

# Quarterly Update

WINTER 2019

## CHILD CARE LICENSING UPDATE

### *Child Care Licensing Program Mission:*

*The core mission of the Child Care Licensing Program is to ensure the health and safety of children in care. We strive to provide preventive, protective, and quality services to children in care by ensuring that licensed facilities meet established health and safety standards through monitoring facilities, providing technical assistance, and establishing partnerships with providers, parents, and the child care community.*

### Note from Pamela Dickfoss, Deputy Director

Our hearts go out to those who have faced the devastation of wildfires throughout California and we are grateful to all of those who have been helping to keep our children, families, and communities safe. Please refer to the Department's [Disaster Resource Page](#) for related information and assistance. For a review of emergency and disaster planning recommendations see [PIN 18-02-CCP](#).

In spite of these historic natural disasters, we are encouraged by the past year, which has been one of enhanced partnership and collaboration with new initiatives focused on improving the quality of health and safety standards for California's licensed child care facilities. These efforts include:

- Hosting a series of local stakeholder meetings throughout the state aimed at improving communications and fostering partnerships within our child care community.
- State-wide licensing staff training on Principles of Documentation to help ensure better consistency, transparency, and higher quality licensing reporting.
- Conducting state-wide "Children First" symposiums for licensing staff to enhance understanding of behavioral issues of children served in facilities and challenges in providing care.

As we begin this new year, we will implement increased inspections of all child care facilities allowing greater opportunities for expanded technical assistance and training. We will continue to work with partners and stakeholders to advocate and seek support across the early education and child care community, for the continuation of permanent funding necessary to implement and sustain our goal of annual inspections for all licensed child care.

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## [New Legislation](#)

- AB 2370, Chapter 676, Statutes of 2018, mandates testing of water for lead in all child care centers by January 1, 2020, and provides for distributing educational materials and training on lead toxicity and prevention, as specified.
- AB 605, Chapter 574, Statutes of 2018, calls for developing regulations necessary to implement a one center license structure to care for varying age groups by January 1, 2021.

The Department is convening stakeholder meetings to assist with establishing the plans to implement this new legislation.

## [New PIN Released for Electronic Recordkeeping](#)

[PIN 18-03.1-CCP](#) was released to clarify Electronic Recordkeeping includes the sign in/out process. Please review this PIN and refer any questions to your local [Regional Office](#).

## [Fingerprint Requirements](#)

Before an individual can obtain a child care license, or work in a licensed child care facility, they must receive a criminal record clearance or exemption from the Department's Caregiver Background Check Bureau (CBCB). Additionally, any children who live in a Family Child Care Home must be fingerprinted once they turn 18 years old, as well as all other adults living in the home.

New staff/caregivers must be [Live Scanned](#). A newly fingerprinted individual's clearance will be listed on the [California Background Clearance Listing](#) for 30 days. Licensees and providers may verify clearances older than 30 days by calling the local Child Care Licensing Division [Regional Office](#).

Individuals who have a clearance from another child care facility must request that their clearance be transferred to the new facility with a form [LIC 9182, "Criminal Background Clearance Transfer Request"](#). The LIC 9182 must be submitted to the local Child Care Licensing Regional Office, with a photo ID of the new staff person. A form [LIC 508, "Criminal Record Statement"](#) must be retained in the staff person's file. When waiting on confirmation that a criminal record has been transferred, an individual need not wait to begin work in the child care facility. However, a copy of the transfer request must be maintained in the staff person's file.

To transfer an exemption, the facility must submit a form [LIC 9188, "Criminal Record Exemption Transfer Request"](#), a form [LIC 508, "Criminal Record Statement"](#), a duty statement, and a photo ID to CBCB. The individual *cannot* work in the child care facility until they have receive notice that this transfer has been granted.

For further information, see the following links:

[CBCB web page](#)

[List of Live Scan sites](#)

## Immunizations Review

The [2017 Most Common Cited Deficiencies](#) have been released and posted on the [CCLD Website](#). Immunization compliance, as required under SB 792, was found to be at or near the top of the list of violations cited in 2017, throughout the different child care programs: infant, preschool, school-age child care centers, and Family Child Care Homes. Child care providers, staff and volunteers who work directly with children in child care facilities must provide proof of immunizations or immunity to: Pertussis, Measles and Influenza (Flu) in addition to Tuberculosis. The Flu vaccine is the only vaccine that can be declined by submitting a written statement to be retained in the staff file.

The descriptions of these three immunizations were mentioned in previous Quarterly Update articles: [Spring 2017 – Pertussis](#), [Summer 2017 – Measles](#) and [Fall 2017 – Influenza](#).

If you decide to decline the Influenza vaccine, we encourage you to read the following [PIN 18-01-CCP](#) for additional information.

For further information, please review [PIN 16-01-CC](#) regarding [Senate Bill 792 \(Mendoza\) Daycare Facilities - Immunizations](#).

## Department of Pesticide Regulation's (DPR) Integrated Germ Management Training Course Is Now Available

Cold and flu season is here! Do you use antimicrobial products, like bleach and disinfecting wipes, to keep those germs out of your center? Did you know that you, as a child care center licensee have to complete annual training on the Healthy Schools Act when using antimicrobial products in child care centers? Your facility should have a designated Integrated Pest Management (IPM) Coordinator, who is also required to take the annual training. The annual training requirement applies to all child care centers, not family child care homes.

To help with the annual training requirement, the DPR offers free, online training courses on the School & Child Care IPM website. We offer four courses for different levels of training, including a brand new course, "Integrated Germ Management." The new course was

created based upon feedback from child care providers and others whose pesticide use at their schools is limited to antimicrobial pesticides, such as sanitizers and disinfectants. All of the training courses are available online, or on DVD in a group training kit.

For fact sheets and more information about the Healthy Schools Act, antimicrobial pesticides, integrated pest management, and available training courses, visit our [School and Child Care IPM Program](#) page. For questions, or to request a free group training kit, email [school-ipm@cdpr.ca.gov](mailto:school-ipm@cdpr.ca.gov).



## Preventing Suspension and Expulsion in Early Education Settings

Do you have questions or concerns about a child in your care? The [California Collaborative on the Social and Emotional Foundations for Early Learning Leadership](#) Team has gathered tools and resources to support you! Your role in supporting the child behind the behavior is vital to the long-term outcomes and well-being of that child. What is Expulsion and Suspension in Early Childhood Programs? While there are multiple definitions of the terms, this site uses the following definitions:

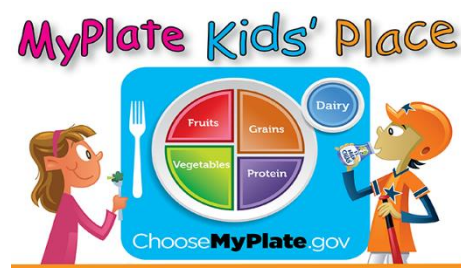
- Expulsion: Terminating the child's participation in the program (even if saying "not a good fit", etc.).
- Out-of-school suspension: not allowing the child to attend the program for a certain number of hours in a day or a certain number of days.
- In-school suspension: Sending the child out of the classroom to the "office" or another classroom for a significant portion of the day (over 25% of the time the child is in school).

With the passage of [Assembly Bill 752](#), California's first law addressing suspension and expulsion in preschool, there is an increased need for tools and materials that can support early care and education programs, particularly California State Preschool Programs, as they work to support ALL children to be successful in their early care and education settings. ([See the CDE Management Bulletin 18-06](#)). Also visit the [Preventing Suspension and Expulsion of Young Children in Child Care & Early Education](#) site.

## Health and Nutrition Information for Young Children

Nutrition is very important for young children. The [United States Department of Agriculture](#) has resources available to assist parents and providers in helping children develop healthy eating habits. Some of the topics include:

- My plate tips
- Tips for picky eaters
- Food safety
- How much does my preschooler need?



## Are Your Forms Up to Date?

The start of a new year is a good opportunity for licensees to review and update their facility files as needed, with particular attention paid to the following licensing forms:

- Emergency Disaster Plan
- Designation of Facility Responsibility
- Administrative Organization
- Personnel Report
- Children's Roster

Keeping licensing forms maintained according to their particular instructions is not only a regulatory requirement but also assists licensees in taking stock of important changes as they relate to helping ensure the safety of all in the event of disasters or life-threatening emergencies.

Having a clear and accurate account of the staff designated to act on behalf of the licensee and the days and hours staff are scheduled to work will help ensure the health and safety of the children placed and the ability to provide appropriate care and supervision.

<b><u>Administrative LIC Forms to Update</u></b>		
<b>LIC Form Name</b>	<b>Child Care Centers</b>	<b>Family Child Care Homes</b>
Emergency Disaster Plan	<a href="#">LIC 610</a>	<a href="#">LIC 610A</a>
Designation of Facility Responsibility	<a href="#">LIC 308</a>	Not Applicable
Administrative Organization	<a href="#">LIC 309</a>	Not Applicable
Personnel Report	<a href="#">LIC 500</a>	Not Applicable
Children's Roster	<a href="#">LIC 9040</a>	<a href="#">LIC 9040</a>

### Pediatric CRP& First Aid Training Requirement

When children are present at a child care facility, there shall be an adult staff onsite who has current pediatric cardiopulmonary resuscitation (CPR) and pediatric first aid training, Health & Safety Code, [Section 1596.866](#). It is the responsibility of the family child care licensee or the center director to ensure that this requirement is met. In addition to the licensee and the center director, it is recommended to have additional staff CPR and First Aid trained to ensure coverage in cases of emergencies. Consideration should be made to the hours of operation which may dictate opening and closing staff to be CPR and 1<sup>st</sup> aid trained, or when the family child care licensee is absent on errands such as picking up children.

The training must be taken through American Red Cross, American Heart Association, or through Emergency Medical Services Authority approved trainers. Online courses are not acceptable and would result in a citation.

### New Inspection Process Project Updates

To coincide with the move toward more frequent inspections, CCLD is continuing to develop Interim Standard Tools for Child Care facilities based upon the current Key Indicator Tools, other national inspection tools, and data from the Senior Care Pilot which concluded on September 30, 2018. During the next few months the Department will review and analyze the information collected from the pilot and has partnered with California State University, Sacramento (CSUS) to complete an in-depth analysis of the findings to identify key performance indicators and provide recommendations for future development. We will share the findings of the pilot in the next quarterly update once available and look forward to working with you in the development and implementation of these interim Standard tools in the next few months.

More information can be found on the [Inspection Process Project website](#).

## Management Information

**Jennifer Brekke** was promoted to LPM II, Sacramento Regional Office, effective 10/3/18.

**Thomas Stahl** was promoted to LPM II, Sacramento Regional Office, effective 9/18/18.

**Bettina Engleman** was promoted to LPM I, Sacramento Regional Office, effective 9/24/18.

**Diane Perez** was promoted to LPM II, Oakland Regional Office, effective 9/3/18.

**Adriana Hernandez** was promoted to LPM I, transferred from Palmdale to Monterey Park, effective 9/3/18.

**Brandi Van Oosten** was promoted to Limited Term LPM I, Monterey Park, effective 8/6/18.

Are you interested in becoming part of the Child Care Licensing team?



Please apply at: [CalCareers](#)

- Information on how to apply for a state job can be found at the [Cal Careers Website](#).

## Helpful Reminders and Information

- Please remember to check out new PINS: [Provider Information Notices](#)
- Latest Recalls from the [U.S. Consumer Product Safety Commission](#)
- [Regional Office Locations and Numbers](#)
- [Short Child Care Videos](#) addressing common questions on licensed care for families and providers.
- [Free Online Mandated Reporter Training](#)

### IMPORTANT PHONE NUMBERS

Centralized Complaint & Information Bureau (CCIB)	1-844-538-8766
Child Care Advocate Program	1-916-654-1541
Child Protective Services	1-916-875-5437
Caregiver Background Check Bureau	1-888-422-5669
CA Child Care Resource and Referral Network	1-415-882-0234

#### **Program Administrator:**

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