

**DEPARTMENT OF SOCIAL SERVICES**

744 P Street, Sacramento, CA 95814



## COMMUNITY CARE LICENSING DIVISION



### UPDATE

January 2008



*To the Child Care Community*

Happy 2008! The Community Care Licensing Division (CCLD) hopes you all enjoy a happy, healthy new year. This is our sixteenth year keeping the child care community informed about licensing programs and services. These Updates continue to be a critical method for sharing the latest child care program information. We appreciate your support in sharing these Updates with your organization and others interested in Child Care Program Licensing information and best practices.

Those of you who receive these Updates via email can find the topic of your choice in each Update without having to scroll down. Just put your cursor over the blue highlighted subject heading that you wish to review, hold down the control and shift buttons at the same time, and you will be taken to that area of the Update. Below is the Topic Index:

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### **DISASTER PREPAREDNESS AND RELIEF**

Our heartfelt thoughts go out to all of the residents who have been affected by the wildfires that have ravished parts of Southern California. In light of this, it is a good time for all of us to think about what needs to be done to prevent and prepare for disasters.

There are several resources available that we recommend you review for your own personal use and as providers who are responsible for the care of other people's children:

Title 22 Regulations (Section 102417 (g) (9) for Family Child Care Homes and Section 101174 (a) for Child Care Centers) require that every facility develop and implement a disaster and mass casualty plan. Please click on the blue link to access the [Disaster](#)

[Planning Guide](#). This Guide can serve as a planning tool for Family Child Care Homes and Child Care Centers. In addition, it provides information on disaster recovery, including psychological recovery, in an effort to return the facility, staff, and children to normal. The Guide is available in both English and Spanish.

For a short, one-page guide, take a look at: [Quick Tips on Preparing for a Disaster](#).

To obtain important and useful information and resources on fire prevention, smoke alarms and escape planning, visit the National Fire Protection Association website at: [www.nfpa.org/factsheets](http://www.nfpa.org/factsheets).

## **BE ALERT!**

It has come to our attention that persons posing as representatives of a ***non-existent*** state agency called the “California Resuscitation Council” (CRC) have attempted to gain entry into licensed child care facilities claiming they need to review staff files to ensure the requirements for Cardiopulmonary Resuscitation (CPR), First Aid and preventative health practices are met. This is ***not*** a state agency and they have no authority to enter licensed child care facilities to conduct inspections of staff personnel files.

Additionally, it has been reported to the Child Care Program Office (CCPO) that licensed facilities have been approached by individuals claiming to be government representatives. These individuals are attempting to gain entrance into licensed child care centers in order to sell legal services for a fee.

It is standard protocol for licensing representatives to show picture identification prior to entering a licensed facility. You may also call your local licensing office to verify the identification of licensing staff if you are concerned. We encourage you, as licensees, to ask for identification of not only licensing representatives, but ***any*** individual whom you do not recognize claiming to have the authority to review files or conduct an inspection of your facility. If you question the authority of anyone trying to gain entrance into your facility, you have the right to refuse entry. Should anyone try to enter your facility forcefully, call 911 immediately.

*Remember, you are responsible for the health and safety of the children in your care.*

## **BEST PRACTICES FOR PREVENTING CHILDREN FROM LEAVING CHILD CARE FACILITIES DUE TO A LACK OF SUPERVISION**

Keeping children in care safe is of the utmost importance to all of us in the child care industry. As such, it is imperative that children are properly supervised at all times. Whenever children are not properly supervised, problems arise that can lead to injuries and children leaving facilities unnoticed. Maintaining staffing ratios and providing proper care and supervision are key to ensuring children cannot leave a facility unnoticed. Therefore, if a facility is cited more than once within a 12-month period for violations of overcapacity, not maintaining child to teacher/adult ratio requirements, lack of supervision, or any combination of these violations, the facility will be required to attend

a non-compliance conference with the local Child Care Office Regional Manager, as well as be required to pay any civil penalties that may apply.

In an effort to assist and encourage licensed child care providers to develop internal policies and procedures (in addition to regulatory and statutory requirements) that will ensure the health and safety of children in care, the CCPO has developed a compilation of [Best Practices—How to Prevent Children From Leaving a Child Care Facility Due to a Lack of Supervision](#), and an accompanying flow chart: [“Missing Child: Emergency Response Procedures for Child Care”](#). Please click on the blue links to access these documents. Also, you might want to visit the website of the [National Resource Center for Health and Safety in Child Care](#) for some helpful tips with regard to supervision.

## COUGH ETIQUETTE AND FLU GUIDELINES

With the cold and flu season beginning, licensees are encouraged to remind everyone in their child care facility to practice respiratory hygiene/cough etiquette at the first sign of a respiratory illness. **In particular, hand washing is considered the single most effective infection-control measure known to reduce the spread of infection.** With that in mind, the California Department of Public Health (CDPH), formerly the California Department of Health Services, recommends that licensees take the following steps to help stop the spread of illness this fall and winter:

- **Post signs.** Consider posting signs requesting clients/residents to inform facility staff if they have symptoms of a respiratory infection.
- **Provide plenty of tissues.** Provide tissues or masks to clients/residents and facility visitors who are coughing or sneezing so that they can cover their nose and mouth.
- **Provide hand washing supplies.** Make hand washing supplies available where sinks are located, and provide dispensers of alcohol-based hand rubs in other locations.
- **Sit three feet away.** Provide space for and encourage coughing persons to sit at least three feet away from others, if tolerated.
- **Keep wastebaskets handy.** Provide wastebaskets or sealable plastic bags for tissues or materials soiled with nasal or respiratory secretions.

For more information on respiratory hygiene/cough etiquette, please go to <http://www.cdc.gov/flu/professionals/infectioncontrol/resphygiene.htm>.

**Flu Guidelines/Vaccinations** - It is recommended that all staff be vaccinated against the flu each fall. If interested, contact your physician or [local health department](#). You can also visit the CDPH website, for important information regarding [influenza, immunizations and flu shot locations](#).

## PEST PREVENTION AND MANAGEMENT—QUICK TIPS

Recently, the University of California (UC) partnered with the Department of Pesticide Regulation to print and distribute UC Integrated Pest Management (IPM) Quick Tips. Quick Tips provide guidelines and information about pest monitoring techniques, pest prevention, pesticides, and nonpesticide alternatives for managing common pests at school and child care facilities, homes, gardens, landscapes, and turf. Use these Quick Tips to help prevent pests and manage pest problems as you conduct your maintenance and operations activities. Quick Tips are abbreviated versions of UC's Pest Notes series. Pest Notes and other topics are available online at the UC Statewide IPM program website, at [www.ipm.ucdavis.edu/](http://www.ipm.ucdavis.edu/). You can request Quick Tips in both English and Spanish by sending an e-mail to: [school-ipm@cdpr.ca.gov](mailto:school-ipm@cdpr.ca.gov).

## RECALL NOTICE ON CRIBS

On September 21, 2007, the U.S. Consumer Product Safety Commission (CPSC) announced a recall of approximately one million cribs made by Simplicity, Inc. as a result of infant deaths. These cribs have a drop-down side that may be installed upside-down by accident and detach from the crib, creating a dangerous gap that could entrap and suffocate an infant.

Cribs subject to the recall are the **Aspen 3- or 4-in-1, Nursery in a Box, Crib N Changer Combo, and Chelsea and Pooh 4 in 1**. The recall also affects Simplicity cribs with the **Graco** logo, which includes **Aspen 3-in-1, Ultra 3-, 4-, or 5-in-1, Whitney**, and the **Trio**. Caregivers with these cribs should check the envelope attached to the mattress support and the label attached to the crib headboard for model numbers 4600, 4605, 4705, 5000, 8000, 8324, 8800, 8740, 8910, 8994, 8050, 8750, 8760, and 8996.

Title 22 regulation, Section 101239(n), states that furniture and equipment in a Child Care Center shall be maintained in good condition, free of sharp, loose or pointed parts. Section 101439.1, Infant Care Center Napping Equipment, requires the licensee to provide a standard size six-year crib or porta-crib meeting specific requirements for each infant who is unable to climb out of a crib. For Family Child Care Homes, Section 102416.5(d) requires that the home provide safe toys, play equipment and materials. Section 102417(g) requires the home be free from defects or conditions which might endanger a child. A licensee who immediately stops using a recalled crib will not be cited under these regulations, which are available for review on the CCLD website at: <http://ccl.dss.cahwnet.gov/PG398.htm>

For more information about the CPSC crib recall and other recent recalls of items for children, please visit the CPSC website at the following address on a regular basis: <http://www.cpsc.gov/cpsc/pub/prerel/prerelsep07.html>.

## WEBSITE ENHANCEMENTS

Governor Schwarzenegger has implemented a new service-oriented web site design with a common look-and-feel for all state agencies. The design is intended to improve the usability of California's state government web sites, comply with California's new accessibility standards, and allow visitors to more easily find the information they are seeking or conduct their business with the state online. The new web site design was expected to be up and running around the first of the year; however, it is already complete. [California's home page](#) has been converted to the new look-and-feel. In addition, the [CCLD home page](#) has also been converted. Please take the time to visit our new web sites and familiarize yourself with the new format and design. You can access the Child Care Licensing web site by clicking on the link: "Apply for a License" in the gray navigation bar area on the main CCLD web page. Then scroll down on that web page to the link under the "Child Care" heading.

The Child Care Licensing web pages are, for the most part, still the same with the exception of a few modifications as enumerated below:

- The webpage "[Becoming a Licensed Child Care Provider](#)" has been revised and explains the difference between a Child Care Center (CCC) and a Family Child Care Home (FCCH), and provides direct links to those web pages.
- There is a new web page specifically for [Child Care Center Licensing Information](#).
- For those interested in becoming a FCCH provider, the qualifications for a license and pre-orientation registration information are now available on the FCCH Licensing webpage in Spanish and Chinese. ([Español/Spanish](#)), ([Chinese](#)).
- The Child Care Licensing website now provides a preview of the slides which are presented at orientations statewide. Links to these orientation slides can be found on the web page: "[Orientations for Child Care Facilities](#)". The orientation slide presentation for FCCHs will soon be available in Spanish as well.

Phase II of the web site redesign will begin in January in an effort to revise existing web pages, bring them up-to-date, and troubleshoot any leftover web site issues that occurred as a result of the initial set-up. Because of this, you will notice changes to web pages from time to time.

We thank you for your patience during this effort and are confident you will find these enhancements worthwhile.

## ADVERTISEMENTS REQUIRE A FACILITY LICENSE NUMBER

It has come to our attention that a significant number of Child Care Facilities are posting advertisements regarding their facilities without using their state or county issued facility license number. Child Care laws and regulations (Health and Safety Code, Section

1596.861; and Title 22 Regulations, Sections 101162 and 102359) require that each Child Care Facility reveal its license number in all advertisements, publications or announcements made *with the intent to attract clients*. This includes *but is not limited to*:

1. Newspaper or magazine.
2. Consumer report.
3. Announcement of intent to commence business.
4. Telephone directory yellow pages.
5. Professional or service directory.
6. Radio or television commercial

*This includes any correspondence or internet advertisements if the intent is to attract clients.*

If you have questions regarding this, please contact your Licensing Program Analyst.

## **CHAPTERED LEGISLATION**

### **SB 7 (Oropeza), Chapter 425, Statutes of 2007**

This bill adds Section 118947 to the health and Safety Code and requires that effective January 1, 2008, it is an infraction for a person to smoke a cigar, cigarette or pipe in a vehicle, whether in motion or at rest, in which there is a minor.

This Bill specifically:

1. Makes it an infraction punishable by a fine not exceeding \$100 for a person to smoke a pipe, cigar, or cigarette, in a motor vehicle, whether in motion or at rest, in which there is a minor.
2. Prohibits a law enforcement officer from stopping a vehicle for the sole purpose of determining whether the driver is in violation of the antismoking provision.
3. Designates this bill as the Marco Firebaugh Memorial Children's Health and Safety Act of 2007.

### **Applicability to Child Care facilities:**

This bill is intended to reduce children's exposure to secondhand smoke contained within the relatively small confines of a motor vehicle. Similarly, Children's Personal Rights require they be accorded safe, healthful, and comfortable accommodations, furniture and equipment to meet his/her needs.

**Implementation:** Effective January 1, 2008, if licensing staff observe or determine that a provider or staff is smoking in a vehicle with children present, whether parked or moving, a citation for a Personal Rights violation shall be issued:

Child Care Centers: 101223(a)(2)

Family Child Care Homes: 102423(a)(2)

### **SB 473 (Cox), CHAPTER 248, STATUTES OF 2007**

This bill does not impact CCLD. SB 473 prohibits a state agency that requires fingerprinting for any non-law-enforcement purpose from requiring the use of specific Live Scan providers certified by the Department of Justice. It also authorizes state agencies to identify on their web sites a list of certified Live Scan providers and to provide a link to the Department of Justice's web site that lists all Live Scan providers.

## **LICENSING MANAGEMENT CHANGES**

### **New Hires**

The CCLD Child Care Program is honored to announce the appointment of **Carla Caldwell** as the new Regional Manager of the Inland Empire Regional Office (Riverside and San Bernardino counties). Carla has been with CCLD since 1992, during which time she has been in several capacities. She was a Licensing Program Analyst with the Los Angeles North West Child Care Regional Office before being promoted to an Associate Governmental Program Analyst in 1997. In that position she was one of several statewide Child Care Advocates. She worked closely with the child care community and distinguished herself as an effective conduit between them and CCLD. From 2000 to 2002, Carla functioned as the Manager of the CCLD Cal-Works and Grant & Loan Program. While supervising selected staff, she facilitated bringing needy licensee's together with the funds available to assist them by assuring licensure beforehand.

Due to the cessation of the Cal-Works and Grant & Loan Program, Carla returned to her Child Care Advocate duties. In 2004, Carla accepted the position of Licensing Program Manager with CCLD's Children's Residential Program where she has worked until her return to the Child Care Program as Regional Manager.

The CCLD Child Care Program is also proud to announce the appointment of **Shelley High** as the new Regional Manager of the Mission Valley Regional Office (San Diego and Imperial counties). For the last four months, Shelly has been the Staff Services Manager in charge of the Regional Technology Specialists Southern staff. In this position she has worked closely with the specialists and their customers to greatly enhance coordination and delivery of service. Prior to this ascent, she was a Licensing Program Manager since 2000 with the Adult and Children's Residential Programs. Starting in 1997, she became a Regional Technology Specialist (Associate Governmental Program Analyst) for two years. Previously, Shelley was a Licensing Program Analyst since 1990 in the San Diego office.



Please join me in welcoming both Shelley and Carla to their new positions and in wishing them the very best luck as they continue their excellent contributions in their new capacities.

## **Management Vacancies**

**Charles Boatman**, Regional Manager of the River City Child Care Regional Office, has accepted a new position starting January 2, 2008. Best of luck to Charles in his new position. Paula d'Albenas, Assistant Program Administrator, is assisting with the management of the River City Child Care Regional Office until the position is filled.

**Mary Iroz**, Regional Manager of the Los Angeles Northwest Child Care Regional Office, retired on December 31, 2007. Mary worked in several capacities in CCLD starting as a Licensing Program Analyst in 1985 conducting inspections of both Child Care and Residential facilities. Mary was promoted to Licensing Program Supervisor in 1989. Mary left state service for several years and returned in 2000 and joined the Technical Support Unit providing technical support and training to Residential facilities. In 2004, Mary was promoted to Regional Manager and served the remainder of her state service in that capacity. Mary will be remembered as a people person who had a unique and engaging personality and enjoyed her work with licensing. She was an invaluable employee for CCLD and she will be greatly missed. Maria Hendrix, Regional Manager of the Los Angeles East Child Care Regional Office, is assisting with the management of the Los Angeles Northwest Child Care Regional Office until the position is filled.

## **LICENSED CHILD CARE STATISTICS**

Enclosed are the most recent [statistics on licensed child care facilities and capacities](#). Further breakouts by category and location are available.

## **SUMMARY**

If you have questions about items included in this Update, or suggestions for future topics, please contact Gloria Merk, Program Administrator, at (916) 229-4500. You may also visit our internet website at [www.cclid.ca.gov](http://www.cclid.ca.gov) to obtain copies of licensing Updates, office locations, provider letters, regulations, forms, the Licensing Evaluator Manual, or to learn more about licensing programs and services.

Sincerely,

*Original Signed by Jo Frederick*

JO FREDERICK  
Deputy Director  
Community Care Licensing Division

Enclosures