

# CHILD CARE CENTER POLICIES

## *DSS Regulation No. 114-503.F(4)*

Parents and staff shall sign and date an agreement, maintained on file and updated annually, that both parties have read and understand all policies relating to the operation of the facility.

### **Written** policies should include the following:

- Release of Children** - *DSS Regulation No. 114-503.F(2)*: This policy must include a security system to prevent the inappropriate release of a child to an unauthorized person and should be communicated with parents.
- Administration of Medication** - *DSS Regulation No. 114-503.F(3)(e)*: Policy must include signed and dated parental consent before administering any medication to any child. Reference *DSS Regulation 114-505 D* to ensure completion of policy.
- Discipline and Behavior Management** - *DSS Regulation No. 114-503.F(3)(f)*: A CLEARLY DEFINED procedure must specify that corporal punishment will NOT be used according to *DSS Regulation No. 114-506.B(2)*. This policy must be re-signed by parents and staff if any discipline policy changes are made. Parents and staff must sign a facility agreement acknowledging their understanding and acceptance to implement the discipline and behavior management policy.
- Confidentiality** - *DSS Regulation No. 114-503 I (1)*: This policy must safeguard the confidentiality of all records of children to include name, address, and other information about the child or family and information that may identify a child.
- Tracking Children** – *DSS Regulation No. 114-504 A(3)*: This Procedures should account for the presence of each child as they enter or exit the premises, enter and exit a vehicle, or move to a new location in or around the center.
- Emergency Medical Plan** - *DSS Regulation No. 114-505 C (1)- (3)*: This plan must address conditions under which emergency medical care or treatment is warranted, steps to be followed in a medical emergency, the hospital/ medical entity to be used, the method of transportation to be used and staffing plan to include who will accompany the child with records to the emergency location and will stay with the child until parents arrive.
- Evacuation Plan/ Emergency Preparedness** - *DSS Regulation No. 114-505.H(2)*: The facility must have an up-to-date written plan for removing children from the building in case of fire, a natural disaster, or threatening situation that may pose a health or safety hazard. The plan should include procedures for staff training in this emergency plan.
- Transportation/Field Trips** - *DSS Regulation No. 114-505.I*: Plans are required for routine travel and must be on file in the facility. Plans should include a checklist to account for the loading and unloading of children at every location. Written permission from parents for transporting children to and from the home, school, or other designated places including planned field trips and activities. Reference *DSS Regulation No. 114-505.I* to ensure completion of policy.
- Care for Mildly Ill Children** – *DSS Regulation No. 114-509.B*: If a facility chooses to provide care to children who are mildly ill, written policies and procedures specifying inclusion and exclusion from others is required. The plan must also include communicating with parents, recording of illness, and list type of care provided. Specific types of illnesses and symptoms which prohibit care from being provided. Staff must receive required training.

**Facility Notices-** Parents should be provided the following information upon admission.

- Liability Insurance** – *SC Statue 63-13-210 (A)(B)*: All child care facilities will be asked to show proof of Liability insurance. If facility does not have insurance coverage a written notice must be provided to parents of enrolled children.
- Free and Full Access of Children** – *DSS Regulation No. 114-503.F(1) and (3) (a)*: The operator shall permit the parent of a child in care free and full access to his or her child without prior notice, while their child is receiving care, unless there is a court order limiting parental access.
- Provisional Employment** – *SC Statue 63-13-40 (D)(3)*: If a facility chooses to provisionally employ persons to provide care to enrolled children, written statements must be provided to parents indicating that the facility may provisionally employ a person to comply with SC laws and regulations when unexpected staff vacancy occurs.

# Child Care Center STAFF FILE CHECKLIST

## REFER TO REGULATIONS BOOKLET FOR CENTER

*Information must be kept on file at the facility and available for review by the Department*

- Verification of Experience.** A caregiver with *6 months experience* must provide a written statement listing the facility's name, address, permit number and employee's dates of employment OR a copy of the required and *fifteen (15) clock hours of health and safety service training* within 30 days of employment.
- Proof of Education.** A copy of the caregiver's undergraduate degree, in early childhood education, child development, elementary education or a related field (transcripts are acceptable), high school diploma, a high school equivalency credential recognized by the State Board of Education, Certificate of Completion, or a South Carolina High School Employability Credential and *fifteen (15) clock hours of health and safety service training*. (Consult your Regional Office if a Certificate of Completion or High School Employability Credential is presented).
- Medical Statement.** (DSS Form 2901): A copy of the staff's signed statement of medical condition - *updated as needed*.
- A copy of the **pediatric First Aid and Infant/Child CPR Certificate**, if applicable.
- Consent to Release Information.** (DSS Form 2924). A copy of the SC Abuse and Neglect clearance *letter* from Child Care Licensing Central Office and clearance letter from each state where they have lived in the previous 5 years. This is required prior to employment and at each renewal. If hired provisionally, the potential staff must have this form notarized. An employee MAY NOT work without these results on file.
- Health Assessment.** (DSS Form 2926). A copy of the completed form and signed by the staff's physician or health source personnel within 3 months prior to employment or *within 30 days of hire* and repeated every four years.
- TB** (DPH Form 1420). A copy of their TB test results is required *prior to employment and must be on 1420 Form*. TB test will only need to be repeated if staff has been exposed or a break in service for 6 months or longer.
- State And Federal Criminal Background.** A copy of the fingerprint results *letter* from DSS Office of Inspector General. Potential staff persons MAY NOT work without these results on file. The fingerprint checks must be repeated every 5 years or a break in service for more than 6 months.
- Criminal Background Check Questionnaire.** (DSS Form 1706). This comprehensive criminal background questionnaire must be submitted using the online Provider Portal, [Provider Portal \(sc.gov\)](http://Provider Portal (sc.gov)), by the employee/potential employee immediately after scheduling fingerprint appointment through IndentoGo. Results will NOT be release until the questionnaire has been submitted.
- Non-Criminal Justice Applicant Privacy Rights Notification.** (DSS Form 1081) and **Privacy Act Statement** (DSS Form 1083). A copy of both forms, prior to being fingerprinted, must be on signed, dated and on file by the potential employee members and a copy sent to the Child Care Licensing Regional Office.
- A **Facility Agreement.** A copy of the staff signed acknowledgement of their acceptance and understanding of ALL policies including those that refer to or apply to DSS Licensing Regulations including the discipline policies which must be CLEARLY DEFINED, and states corporal punishment will NOT be used. Policy acknowledgment must be signed, dated, and updated when changes occur.
- Training Record/Transcript.** A copy of the staff official training transcript from SC Endeavors must be on file. To request copies phone toll free 1-866-845-1555 or visit their website at [www.scendeavors.org](http://www.scendeavors.org). All staff members are required to complete an annual training in blood borne pathogens which includes an exposure control plan.
- Evidence of Non-Conviction and Statement of Compliance.** (DSS Form 2925). A copy of the staff sworn statement must be completed for *provisional hire*. This form is only completed once and maintained on file at the facility. A provisional employee must be *directly supervised* by, and in the presence of a non-provisionally caregiver at all times when providing direct care to children.

Staff \_\_\_\_\_

Date of Hire \_\_\_\_/\_\_\_\_/\_\_\_\_



# Child Care Center CHILD FILE CHECKLIST

REFER TO REGULATIONS BOOKLET FOR CHILD CARE CENTER 114-503 G. (1)

*Information must be kept on file at the facility and available for review by the Department.*

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- Current Immunization Record.** The record must be from the SC Department of Public Health. County Health Department may review immunization record.
- General Record and Statement of Child's Health for Admission to Child Care Facility** (DSS Form 2900). This form must be signed and dated by parent and director - *updated as needed.*

**General Record/Enrollment Form must include the following:**

- Child's full legal name, nickname, birth date, date of enrollment, current address and contact number.
- Full name of parents/guardians, current/reachable contact numbers when the child is in the center.
- Names, address and contact number of **TWO emergency persons** who can assume responsibility of the child and are authorized to arrange medical care if necessary.
- Name, address and a form of identification for anyone authorized to take the child from the center.
- Name, address, and contact number of doctor, dentist and health insurance provider.

**Written permission/consent from parents/guardian for the following:**

- Emergency Medical Treatment.**
- Transportation/Field Trips.** Transportation must include hospital in case of emergency.
- Swimming activities.**
- Administering medication.**
- Posting of child's photo or identity.**
- Liability Insurance.** All child care facilities will be asked to show proof of Liability insurance. If facility DOES **NOT** have liability insurance coverage a **written notice must be provided to parents of enrolled children.**  
*SC Statute 63-13-210 (A)(B)*
- Provisional Employment Notice.** Written statement to parents indicating that the facility provisionally employs persons in order to comply with SC Child Care Law when unexpected staff vacancy occurs.

**Children's records, emergency information, and identity must be safeguarded at all times.**

Child's name \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

- Parent signed and dated required policies and documents**



# CHILD CARE - TRANSPORTATION CHECKLIST

REFER TO REGULATIONS BOOKLET FOR CHILD CARE CENTER 114-503 G. (1)

**Vehicles must meet the requirements of federal and state school bus safety standards.** For more information: [scstatehouse.gov](http://scstatehouse.gov).  
[Code of Laws - Title 59 - Chapter 67 - Transportation Of Pupils; School Buses](#)

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Authorized driver must have the following:

- Valid driver's license for every authorized driver.
- Comprehensive background results (criminal, sex offender and child abuse and neglect background **results - updated as required.**

Facility must have the following information on site and ready for review:

- Written consent from the parent/guardian is required prior to transporting children in the vehicle
- Copies of current CPR/First Aid Cards for staff or driver when no staff is available.
- There shall be a First Aid Kit and emergency information for each child in the vehicle.
- A written plan for staff to follow in emergency situations such as accidents, bad weather, a sick child, etc.
- Written directions for every travel destination.
- A record for the driver, which lists the name, address and telephone number of the child care provider as well as names of children being transported.
- An on/off checklist with each child's name to account for the loading and unloading of children **MUST** be used.

IMPORTANT INFORMATION

- Departure and expected arrival time back to the center should be known by the director or designee.
- Staffing ratios must be maintained. Driver may not be counted in the ratios when infants and toddlers are being transported.

Written permission/consent from parents/guardian for the following:

- Emergency Medical Treatment.
- Transportation/Field Trips. Transportation must include hospital in case of emergency.
- Swimming activities.
- Administering medication.
- Posting of child's photo or identity.

**Children's records, emergency information, and identity must be always safeguarded.**

- Facility provides transportation     Facility DO NOT provide transportation.
- Parent signed and dated required written permission documents.