Child Care Documentation

Checklist

The following documents must be conspicuously **posted** for viewing by employees and parents:

- ❒ 1. Employee Health Policy
- ❒ 2. Smoking Policy
- ❒ 3. Screen Time Policy
- ❒ 4. Physical Activity Policy
- ❒ 5. Nutrition Policy
- ❒ 6. Menu for 2 Weeks (does not apply to Parent-Provided Foods)
- ❒ 7. Emergency Operations Plan w/ Evacuation Map(s)
- ❒ 8. Hand washing Sign at Each Hand washing Station
- ❒ 9. Current JCDH Inspection Report
- ❒ 10. Daily Activity Schedule (Physical Activity/Screen Time)

The following documents must be **provided** for viewing upon request by the health officer:

- ❒ 1. Documentation of Background Check (Application or Letter of Suitability/CAN Report)
- ❒ 2. Documentation of Child Health & Safety Training (IACET Accredited or Gov't Agency)
- ❒ 3. Current CPR Certificate (Infant-Child/Pediatric)/First Aid Certificate
- ❒ 4. Certified Food Safety Manager Documentation (applies only to facility w/permitted kitchen)
- ❒ 5. Basic Food Handler Training Documentation (applies only to facility w/permitted kitchen)
- ❒ 6. Roll containing Children's Names, Parent/Guardian Names, Address, and Phone Number
- ❒ 7. Policy Outlining Procedures for Prevention of Communicable Diseases (see Appendix A)
- ❒ 8. DHR License or Letter of Exemption
- ❒ 9. Latest Fire Inspection Report
- ❒ 10. Schedule and Log of Emergency Drills
- ❒ 11. Medication Permission Forms
- ❒ 12. Documentation of Special Diets & Food Allergies

JEFFERSON COUNTY DEPARTMENT OF HEALTH
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Employee Health Policy

Name of Child Care Center: _____

Address of Child Care Center: _____

No employee shall be permitted to work at the CHILD CARE CENTER while experiencing any of the following symptoms:

- Vomiting
- Diarrhea
- Jaundice
- Sore Throat with Fever
- A lesion containing pus such as a boil or infected wound that is open and draining and cannot be covered

All employees shall report such symptoms to their CHILD CARE CENTER supervisor and shall not return to work until symptoms desist.

Any employee diagnosed with a communicable disease that can be transmitted by foods or other means or who is a carrier of organisms that cause such a disease shall not be allowed to work in a CHILD CARE CENTER in any capacity in which there is a likelihood of such person transmitting disease to other persons.

Common Communicable Diseases (The Big "6"):

- Hepatitis A virus
- Norovirus
- Shigella, spp.
- Enterohemorrhagic or Shiga toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Director of Child Care Center: _____

Date: _____

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Smoking Policy

Name of Child Care Center: _____

Address of Child Care Center: _____

_____

Smoking is prohibited:

- At all times in Child Care Centers-–including before and after hours of operation
- Within 10 feet of any entrance or exit
- In any vehicles used by centers to transport children
- Within sight of the children

"No Smoking" signs shall be posted in facilities and vehicles used to transport children

If a staff member consumes cigarettes before the work shift begins or during a break away from the child care center premises, the staff member shall be required to wash his or her hands thoroughly. Staff and volunteers should avoid bringing cloths that smell of smoke into the building, or onto the playground.

Director of Child Care Center: _____

Date: _____

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Screen Time Policy

Name of Child Care Center: _____

Address of Child Care Center: _____

* **Screen time** is the use of television, videos, video games, and computers.

Screen time shall be:

- Offered as a free choice
- Limited to no more than a total of 2 ½ hours per week
- Prohibited during meal or snack time
- Prohibited for children younger than 2 years

Computer use shall be limited to no more than 15 minute increments, except for school age children completing homework.

Daily schedules including daily screen time shall be prominently posted in each classroom

* Adult-directed presentations using screens (ex. Power Point, Slide Show, Smart/Whiteboards) do not meet the definition of screen time provided such media are educational and used interactively with children.

Director of Child Care Center: _____

Date: _____

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Physical Activity Policy

Name of Child Care Center: _____

Address of Child Care Center: _____

- Each child shall have an opportunity for the appropriate amount of active play each day. Active play shall take place outdoors when weather and environmental conditions permit. When the weather and/or environment do not permit outdoor activity, active play shall take place indoors.
  - 3 yrs and older(preschool children)-At least 90 minutes per 8 hour day
  - 12 months to 3 yrs -At least 60 minutes per 8 hour day
- **Infants to 12 months**- caregivers shall make provisions for the promotion of physical development on a daily basis, including varied activities appropriate to each child's development.
- Daily schedules including physical activity time shall be prominently posted in each classroom.
- Children who exhibit out of control behavior during active play may be given a time-out of no longer than 5 minutes. Children cannot be made to remain indoors or seated as punishment for earlier classroom behavior.

Director of Child Care Center: _____

Date: _____

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Nutrition Policy

Name of Child Care Center: _____

Address of Child Care Center: _____

- All food served in Child Care Center shall comply with USDA recommendations for Meals and Snacks.
- Water shall be available at all meals and snacks
- No sugar sweetened beverages shall be served to children.
- Only 100% juice
  - No more than 6 ounces per day
  - Only served at meal or snack time
  - Only for children over 12 months
- Milk with 1% or less milk fat for children 2 years and older (unless medical documentation is provided for child)
- Food items that shall be served at least once a week
  - Orange vegetable- for vitamin A
  - Dark green vegetable-for iron, Vitamins A and C, and fiber
  - Legume- for protein, iron, B vitamins
- At least half of grains served each week shall be whole grains
- Menus shall be
  - Posted in view of parents and food preparation staff
  - Prepared at least 2 weeks in advance
- Special diet needs and food allergies shall be kept on file in food preparation areas and in the children's eating area
- Documentation of amended menus must be corrected in writing and any substitutions shall be of equal nutrient value.

Director of Child Care Center: _____

Date: _____

Policy for Prevention of Communicable Diseases

Name of Child Care Center: _____

Address of Child Care Center: _____

Common Communicable Diseases
No employee shall be allowed to work while having an illness diagnosed by a health practitioner due to:

- Norovirus
- Hepatitis A virus
- Shigella spp.
- Enterohemorrhagic or Shiga Toxin-producing Escherichia coli (STEC)
- Salmonella Typhi
- Nontyphoidal Salmonella (NTS)

Detection of Illnesses
In order to control the spread of communicable diseases in the child care center, it is important that the caregiver recognize illnesses early. Isolate the child immediately and contact a parent or guardian so the child can be removed from the center as soon as possible. Staff should be alert to the following symptoms:

1. Severe coughing
    a) Child gets red or blue in the face
    b) Child makes high-pitched croupy or whooping sound as he coughs
2. Breathing trouble—especially important in an infant under 6 months old
3. Yellowish skin or eyes
4. Pinkeye/Conjunctivitis—tears, redness of eyelid lining, irritation, followed by swelling and discharge of pus
5. Unusual spots or rashes
6. A lesion such as a blister, boil, pustule or infected wound that is open or draining
7. Feverish appearance
8. Lethargy
9. Diarrhea
10. Vomiting
11. Unusual behavior
    a) Child is cranky or less active than usual
    b) Child cries more than usual
    c) Child feels general discomfort or just seems unwell
    d) Child pulls at ears
    e) Child has difficulty swallowing
12. Frequent scratching of the body or scalp (may be a sign of scabies).

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100 YEARS OF CARING
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Emergency Operations Plan Guidance

These documents shall be posted in a conspicuous location that is easy for staff and parents to view/find.

Necessary Elements of the Emergency Plan:

What will happen if there is a fire in the center?
What will happen during severe weather?
- Severe thunderstorm watch/warning
- Tornado watch/warning
- Snow/ice/hurricane

What will happen if a child has a severe accident or injury?
What will happen if there is a utility (power/water/gas) outage?
What are the evacuation procedures?
- Need an evacuation map

What are the lock-down procedures?
What are parent notification procedures?
In the event of an emergency at the center, where should the parents/guardians go?

Sample Evacuation Map

Sample Emergency Plan Statement

In case of a Fire:
The building is evacuated in accordance with the evacuation plan. All areas of the building will be checked by staff before leaving.

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Emergency Drill Log

Emergency Drills Must Be Conducted At Least Two (2) Times a Year

Center/Program Name: _____

Date	Time	Type of Drill (e.g. Fire, Tornado, Lockdown)	Time Elapsed to Conduct Drill	Number of Children	Staff Initials

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Food Thermometer Basics

Examples of Food Thermometers

**if the thermometer is not digital, it needs to be able to read temperatures from 0° to 220°

Where to get a Food Thermometer:

Examples of local retailers:

- Wal-mart
- Winn-dixie
- Target
- Food Giant

Examples of online retailers:

- Thermoworks.com
- Taylor.com

**these are recommendations of retailers, JCDH does not endorse any specific vendor

How to Calibrate a Food Thermometer

It is important to calibrate the thermometer regularly so you can be sure the thermometer is reading the correct temperature

1. Fill a large container with crushed ice and water.

2. Put the thermometer stem or probe into the water.

3. Adjust the thermometer so it reads 32˚F (0˚C).

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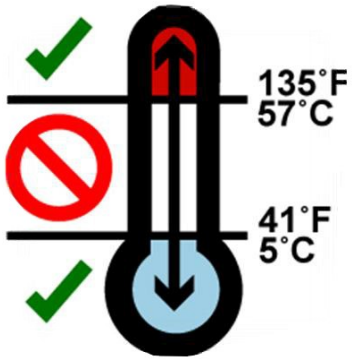
Basic Information for Having Food Catered in a Child Care Center

1. Catered meals from outside sources **shall** use only meals obtained from a food establishment permitted and inspected by the JCDH. All meals served to children **shall** comply with the USDA Meal Patterns for Children in Child Care Programs.



2. Catered meals **shall** meet temperature requirements during transportation from the caterer to the child care center.

3. Hot foods **shall** be delivered and served at 135° or above; cold foods **shall** be delivered at 41° or below.

4. Maintain a log for catered foods; document the date, time, and temperature of the foods upon arrival.

5. All time/temperature control for safety (TCS) leftover food **shall** be discarded at the end of the meal. Non-TCS food may be held in a protected manner for later use that day, but **shall** be discarded at the end of the day.

   Time/temperature control for safety food (TCS food) – food that promotes the rapid growth of microorganisms.

Note: Maintaining documentation (e.g. receipts, invoices) for the catered food at the Child Care Center is recommended.

TCS Foods	Non-TCS Foods
Meats; dairy (milk, cheese); eggs; cut melons/tomatoes/leafy green vegetables; heat-treated animal or plant foods	Crackers; whole fresh fruit & vegetables; bread; shelf-stable packaged foods
Requires temperature control (hot or cold)	Does not require temperature control

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Child Care Center Catering Log

Reject all TCS foods that are not delivered at the required temperatures

Date	Initial Time	Discard Time	Hot Food Temp	Cold Food Temp	Staff Initials

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