Presentation Objectives

• To share information on the new temporary rules adopted September 23, 2016, share new forms, and changes

• Pre-licensing and Orientation Requirements
• Health and Training Requirements
• Safe Environment
• Requirements for Records
• Prevention of Shaken Baby Syndrome and Abusive Head Trauma
• Activities Involving Water
• Additional Health and Safety Training Requirements
• FCCH Forms (New and/or Revised)
• FCCH Monitoring Plan
• Ongoing Rulemaking
• DCDEE WORKS
Temporary Family Child Care Home Rules

Rules with Revisions
.1701
.1702
.1705
.1719
.1721

NEW Rules
.1726
.1730
.1731

Child Care Rule 10A NCAC 09 .1701 General Provisions Related to Licensure

The operator shall conduct 16 hours of orientation with any caregivers, including substitute providers and volunteers, who are providing care prior to the individual being left alone with children as follows:
1) recognizing, responding to, and reporting child abuse, neglect, or maltreatment Pursuant to G.S 110-105.4 and G.S. 7B-301
2) review of the home’s operational policies, including written plan of care, safe sleep policy, and the Emergency Preparedness and Response Plan.
3) adequate supervision of children in accordance with 10A NCAC 09 .1718(a)
4) information regarding prevention of shaken baby syndrome, abusive head trauma, and child maltreatment
5) prevention and control of infectious diseases, including immunizations
6) firsthand observation of the home’s daily operations
7) instruction regarding assigned duties
8) instruction in the maintenance of a safe and healthy environment
9) instruction in the administration of medication to children in accordance with 10A NCAC 09 .1720 (c)
10) review of the home’s purposes and goals
11) review of G.S. 110, Article 7 and 10A NCAC 09;
12) an explanation of the role of State and local government agencies in the regulation of child care, their impact on the operation of the center, and their availability as a resource;
13) an explanation of the individual’s obligation to cooperate with representatives of State and local government agencies during visits and investigations;
14) completion of Pediatric CPR and First Aid training; and
15) prevention of and response to emergencies due to food and allergic reactions.
Child Care Rule 10A NCAC 09 .1702 Application for License for a Family Child Care Home

While there are several technical changes to this rule (word changes/sentence rearrangement/paragraph and re-numbering) …

There is only one notable change but it’s important …

- (c)(3) The applicant shall also submit supporting documentation with the application to the Division. The supporting documentation shall include:
  - a copy of documentation of COMPLETION of ITS-SIDS training
  - There is no longer a four month grace period to get the certification, it must be completed prior to licensure

Child Care Rule 10A NCAC 09 .1705 Health and Training Requirements for Family Child Care Home Operators

(a) Prior to receiving a license, each family child care home operator shall complete a pre-licensing orientation.

- A representative from the Division will schedule and conduct the orientation

- The training topics (as mentioned on a previous slide) shall include:
  - Recognizing, responding to, and reporting child abuse, neglect, or maltreatment Pursuant to G.S 110-105.4 and G.S. 7B-301
  - Review of the home’s operational policies, including written plan of care, safe sleep policy, and the Emergency Preparedness and Response Plan.
  - Adequate supervision of children in accordance with 10A NCAC 09 .1718(a)
  - Information regarding prevention of shaken baby syndrome, abusive head trauma and child maltreatment
  - Prevention and control of infectious diseases, including immunizations
  - First hand observation of the home’s daily operation
  - Instruction regarding assigned duties
  - Instruction in the maintenance of a safe and healthy environment
  - Instruction in the administration of medication to children in accordance with 10A NCAC 09 .1720 (c)
  - Review of the child care licensing law and rules set forth in G.S.110, Article 7 and 10A NCAC 09
  - An explanation of the operator’s obligation to cooperate with representatives of State and local government agencies during visits and investigations; and
  - An explanation of the operator’s obligation to cooperate with representatives of State and local government agencies during visits and investigations; and
  - Prevention of and response to emergencies due to food and allergic reactions

- Documentation of the pre-licensing orientation shall be provided by the Division and kept on file in the home.
Let’s look closer at the Training Topics for Orientation

• Recognizing, responding to, and reporting child abuse, neglect or maltreatment Pursuant to G.S 110-105.4 and G.S. 7B-301
• Review of the home’s operational policies, including written plan of care, safe sleep policy, and the Emergency Preparedness Response Plan
• Adequate Supervision of children in accordance with 10A NCAC 09 .1718(a)
• Information regarding prevention of shaken baby syndrome, abusive head trauma, and child maltreatment

Let’s look closer at the Training Topics for Orientation

• Prevention and control of infectious disease, including immunizations
• First hand observation of the home’s daily operations
• Review of the licensing law and rules
• Instruction regarding assigned duties
• Instruction in the maintenance of a safe and healthy environment
• Instruction in the administration of medication to children in accordance with 10A NCAC 09 .1720 (c)
• Review of G.S. 110, Article 7 and 10A NCAC 09
Let’s look closer at the Training Topics for Orientation

- An explanation of the role of State and local government agencies in the regulation of child care, their impact on the operation of the center, and their availability as a resource
- An explanation of the operator’s obligation to cooperate with representatives of State and Local government agencies during visits and investigations, and
- Prevention of and response to emergencies due to food and allergic reactions
- Completion of Pediatric CPR and First Aid training; and
- Prevention of and response to emergencies due to food and allergic reactions

Continued Information regarding Child Care Rule 10A NCAC 09 .1705
Health and Training Requirements for Family Child Care Home Operators

(b) After receiving a license, an operator shall: (there are two additions to this paragraph)

(5) Coursework applicable to job responsibilities taken at a regionally accredited college or university may be counted toward in-service training requirements. The operator shall maintain a record of training activities, including copies of training certificates or official documentation provided by the trainer. That record shall include the subject matter, topic area, training provider, date provided, hours and name of staff who completed the training. This documentation shall be on file and current.

(10) The operator shall complete Recognizing and Responding to Suspicions of Child Maltreatment training within two months of licensure and every three years thereafter. Completion of Recognizing and Responding to Suspicions of Child Maltreatment training shall be included once every three years in the number of hours needed to meet ongoing training requirements in 10A NCAC 09 .1705 (b)(5). Recognizing and Responding to Suspicions of Child Maltreatment training is available at https://www.preventchildabusenc.org/.
Child Care Rule 10A NCAC 09.1719(a) Requirements for a Safe Indoor/Outdoor Environment

- Specific items that MUST be kept in locked storage
  - All Corrosive agents, pesticides, bleaches, detergents, Polishes.
  - Any product in an aerosol dispenser
  - Any substance which may be hazardous to a child if ingested, Inhaled, or handled
  - Must all be kept in original container

- Items with the label “keep out of reach” that can be stored five feet or higher

- Examples of proper storage / locks / inaccessibility

Child Care Rule 10A NCAC 09.1721 Requirements for Records

What’s New:

- There are specific items that must be included/completed on the application for enrollment (formerly referred to as the health and emergency information form)
- A completed medical action plan shall be attached to the application for children with health care needs such as allergies, asthma or other chronic conditions that require specialized health services.
  - Specific information must be included on the medical action plan

- The operator shall:
  (A) Only release a child to an individual listed on the application;
  (B) Have the information provided in Subparagraphs (a) (1) through (8) of this Rule, contained within the application, available and accessible to caregiving staff during the time the children are in care; and
  (C) Use the information provided on the application to ensure that each individual child’s needs are met during the time the child is in care
Child Care Rule 10A NCAC 09 .1726 Prevention of Shaken Baby Syndrome and Abusive Head Trauma

RULE INTENT:
To protect children by establishing a responsibility of the operator, to research, develop policies, develop strategies and then to share the information with parents and caregivers in an effort to prevent shaken baby and abusive head trauma.

PRACTICAL APPLICATION:
• The operator should research and gain a working knowledge of the brain development in children five years and younger
• The operator should use that knowledge to create policies and incorporate the policies into their daily operation
• The operator should encourage training on brain development, shaken baby syndrome, and abusive head trauma
• The operator should share this information with new employees during orientation and maintain records of the signed statements verifying discussion and receipt
• The operator should observe caregivers to ensure children up to five years of age, are handled properly and attended to in a nurturing and appropriate manner
• The operator shall provide notice if the policy is revised

Child Care Rule 10A NCAC 09 .1730 Activities Involving Water

RULE INTENT:
To protect children by establishing rules regarding safe and appropriate water play activities. To ensure the health and safety of children during water activities by requiring proper supervision, sanitation, and requiring rules and policies, to be shared with caregivers and parents prior to aquatic activities.

PRACTICAL APPLICATION:
• The operator should determine what, if any aquatic activities will be planned in their FCCH
• The operator should develop policies regarding the activities and review the policies with additional caregivers and families
• The operator should ensure pools on the premises meet the requirements (if applicable) and that those requirements are reviewed with families
• The operator should create a safe environment that can ensure adequate supervision for children participating in aquatic activities

***Be on the Safe Side Article in June, entitled "Aquatic Activities" is a great resource with examples.
RULE INTENT:
To protect children through professional development training opportunities that will increase caregivers’ knowledge and awareness of health and safety related topics.

PRACTICAL APPLICATION:
• The operator should become aware of all training opportunities, both on-line and face to face, available on the required topics.
• The operator should track training for themselves and any caregivers to ensure completion BY June 30, 2017, tracking should be available for review upon request.
• The operator should use the training to foster a safe environment, ensuring the knowledge gained through these trainings is applied to the caregiving routines of all children

(1) Prevention and control of infectious diseases, including immunization;
(2) Administration of medication, with standards for parental consent;
(3) Prevention of and response to emergencies due to food and allergic reactions;
(4) Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury such as electrical hazards, bodies of water, and vehicular traffic;
(5) Emergency preparedness and response planning for emergencies resulting from a natural disaster, or a man-caused event;
(6) Handling and storage of hazardous materials and the appropriate disposal of bio contaminants;
(7) Precautions in transporting children if applicable;
(8) Prevention of shaken baby syndrome and abusive head trauma;
(9) Pediatric CPR / First Aid training as required in Rule .1705 of this Section, Verification of the operator’s completion of this course from an approved training organization shall be maintained in their personnel file in the family child care home. The Division shall post a list of approved training organizations on its website at http://ncchildcare.nc.gov/providers/pv_sn2_ov_pd.asp;
(10) Recognizing and Responding to Suspicions of Child Maltreatment as required in Rule .1705(b) (10) of this Section; and
(11) Prevention of sudden infant death syndrome and use of safe sleeping practices.
# Record of Health and Safety Training Form

<table>
<thead>
<tr>
<th>Health and Safety Training Topics</th>
<th>Training Date</th>
<th>Training Hours Received</th>
<th>Sponsoring Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prevention and control of infectious diseases, including immunizations</td>
<td></td>
<td></td>
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<tr>
<td>Administration of medication, with standards for parental consent</td>
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<td></td>
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<td></td>
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<tr>
<td>Prevention of shaken baby syndrome, abusive head trauma and maltreatment</td>
<td></td>
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<tr>
<td>Pediatric First Aid and Cardiopulmonary resuscitation (CPR) certification</td>
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<tr>
<td>Prevention of sudden infant death syndrome and use of safe sleep practices</td>
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<tr>
<td>Recognizing and Responding to Suspicions of Child Maltreatment</td>
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<tr>
<td>Additional In-service Trainings</td>
<td>Training Date</td>
<td>Training Hours Received</td>
<td>Sponsoring Agency</td>
</tr>
<tr>
<td>Prevent Child Abuse NC</td>
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</tbody>
</table>

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**Child Care Rule 10A NCAC 09.1731 Additional Health and Safety Training Requirements**

[http://ncchildcare.nc.gov/providers/pv_sn2_ti.asp](http://ncchildcare.nc.gov/providers/pv_sn2_ti.asp)
**Child Care Rule 10A NCAC 09.1731 Additional Health and Safety Training Requirements**

Free training is available online for providers and their staff. You can access this training at the Division’s website, [www.ncchildcare.nc.gov](http://www.ncchildcare.nc.gov).

**Family Child Care Home Form Revisions**

Family Child Care Home Provider Forms

- Documentation of Staff Orientation - *new*
- Record of Health and Safety Training – *new*
- Child Application – *new*
- Sample Medical Plan(s)
Family Child Care Home Monitoring Tool

- Background
  - DCDEE Management created a FCCH Focus Group to discuss the need and importance of monitoring the entire premises.

- Purpose: To assist in discussions between the FCCH Operator and the Child Care Consultant regarding DCDEE’s expectations of monitoring the entire premise of FCCH and concerns regarding this expectation.

- Why this is important for all of us

- What happens next

Ongoing Rulemaking

- NC Child Care Commission – rulemaking continues

- Check the DCDEE website for updates, rule changes, and the public hearing date
DCDEE WORKS - Workforce Online Reporting and Knowledge System

- Online reporting system for individuals to maintain his/her workforce information to support education requirements.
- Streamline education evaluation
  - Reduction in paper, time, and processes

Good news….
All paperwork, with the exception of official transcripts, will no longer be submitted to the DCDEE Workforce Education Unit. These documents will be uploaded using WORKS via the applicants WORKS account.

Questions and Discussion

- Important dates to remember

- This concludes today’s presentation on the Temporary Rule Changes, and the new/revised forms and requirements.

- Are there questions?
Contact Information

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1-800-859-0829

Child Care Consultant
Telephone Number
Email