotic ointment should be used with care as some children may be allergic. (8/1/06)

III.B.1.

POLICY: Within a six-month period, when there have been three separate supervision/ratio citations and/or citations for exceeding the number of children allowed on a license/registration/approval, a conference will be held with the operator. A corrective action plan shall be written that states the consequences of another violation within a probationary period (as determined by the corrective action plan). The corrective action plan shall contain language that states another violation will affect the status of the license/registration/ approval. (1/31/06)

III.C.4.a.

POLICY: All rooms shall be measured baseboard to baseboard where the floor meets the wall. (1/31/06)

III.C.4.b.

POLICY: The measuring wheel may be used outside to measure the playground only. (1/31/06)

IV.A.1.

POLICY: Staff orientation shall include training on the evacuation plan. The plan must include a posted evacuation route, the procedures followed during evacuation, and an alternative destination. (revised 5/1/06)

IV.B.1.

POLICY: Knowledge of any significant health or safety risk, including but not limited to soil, water, or building contamination, is grounds for denial of an approval, license or registration to operate a child care facility. (4/01/08)

IV.B.1.g.

POLICY: Regarding animals in Family Child Care Homes, DHEC states that animals are allowed as long as they are housed properly. Children should always wash their hands thoroughly after contact with animals. (1/31/06)

IV.B.1.g.

POLICY: Dogs, cats and ferrets must have rabies vaccinations. (8/1/06)

IV.B.1.g.

POLICY: Reptiles may not be handled by children. Staff who handle and prepare food shall not handle reptiles due to the salmonella threat. (1/31/06)

IV.B.1.g.

POLICY: Green slider turtles are not allowed in facilities because they carry salmonella. (8/1/06)

IV.B.3.c.

POLICY: Bar soap is not allowed. (1/31/06)

IV.B.3.d.

POLICY: Only bleach/water solution may be used on the diaper changing table. Allow to dry for ten (10) seconds and then it may be wiped with a clean paper towel or clean dry cloth. Old bleach/water solution should be discarded and a new bleach/water solution made for use on a daily basis, either at the beginning of the day or at the end of the day. (amended 11/3/10)

IVB.6.c.(3)

POLICY: The FDA requires pork products to be cooked to a temperature of at least 155 degrees. (8/1/06)

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