

## Overview of New School Age Regulations

Effective 4/2/18

Enclosed are the Licensing Regulations Governing Pinellas County Children's Centers, April, 2018. They are also available for download from [www.pclb.org](http://www.pclb.org). Please take the time to read them. The new regulations reflect the state standards set forth in 65C-22, The School Age Child Care Licensing Handbook, March, 2017, and the Child Care Facility Handbook, October, 2017, and were approved by the Pinellas County License Board for incorporation into Licensing Regulations Governing Pinellas County Children's Centers on December 6, 2017.

Some of the significant regulation additions/changes are detailed below. Please review the enclosed regulations for complete changes.

### **Definition of What Does Not Require Licensure:**

- Is operated by public/non-public school and staffed directly by that entity.
- Is not Gold Seal designated and is instructional in nature – session may not exceed two hours. If tutoring is provided, sessions may not exceed a total of three hours. Cannot be school readiness provider.
- Is not Gold Seal designated and is open access program – allows children to enter and leave the program at any time, without permission, and program does not assume responsibility for supervision. Cannot be a school readiness provider.
- Is not Gold Seal designated and is operated by or in affiliation with a national membership organization that operates in at least 10 states. Must certify annually meeting background screening and other requirements.

### **Definitions:**

New definitions for Age Appropriate, Before and After School Site, Field Trip (includes walking), Nationally Affiliated Member Based State Professional Organization, School-Age Child Care Credential, Serious Injury

### **Background Screening:**

- Puts in writing the Clearinghouse, out of state abuse and sexual offender searches and 5-year employment history check procedures that went into effect on July 1, 2016.
- Changes the Affidavit of Good Moral Character to an Attestation of Good Moral Character – only needs to be signed by new hires and staff with a 90 day break in service, as of 4/2/18. No longer needs notarization. Is available at [www.pclb.org](http://www.pclb.org)

### **Training:**

- Puts in writing that UDAP (5 hours) and School-Age Appropriate Practices (5 hours) replaces the former 10 hour School-Age Appropriate Practices.
- States fire extinguisher training must be completed within 30 days of hire.
- DCF shall exempt personnel with a Bachelor Degree in Elementary Education from UDAP and SAP. Must submit transcript to DCF.
- Prior to administering medication, staff must be trained by parent or medical professional.
- Remember difference between SMIC and site-coordinator requirements.

### **Supervision:**

- Children may not be released to anyone who is not written on the Enrollment Form as a person who can remove the child. If need to add someone cannot call, must text, fax or email so that it is in writing.
- Supervision standards apply when at center, or away from center, such as on field trip, picking up, dropping off, or outdoor play.
- When School Age Centers use a place for a field trip that is open to the public, the children must be under direct supervision (within sight and sound) of a screened and training staff member. (public parks, roller rinks, etc.)
- When picking up from an off-site location, child care personnel must verify the whereabouts of the child if they are not present at time of pick-up.
- Child care personnel must respond appropriately to the individual needs and special interests, abilities and cultures of children.
- Must have a plan that parents and staff are aware of for safe drop-off and pick-up. These areas must be in a location protected from traffic.
- When transporting children, staff must make sure that all children are clear of perimeter of vehicle before it moves.
- When dropping a child off (at school in the morning for instance), staff from the school age center are responsible for the child until that child is accepted by a designated individual. Can also be true for programs operating in a public school.
- Water activities: wading pools are prohibited, only pools with a Virginia Graeme Baker drain cover can be used, during water play activities, the supervising adult must be within arm's length, providing touch supervision,

### **Discipline:**

- Each school age center must have written discipline and expulsion policies that all staff comply with and parents/or guardians receive a copy of.
- Discipline policy must include developmentally appropriate social-emotional and behavioral health promotion practices as well as discipline and intervention procedures that provide specific guidance on what child care personnel should do to prevent and respond to challenging behaviors. Lists very specific actions that are prohibited.

- Positive techniques should be used to guide children’s behavior, by setting appropriate limits and encouraging children to choose positive behaviors.
- Staff must appropriately interact with children to foster a healthy, safe environment that encourages child’s physical, intellectual, motor and social development. Aggressive, demeaning or intimidating interactions are prohibited.

### **Records:**

- Must be maintained at the program location for the duration required.
- Fire drill records kept for two years.
- Emergency preparedness drill logs kept for two years from each drill.
- Enrollment forms must state that discipline/expulsion policy received. Also must state that parent/guardian gives consent for child care personnel to have access to the child’s records. Area for Emergency Care Plan instructions. Available at [www.pclb.org](http://www.pclb.org). Need for new school year (August, 2018).
- For children not yet attending Kindergarten, Student Health Exam and Immunization Records are still required, but in addition, parents must be provided written notification, at time of enrollment, that some children in care may not have current immunizations. If within first 30 days there is no Immunization Record, then evidence of an appointment to receive immunizations must be provided.
- Electronic devices may be used to track attendance; however, each classroom must have an attendance sheet for the group of children occupying that space.
- If a child does not arrive at the program or the agreed upon designated pick-up location, child care staff must communicate within one hour with the custodial parent/legal guardian if there was no prior notification of the child’s absence. If parent can’t be reached, must try emergency contacts.
- Medication forms that say a medication should be given “as needed” need additional documentation that describes symptoms that would require the medication to be given.
- Accident/Incident reports must be maintained on-site for one year. In the event of a serious injury or death, the incident must immediately be reported to the licensing program.
- A school-age daily schedule should have a written, comprehensive and coordinated planned program of daily activities based on each child’s individual development as well as appropriate activities for groups of children at each stage of development.
- Daily schedule should promote daily recreation, sports and fitness activities.
- Children should be allowed to choose their own activities from the daily schedule that offer both indoor and outdoor activities and a variety of opportunities.
- School age programs must offer scheduled time in an appropriate environment for academic support or homework assistance.

### **Physical Environment:**

- If building is modified or after a natural disaster, a certificate of occupancy or approved building inspection must be provided to ensure that there is no water, air or soil contamination, toxic or hazardous materials in building construction or safety hazards in the community surrounding the site.
- Fire drills must be performed using approved alarm system. In Pinellas County, programs operated in the public schools can use air horns instead. This is the only allowable alternative.
- Exits must be clearly marked and visible identifying the path to safety in case of an emergency.
- Usable indoor floor space refers to space that is under the exclusive control of the program (cannot share stage, classroom or gym with other program)
- Rooms that are only used for sedentary activities (classroom used for homework) must have a minimum of 25 square feet per child.
- School age programs must have space arranged to be conducive for simultaneous social, recreational and educational activities, and this space must be dedicated and usable safe space.
- Cleaning activities that should not take place while children are in care are clearly defined.
- Adequate ventilation is required, especially in arts and crafts areas.
- Maintenance inspections of outdoor play space must be conducted every month and inspections retained on-site for two years.
- Sandboxes must be covered at the end of each day.
- Metal equipment can only be used when the sun is not shining directly on it.
- All climbing equipment should not be placed on or next to hard surfaces.
- Televisions need to be anchored to prevent tipping (and used very minimally)

### **Safety, Health and Sanitation:**

- Describes how pest control should be done, including lack of clutter.
- Animals that are poisonous or aggressive are prohibited.
- Includes e-cigarettes in No Smoking on premises regulation.
- Hand sanitizer can only be used if water is not available, i.e. field trip
- Changes to first aid kit: gauze pads OR rolls, Bottled water for cleaning wounds
- There should be a plan that staff is knowledgeable about regarding standard precautions for exposure to blood and potentially infectious fluids.
- By April 2020, all staff must have current First Aid and pediatric CPR training.

### **Transportation:**

- Describes clearly how driver's attendance log should be used and completed.
- Temperature inside vehicles must be maintained at comfortable level.
- Contact information must accompany group if on foot away from center.
- Children must be transported in back seats, and aged 4 may utilize a booster seat instead of a separate carrier or built-in child seat.
- Accommodations for wheel chair transport must be made.

### **Food and Nutrition:**

- If a parent doesn't provide nutritious meals/snacks, the program must provide supplemental food items.

### **Exclusionary Controls:**

- The school age center may not be used for any business or purpose unrelated to providing child care that can interfere with compliance with child care standards or permit the unsupervised presence of individuals who do not meet screening and training requirements (except parents or legal guardians). A school age center that uses any area that is subject to use by persons outside the program must have exclusive control of such area when used by the program and provide effective measures to exclude individuals who do not meet screening and training requirements from that area. Means that there needs to be locked doors, supervision and no sharing of space, i.e. gymnasium with public. Special times noted for use by licensed program.

Please contact your licensing specialist with any questions. We look forward to working with you in successfully implementing these new state regulations.