



# Guidelines and Standards for Day Care Centres

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## **GUIDELINES AND STANDARDS FOR DAY CARE CENTRES** **WOMEN DEVELOPMENT DEPARTMENT** **GOVERNMENT OF THE PUNJAB**

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## **Introduction**

### **Purpose**

The purpose of these guidelines and minimum standards for day care centers is:

- (i) to facilitate safe and healthful care of a child in a day care center established/expanded through grants by Government of the Punjab;
- (ii) to support families by providing care that promotes emotional, cognitive, communicative, perceptual-motor, physical and social development of children;
- (iii) to promote the welfare, development and learning of children through day-care facilities;
- (iv) to provide standards to aid in protecting the health, safety and rights of children and to reduce risks to children in child day care centers; and
- (v) to identify the minimum level of compliance necessary to obtain grants through PDCF Society.



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## **CHAPTER- 1**

### **DEFINITIONS**

- 1.1 "Age level" means the grouping category appropriate for the child's age.
- 1.2 "Attending school" means attending a public or private school.
- 1.3 "Day care center (DCC)" means the premises in which care is provided at any one time for ten or more children unrelated to the grantee.
- 1.4 "Communicable disease" means an illness due to an infectious agent or its toxic products which is transmitted directly or indirectly by the infected agent to a susceptible host.
- 1.5 "Department" means Women Development Department.
- 1.6 "Directorate" means Directorate of Women Development.
- 1.7 "Infant" means a child from birth to 1 year of age.
- 1.8 "Manager" means a person who provides daily onsite supervision of a day care centre;
- 1.9 "Older toddler" means a child from 2 to 3 years of age.
- 1.10 "Operate" includes manage.
- 1.11 "Parent" means the biological mother or father or the guardian of the child and includes any other person having the care and custody of a child.
- 1.12 "Parent handbook" means the parent handbook required by Chapter 5 section 7.
- 1.13 "Preschool child" means a child from 3 years of age to the date the child enters kindergarten in a public or private school system.
- 1.14 "School-age child" means a child who is attending school and is not older than 12 on start of the school year.
- 1.15 "Space" means indoor or outdoor area designed for child care that is large enough to accommodate the maximum number of children allowed under the guidelines.
- 1.16 "Staff" means paid employees performing services in a day care centre.
- 1.17 "Staff person" means a person included in the regulatory ratio who is responsible for child care activities.
- 1.18 "Staff-to-children ratio" means the ratio representing the minimum number of staff required by these standards.
- 1.19 "Supervise" means to be physically present with a group of children or with the staff person under supervision. It includes critical oversight in which the supervisor can see, hear, direct and assess the activity of the supervisee.
- 1.20 "Young toddler" means a child from 1 to 2 years of age.



## **CHAPTER -2**

### **BUILDING AND SPACE REQUIREMENTS**

#### **2.1 Glass**

- (a) A visual strip or other visual identification shall be placed on glass located in a traffic area, a child care space or a play space.

#### **2.2 Indoor temperature**

- (a) The indoor temperature must be at least 65° F.
- (b) If the indoor temperature exceeds 82° F in a child care space, a means of mechanical air circulation must be operating.

#### **2.3 Lighting**

- (a) Rooms, hallways, stairways, outside steps, porches and ramps shall be lighted by artificial or natural light.

#### **2.4 Measurement and use of indoor child space**

- (a) A day care centre shall provide indoor child care space for individual and group activity.
- (b) Indoor child care space may not be used simultaneously as play space.
- (c) Indoor child care space is measured within permanent stationary partitions or walls. The allowable number of children in a space is determined by dividing the total square feet in a space by 40.
- (d) Measured indoor space includes space occupied by cupboards, shelves, furniture and equipment.
- (e) Measured indoor space excludes space occupied by halls, bathrooms, offices, kitchens and locker rooms.
- (f) Indoor space in which children are receiving care may not be used simultaneously for other business, commercial, social or another purpose unrelated to the child care being offered.
- (g) Preschool and school-age children may not be involved in group activity in the same group space in which children are sleeping or resting.
- (h) A children's activity room in a day care centre must:



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- (i) have at least 2.753 m<sup>2</sup> (30 ft.<sup>2</sup>) of unobstructed indoor floor space for each child occupying the room; and
  - (ii) provide natural lighting through a window or windows with a glass area of at least 10% of the total floor area.
- (i) Space used for hallways, entryways, exits, staff purposes, day care centre administration, diapering areas, washrooms, kitchen, laundry, shelving or storage must not
- (i) be included when calculating the unobstructed indoor floor space per child; or
  - (ii) infringe on the children's unobstructed indoor floor space or on space used for the children's routine activities.
- (j) A day care centre must be accessible and must not be located above the ground floor of a building.
- (k) Each space within a day care centre that is used for the care of infants must be separate from spaces used by children of other ages; including an infant activity room and including a sleeping area that is
- (i) in a room separated from the infant activity room;
  - (ii) large enough to accommodate 1 crib for each infant with a 46-cm (18-in.) space or a divider between each crib; and
  - (iii) supervised at all times when infants are present.

### **2.5 Paint**

- (a) Peeled or damaged paint or damaged plaster is not permitted on indoor or outdoor surfaces in the day care centre.
- (b) When indoor or outdoor surfaces are repaired or when new indoor or outdoor surfaces are painted, the paint may not contain more than .06% lead.
- (c) A child may not be present during removal of paint from the indoor or outdoor surfaces of a day care centre.
- (d) Removal, clean-up and disposal of leaded paint dust and debris shall be accomplished in a manner that avoids dispersal of dust and debris into the environment.
- (e) Abrasive removal methods which include dry sanding, electrical sanding and sandblasting or open flame burning, or a removal process that permits the release of leaded particulate material into the environment are prohibited.



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- (f) Dust and debris generated by removal shall be disposed of in accordance with applicable Federal, Provincial and local regulations.
- (g) Child care may resume when the removal process is completed and when all accompanying debris is removed.

### **2.6 Protective electrical covers**

- (a) Protective receptacle covers shall be placed in electrical outlets accessible to children 5 years of age or younger.

### **2.7 Sanitation**

- (a) Trash shall be removed from the day care centre at least once per day.
- (b) Trash shall be removed from the day care centre grounds at least once per week.
- (c) Evidence of infestation of insects or rodents in the day care centre is not permitted.
- (d) Trash that has been contaminated by human secretions or excrement shall be contained in closed, plastic-lined receptacles.

### **2.8 Space heaters**

- (a) Gas heaters are not permitted.

### **2.9 Stairs**

- (a) Inside and outside stairs with three or more steps shall be equipped with a handrail.
- (b) Inside stairs shall be equipped with nonskid surfaces.
- (c) A ramp shall be equipped with a handrail.
- (d) A porch shall be equipped with a handrail.

### **2.10 Telephone**

- (a) A day care centre shall have an operable telephone and a published telephone number.
- (b) Emergency telephone numbers including the telephone number of the nearest hospital, police department, fire department, ambulance and poison control center shall be pasted near each telephone in the day care centre.



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### 2.11 Toilet area

- (a) The following ratio of flushing toilets to toilet-trained children applies:

Similar Age Levels	Number of Toilet-Trained Children	Toilets
Young or older toddler and preschool	15	1

- (b) The following ratio of sinks to children applies:

Similar Age Levels	Number of Toilet-Trained Children	Sinks
Young or older toddler and preschool	25	1

- (c) A sink must be located in or near a toilet area.
- (d) A training chair is not a flushing toilet. A training chair shall be emptied and sanitized after each use. An acceptable sanitizing solution is 1/4 cup of bleach combined with 1 gallon of water. A sanitizing solution shall be treated as a toxic.
- (e) Toilets and sinks must be at proper heights for children using them.
- (f) Toilets and training chairs may not be located in an area used for cooking or eating.
- (g) Toilet areas and fixtures shall be cleaned daily and be in good repair.
- (h) A day care centre person and an able child shall wash their hands after toileting and before eating. A sign on which this requirement is written shall be posted at each toilet, training chair, diapering area and sink in the day care centre.
- (i) A toilet area, training chair area, diapering area and sink area shall be equipped with a clean, lidded waste receptacle.
- (j) A source of running water for hand washing must be present in infant and toddler diapering areas.

### 2.12 Toxics

- (a) Cleaning materials and other toxic materials shall be kept in an area or container that is locked or made inaccessible to children.



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- (b) Cleaning materials and other toxic materials shall be stored in an original labeled container or in a container that specifies the content. Toxics shall be stored away from food, food preparation areas and child care spaces.
- (c) Cleaning materials and other toxic materials shall be used in a way that does not contaminate play surfaces, food, food preparation areas and does not constitute a hazard to the children.
- (d) Toxic plants are not permitted in a child care space.
- (e) Arts and crafts materials shall be nontoxic.

### **2.13 Ventilation**

- (a) Natural or mechanical ventilation shall be provided in child care spaces.
- (b) Windows or doors used for ventilation shall be screened when open.
- (c) Screens shall be in good repair.
- (d) Windows or doors above the ground floor that open directly to the outdoors and are accessible to children shall be constructed, modified or adapted to limit the opening to 6 or fewer inches.

## **CHAPTER -3**

### **STAFF**

#### **3.1 Children of a Manager or a staff person**

- (a) The children of a Manager and the children of a staff person shall be counted for the purpose of satisfying the staff/child ratio requirements.
- (b) The children of the Manager and the children of a staff person shall be counted for the purpose of satisfying the allocated space capacity requirements (relating to measurement and use of indoor child care space and measurement and use of play space).

#### **3.2 Minimum number of staff in the child care day care centre**

- (a) At least two staff persons shall be present in the day care centre when two or more children are in care.



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### 3.3 Similar age level

- (a) When children are grouped in similar age levels, the following maximum child group sizes and ratios of staff persons apply:

Similar Age Levels	Staff	Children	Maximum Group Size	Total Number of Staff Required for the Maximum Group Size
Infant	1	4	8	2
Young toddler	1	5	10	2
Older toddler	1	6	12	2
Preschool	1	10	20	2

### 3.4 Staff-to-children ratios

- (a) The number of staff present and working directly with the children enrolled in a day care program must meet the staff-to-children ratios set out in the following table at all times when children are in attendance:

Age Range of Children in Group	Staff-to-Children Ratio	Maximum Group Size
Infant	1 to 4	10
Toddler	1 to 6	18
Preschooler	1 to 8	24

- (b) A group of children enrolled in a day care program must not be larger than the maximum group size specified in the table.
- (c) In a day care centre, no more than 1 group of children may be located in a single room.
- (d) In a day care centre, if a group of children includes children in 2 or more age ranges so that different staff-to-children ratios would otherwise apply, the staff-to-children ratio and the maximum group size applicable for the age range of the youngest child present in the group must be applied to the group.

### 3.5 Supervision of children

- (a) Children on the day care centre premises shall be supervised by a staff person at all times. Outdoor play space used by the day care centre is considered part of the day care centre premises.



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- (b) Each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in her assigned group. The staff person shall be physically present with the children in her group on the day care centre premises.

### **CHAPTER -4**

#### **HEALTH AND SAFETY**

##### **4.1 Adult hygiene**

- (a) A day care centre person shall wash her hands before meals and snacks, and after toileting and after diapering.
- (b) A day care centre person with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall be excluded from attendance until the day care centre operator receives notification from a physician that the person is no longer considered a threat to the health of others. The notification shall be retained in the day care centre person's file.

##### **4.2 Behaviour guidance**

- (a) Each grantee, day care centre Manager and staff person must behave in a manner that does not harm any child who is attending the day care program, and in particular must not do or permit any of the following:
- (i) use corporal punishment, including
    - (a) striking a child directly or with any physical object, and
    - (b) shaking, shoving, spanking and other forms of aggressive physical conduct;
  - (ii) require or force a child to repeat physical movements;
  - (iii) use harsh, humiliating, belittling or degrading responses of any form, whether verbal, emotional or physical;
  - (iv) confine or isolate a child;
  - (v) deprive a child of basic needs, including food, shelter, clothing and bedding.

##### **4.3 Child hygiene**

- (a) A staff person shall ensure that a child's hands are washed before meals and snacks, after toileting and after being diapered.



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- (b) Cloth towels and washcloths shall be labeled with the child's name, used by only the named child and laundered weekly. The Manager shall arrange a laundry schedule with the parent.
- (c) Paper towels may be used as towels and washcloths. Paper towels shall be discarded after each use.
- (d) Liquid or bar soap shall be used for handwashing.
- (e) A child shall have a labeled toothbrush if brushing teeth is a program activity.
- (f) Toothbrushes shall be stored with the bristles up and exposed to circulating air.
- (g) Paper cups, discarded after one use shall be used for between-meal drinking by children who are not bottle-fed.

### **4.4 Daily log book requirement**

- (a) A day care centre Manager must keep a daily logbook to record information about any absence of a child due to illness and any unusual or special events in the day care centre.

### **4.5 Diapering requirements**

- (a) When children are diapered, the day care centre shall use disposable diapers or arrange with the parent to provide a daily diaper supply.
  - (i) if nondisposable diapers are provided by a parent, a soiled diaper shall be placed in an individual, securely-tied plastic bag and returned to the parent at the end of the day.
  - (ii) if disposable diapers are provided by a parent or by a day care centre, a soiled diaper shall be discarded by immediately placing the diaper into a plastic-lined, hands-free covered can.
  - (iii) a soiled diaper that is not in a tied bag may not be placed in an unlined outdoor trash container.
- (b) Diaper changing surfaces shall be cleaned after each use by wiping the surface with a sanitizing solution or by changing a pad or other surface covering.
- (c) The diapering area may not be used for food preparation or food service.
- (d) Cloth and paper materials used as diapering aids shall be stored in a manner that prevents cross-contamination from a soiled diaper, contaminated hands or other changing materials.



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- (e) A staff person shall check a child's diaper at least every 2 hours and whenever the child indicates discomfort or exhibits behavior that suggests a soiled diaper.
  - (f) A staff person shall change a child's diaper when the diaper is soiled.

### **4.6 Emergency evacuation and fire safety procedures**

- (a) Each grantee must establish emergency rules and procedures, including an evacuation plan and escape routes to be used in the case of fire and other emergencies.
- (b) The evacuation plan must be posted at each designated play room exit and each exit from the day care centre.
- (c) An evacuation plan must include all of the following:
  - (i) a current list of emergency telephone numbers, the local hospital emergency department and poison control;
  - (ii) the specific evacuation duties of each staff member;
  - (iii) a diagram of all rooms in the day care centre, with exits marked; and
  - (iv) the location of a safe meeting place, which must be outside the day care centre and known to the children and staff.
- (d) Each day care centre Manager must carry out an emergency evacuation drill at least once per month.

### **4.7 First-aid training**

- (a) Grantee shall arrange training of Manager and staff by a professional in the field of first-aid.
- (b) First-aid training will be renewed on or before expiration of grant.

### **4.8 Fire safety requirements**

- (a) The day care building shall have an address number which is contrasting in color to the background and visible from the street. No brass or gold colored numbers shall be displayed.
- (b) Sliding glass doors shall have only the "latch-type" lock on the handle.
- (c) An operable smoke detector shall be in each sleeping room and at a point centrally located in the hallway or area giving access to each separate sleeping area.



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- (d) A type 2-A, 10 B:C fire extinguisher shall be mounted in an accessible area near the kitchen with the top no higher than 5 feet above the floor. The extinguisher shall have a legible current year service tag.
- (e) An early warning device shall be provided for sounding a fire alarm. It must be manually operated, electrically or battery powered, permanently mounted and audible throughout the structure with a distinctive tone. Once initiated, the device shall emit a continuous alarm until manually reset. Smoke alarms shall not be used as a substitute for this requirement.

### **4.9 Fire safety training**

- (a) Staff persons shall participate, at least annually, in firesafety training conducted by a fire protection professional from Civil Defence.
- (b) Staff persons shall receive training in the during a fire and the use of the day care centre's fire extinguishers.
- (c) Completion of training shall be documented by the signature and title of a representative of the training entity and include the date training was completed.
- (d) Documentation shall be retained in the day care centre staff's file.

### **4.10 Emergency plan**

- (a) The day care centre shall have an emergency plan that provides for:
  - (i) shelter of children during an emergency including shelter in place at the day care centre and shelter at locations away from the day care centre premises.
  - (ii) evacuation of children from the day care centre building and evacuation of children to a location away from the day care centre premises.
  - (iii) a method for day care centre staff to contact parents as soon as reasonably possible when an emergency situation arises.
  - (iv) a method for day care centre staff to inform parents that the emergency has ended and to provide instruction as to how parents can safely be reunited with their children.
- (b) The grantee shall review the emergency plan at least annually and update the plan as needed.
- (c) Each review and update of the emergency plan shall be documented in writing and kept on file at the day care centre.



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- (d) Each day care centre staff shall receive training regarding the emergency plan at the time of initial employment, on an annual basis and at the time of each plan update.
- (e) The date of each training and the name of each day care centre staff who received the training shall be documented in writing and kept on file at the day care centre.
- (f) The emergency plan shall be posted in the day care centre at a conspicuous location.
- (g) The grantee shall provide to the parent of each enrolled child a letter explaining the emergency procedures described in subsection (a). The grantee shall also provide to the parent of each enrolled child a letter explaining any subsequent update to the plan.

### **4.11 First aid kit**

- (a) A first-aid kit must be in a child care space.
- (b) A first-aid kit must be inaccessible to children.
- (c) A first-aid kit must contain an assortment of adhesive bandages, sterile gauze pads, tweezers, tape, scissors and disposable, nonporous gloves.

### **4.12 Furniture**

- (a) Furniture must be durable, safe, easy –to-clean and appropriate for the child’s size, age and special needs.
- (b) Study space, tables, chairs, paper and pencils shall be provided for older toddlers or preschool children in care.

### **4.13 Health assessment**

- (a) A day care centre person providing direct care who comes into contact with the children or who works with food preparation shall have a health assessment conducted within one month of entering service in the daycare centre and every 24 months thereafter.
- (b) A health assessment shall be valid for 24 months following the date of signature, if the person does not contract a communicable disease or develop a medical problem.
- (c) A health assessment shall be conducted and a report shall be written and signed by a physician.
- (d) The signature must include the individual’s professional title.
- (e) The health assessment must include the following:
  - (i) a physical examination.



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- (ii) tuberculosis screening at initial employment. Subsequent tuberculosis screening is not required unless directed by a physician.
- (f) If a person's medical record demonstrates a positive tuberculin skin test, that record shall be placed on file at the day care centre.
- (g) A record of a person with a positive tuberculin skin test must include the results of a chest X-ray and evaluation for chemoprophylaxis.
- (h) A person with a positive tuberculin skin test and a negative x-ray is not required to have further tuberculosis testing, unless one of the following occurs:
  - (i) the person is exposed to an active case of tuberculosis.
  - (ii) the person develops a productive cough which does not respond to medical treatment within 14 days.

### **4.14 Health information**

- (a) The Manager shall require the parent of an enrolled child, including a staff person, to provide an initial health report no later than 60 days following the first day of attendance at the day care centre.
  - (i) the initial health report for an infant must be dated no more than 3 months prior to the first day of attendance at the day care centre.
  - (ii) the initial health report for a young toddler must be dated no more than 6 months prior to the first day of attendance at the day care centre.
  - (iii) the initial health report for an older toddler or preschool child must be dated no more than 1 year prior to the first day of attendance at the day care centre.
- (b) The Manager shall require the parent to provide an updated health report in accordance with the following schedules:
  - (i) at least every 6 months for an infant or young toddler.
  - (ii) at least every 12 months for an older toddler or preschool child.
- (c) A health report must be written and signed by a physician and the signature must include the individual's professional title.
- (d) The health report must include the following information:
  - (i) a review of the child's health history;
  - (ii) a list of the child's allergies;



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- (iii) a list of the child's current medication and the reason for the medication;
  - (iv) an assessment of an acute or chronic health problem or special need and recommendations for treatment or services, including information regarding abnormal results of screening tests for vision, hearing or lead poisoning;
  - (v) a review of the child's immunized status according to recommendations of the Health Department;
  - (vi) a statement of the child's medical information pertinent to diagnosis and treatment in case of emergency; and
  - (vii) a statement that the child is able to participate in child care and appears to be free from contagious or communicable disease.
- (e) The day care centre may not accept or retain an infant 2 months of age or older, a toddler or a preschool child at the day care centre for more than 60 days following the first day of attendance at the day care centre unless the parent provides written verification from a physician of the dates (month, day and year) the child was administered immunizations in accordance with the recommendations of the Health Department.
- (i) the day care centre shall require the parent to provide updated written verification from a physician of ongoing vaccines administered to an infant, toddler or preschool child in accordance with the schedule recommended by the Health Department.
- (f) The Manager shall make reasonable accommodation to facilitate administration of medication or a special diet that is prescribed by a physician as treatment related to the child's special needs. When medication or special diets are administered, the following requirements apply:
- (i) a prescription or nonprescription medication may be accepted only in an original container. The medication must remain in the container in which it was received.
  - (ii) a staff person shall administer a prescription medication only if written instructions are provided from the individual who prescribed the medicine. Instructions for administration contained on a prescription label are acceptable.
  - (iii) the physician's prescription must identify the name of the medication and the name of the child for whom the medication is intended. Medication shall be administered to only the child whose name appears on the prescription.
  - (iv) medication shall be stored in a locked area of the day care centre or in an area that is out of the reach of children.
  - (v) medication shall be stored in accordance with the manufacturer's instructions on the original label.



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- (vi) a parent shall provide written consent for administration.
- (vii) a Manager is responsible to establish and maintain a medication log if prescription or nonprescription medication is administered. A log must include the following minimum information:
  - 1. the name of the medication;
  - 2. the name of the child receiving the medication;
  - 3. a requirement for refrigeration;
  - 4. the amount of medication administered;
  - 5. the date of administration;
  - 6. the time of administration;
  - 7. the initials of the staff person who administered the medication; and
  - 8. special notes related to problems of administration.
- (viii) if a special diet is prescribed for a child and if the diet is administered to the child, written instructions and the parent's written consent shall be retained in the child's file.

### **4.15 Health safety and communicable disease control**

- (a) If a Manager allows admission of an ill child, the Manager shall receive instructions from the parent for care of the child to assure that the child's needs for rest, attention and administration of medication are met.
- (b) The Manager shall inform parents of enrolled children when there is a suspected outbreak of a communicable disease or an outbreak of an unusual illness that represents a public health emergency in the opinion of the Department of Health.
- (c) If a child becomes ill at the day care centre, the Manager shall notify the child's parent as soon as possible.

### **4.16 Infant and toddler stimulation**

- (a) Infants and toddlers shall be provided stimulation by being held, rocked, talked to, played with and carried.

### **4.17 Programme**

- (a) The daily program for children enrolled in a day care program, must promote full participation of all children, including those with diverse abilities, and must meet all of the following requirements:
  - (i) it must foster and enhance cognitive, creative, physical, emotional, social, and language development;
  - (ii) it must address the individual and group needs of the children;



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- (b) For children enrolled in a day care program all of the following must be provided daily:
  - (i) a rest time;
  - (ii) opportunities for physical activity.

### **4.18 Refrigerator**

- (a) A day care centre shall have an operable, clean refrigerator used to store potentially hazardous foods.
- (b) The refrigerator shall be capable of maintaining food at 45° F or below.
- (c) An operating thermometer shall be placed in the refrigerator.

### **4.19 Release of children**

- (a) A child shall be released only to the child's parent or to an individual designated in writing by the enrolling parent.
- (b) A child shall be released to either parent unless a court order on file at the day care centre states otherwise.

### **4.20 Rest equipment**

- (a) Individual, clean, age-appropriate rest equipment shall be provided for preschool, toddler and infant children as agreed between the child's parent and the operator.
- (b) The rest equipment shall be labeled for the use of a specific child and shall be used only by the specified child.
- (c) Bed linens shall not be used alone as age-appropriate rest equipment.
- (d) Stacked cribs shall not be used.
- (e) Crib and playpen slats shall be no more than 2 3/8 inches apart.
- (f) Seasonal, appropriate covering, such as sheets or blankets, shall be provided as agreed between the child's parent and the Manager.
- (g) At least 2 feet of space is required on three sides of a bed, cot, crib or other rest equipment while the equipment is in use.
- (h) Linens, blankets and rest equipment shall be cleaned monthly, at a minimum. The Manager shall arrange a cleaning schedule.
- (i) Soiled bedding shall be cleaned before it is reused.



## Guidelines and Standards for Day Care Centres

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- (j) Toys, bumper pads or pillows shall not be present in a crib while an infant is sleeping in the crib.

### **4.21 Small toys and objects**

- (a) Toys and objects with a diameter of less than 1 inch, objects with removable parts that have a diameter of less than 1 inch, plastic bags and styrofoam objects shall not be accessible to children who are still placing objects in their mouths.

### **4.22 Smoking**

- (a) Cigarettes, pipes or cigars shall not be smoked in a day care centre.

### **4.23 Staff persons with skin disorders**

- (a) A staff person with a discharging or infected wound, sore or lesion on the hands, arms or an exposed portion of the body shall be excluded from child care and food preparation activities until the Manager receives written notification from a physician that the person may return to child care or food preparation.
- (b) The notification shall be retained in the person's file.

### **4.24 Utensils**

- (a) Eating and drinking utensils shall be free from cracks and chips.
- (b) Disposable cups, plates and eating utensils may be used if discarded after each use.
- (c) Styrofoam cups and plates shall not be used.

### **4.25 Water**

- (a) A day care centre shall provide running water and a safe and adequate supply of drinking water;
- (b) Hot water temperature, in areas accessible to children, may not exceed 110° F.
- (c) Safe drinking water shall be made available to children of all ages throughout the day.



## **CHAPTER -5**

### **PARENTS**

#### **5.1 Committee of parents**

- (a) A day care centre Manager must establish a parent committee to provide a forum in which parents provide input and receive notice of any matters of interest or concern to the parents.
- (b) If the grantee is a non-profit organization with a Board of Directors, the parent committee may be a sub-committee of the Board.
- (c) A parent committee must be established in the case of a day care centre, no later than 3 months after the date at which more than 6 children are enrolled.
- (d) A parent committee must be composed of at least 5 members, as follows:
  - (i) at least 3 parents of children currently enrolled in a program operated by the grantee;
  - (i) one representative of the grantee or Manager, who must attend each meeting of the committee; and
  - (ii) one representative of the staff who provide regular for children.
- (e) The majority of the members of a parent committee must be parents of children currently enrolled.
- (f) A day care centre Manager must provide the direct information about the composition of its parent committee.
- (g) A day care centre Manager must immediately notify the Directorate of any changes in the composition of the parent committee.

#### **5.2 Committee of parents meetings**

- (a) A parent committee must meet at least 2 times a year.
- (b) A parent committee meeting must be open to all parents of enrolled children.
- (c) At least 2 weeks before the date of a parent committee meeting, the day care centre Manager must do all of the following:
  - (i) give written notice of the meeting to the parents of all enrolled children; and
  - (ii) post a notice of the meeting in a conspicuous location in the day care centre.



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- (d) Notice of a parent committee meeting must inform the parents that they may add items to the meeting's agenda.
- (e) A parent committee may discuss any matters of interest or concern to the parents, including the following:
  - (i) the safety, care and well-being of the children;
  - (ii) the status of day care centre's grant;
  - (iii) the programs provided by the grantee;
  - (iv) the equipment and materials available to children; and
  - (v) staffing patterns and staff qualifications.

### **5.3 Communication with parents**

- (a) The grantee shall establish oral or written communication in the language or mode of communication which is understandable to the parent.

### **5.4 Minutes of parent committee meetings**

- (a) No later than 2 weeks after the date of a parent committee meeting, the day care centre Manager must produce minutes of the meeting.
- (b) A copy of the minutes from a parent committee meeting must:
  - (i) remain posted at the day care centre until the minutes of the next meeting are posted; and
  - (ii) be kept on file by the grantee for inspection by the Department, as required.

### **5.5 Notice to parents of significant changes**

- (a) As soon as is practicable, a grantee must notify the parents of each child enrolled in the program operated by the grantee if any of the following occurs:
  - (i) notice is received of impending suspension, cancellation or non-renewal of a grant;
  - (ii) the day care centre or agency is sold or closed;
  - (iii) written information has been received from the Department about the program for the purpose of sharing the information with parents;



## Guidelines and Standards for Day Care Centres

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### 5.6 Parent access and participation

- (a) A parent of a child in care shall be permitted free access, without prior notice, throughout the center whenever children are in care, unless a court of competent jurisdiction has limited the parental right of access to the child and a copy of the order is on file at the day care centre.
- (b) Opportunity shall be provided for parents to participate in the day care centre's program.
- (c) The grantee shall maintain a yearly file which documents general announcements to promote parent participation.
- (d) The file shall be updated annually.

### 5.7 Parent handbook

- (a) A grantee must have a parent handbook to assist parents in making informed decisions regarding the care of their children.
- (b) A parent handbook for a day care centre must include all of the following:
  - (i) a statement that all of the following are posted at a conspicuous place in the day care centre and an indication of where they are posted:
    - (a) a copy of these standards;
    - (b) a copy of the parent handbook;
    - (c) the grant certificate for the day care centre;
    - (d) a copy of the report of the most recent inspection of the day care centre;
    - (e) a copy of the grantee's behaviour guidance policy;
    - (f) a copy of the daily program plan and routine; and
    - (g) any information required by the Department.
  - (c) At the time a child is enrolled in a program, the grantee must provide the child's parent with:
    - (i) information about the services provided by the grantee; and
    - (ii) the parent handbook.
  - (d) A grantee must obtain written confirmation that a parent has received the parent handbook.



## **CHAPTER - 6**

### **Child Record**

#### **6.1 Confidentiality of record**

- (a) Child records are confidential and shall be stored in a locked cabinet.
- (b) A day care centre person may not disclose information concerning a child or family, except in the course of inspections and investigations by officers of the Department.

#### **6.2 Contents of record**

- (a) A child's record must contain the following information:
  - (i) the dates of application, admission and withdrawal of the child;
  - (ii) the child's name and date of birth;
  - (iii) the names, home addresses and phone numbers of the child's parents, together with e-mail contact information for the parents, if available;
  - (iv) the name, address and phone number of the child's physician;
  - (v) the name and contact information of the person to be notified in case of an emergency if a parent is not available;
  - (vi) the names of persons to whom the child may be released;
  - (vii) signed parental consent for emergency medical care for the child. Written consent is required prior to admission;
  - (viii) signed parental consent for administration of medications or special dietary needs; and
  - (ix) signed parental consent for administration of minor first-aid procedures by day care centre staff. Written consent is required prior to admission.
- (b) A child's record shall include the following:
  - (i) written confirmation that the child's parent has been provided with the parent handbook;
  - (ii) a health questionnaire for the child completed by the child's parent, including immunization dates;



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- (iii) if applicable, information about any medication to be administered to the child during the hours the child is attending the day care program, including the written instructions from the child's parent and the written record of each dose of medicine administered;
  - (iv) applicable, written instructions signed by the child's parent concerning any special requirements for feeding, diet, rest or exercise;
  - (v) written consent from the child's parent for the child to receive emergency medical treatment;
  - (vi) a copy of a report of any incident affecting the health, safety or well-being of the child while attending the day care program; and
  - (vii) for an infant, toddler or preschool child, semi-annual reports respecting the child's development.
- (c) If a child withdraws from enrollment in a day care program, the grantee or Manager must include the date of and reason for the withdrawal in its file for the child.
  - (d) A grantee or Manager must keep each child's file confidential, complete and organized.
  - (e) A grantee or Manager must store a child's file in a safe and secure manner at the day care centre and must keep it for at least 2 years after the date of the child's withdrawal from enrollment.
  - (f) A parent is required to review and update the emergency contact information and the at least once in a 6-month period or as soon as there is a change in the information.
  - (g) Following review, a parent shall attest to the accuracy of information in subsection (a) by affixing a dated signature to the record.
  - (h) If emergency information is updated in a master file, it shall be updated accordingly in other day care centre records.
  - (i) A copy of the initial agreement and subsequent written agreements between the parent and the grantee. The parent shall receive the original agreement.

### **6.3 Daily record of each child**

- (a) A Manager shall establish and maintain an individual daily record of attendance for each child enrolled in the day care centre.
- (b) Information in a child's daily record shall be kept current by the Manager.
- (c) A Manager must keep a daily record of attendance for each child enrolled in the day care program.



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- (d) A daily record of attendance must include the child's arrival and departure times and reasons for any absence.
- (e) A grantee or Manager must keep a daily record for an infant or toddler enrolled in a full-day program, which must include all of the following:
  - (i) daily routines, including naps, eating and toileting, noting atypical responses;
  - (ii) activities in which the child participated, noting the child's preferences and abilities;
  - (iii) information about any unusual occurrence and other pertinent information that does not necessarily relate to a daily occurrence;
  - (iv) space for the child's parent to write special instructions or information about the child.
- (f) A daily record for an infant or toddler must be available to the child's parent at the beginning and end of each day to allow them to record instructions or information and must be retained for at least 6 months.

### **6.4 Record retention**

- (a) A copy of the child's record shall be retained at the day care centre for at least 1 year after termination of service, unless the entire record is transferred by the Manager to the parent or guardian or to another DCC at the request of the parent or guardian.

### **6.5 Release of information**

- (a) The parent shall have access to the child's complete day care record.
- (b) Release or dissemination of information in a child's record may be made by the Manager and only with written parental consent. When file material is released, the person who authorized the release shall record the following information in the child's file:
  - (i) the name and position of the individual to whom the information was released;
  - (ii) the date the information was released;
  - (iii) the portions of the record that were released;
  - (iv) the purpose of the release; and
  - (v) the signature of the person who authorized the release.



## **CHAPTER -7**

### **STAFF RECORD**

#### **7.1 Confidentiality of records**

- (a) DCC Staff' records are confidential and shall be stored in a locked cabinet.
- (b) A staff person may not disclose information concerning another staff person or adult providing a service at the DCC, except in the course of investigations or inspections by officers of the Department.
- (c) A staff person shall provide to officers of the Department immediate access to the DCC and, upon request, to the children and the files and records.
- (d) An inspection will be conducted during normal business hours except when there is reasonable cause to believe that inspections at other times are necessary to detect violations of applicable laws and regulations.
- (e) An officer of the Department will inspect for compliance with this chapter, all areas of the DCC premises that are accessible to children.

#### **7.2 Content of staff records**

- (a) A record shall include a copy of the following information:
  - (i) the name, address and telephone number of the DCC staff person;
  - (ii) verification as follows:
    - (a) verification of age; and
    - (b) verification of child care experience, education and training prior to service at the day care centre;
    - (c) acceptable verification of experience, education or training shall be a transcript or a diploma or a letter signed by a representative of the experiential, educational or training entity.
  - (iii) a written report of initial and subsequent health assessments, including the results of initial and subsequent tuberculin skin tests, x-rays or other medical documentation necessary to confirm freedom from communicable tuberculosis.
  - (iv) a copy of requests for the criminal history record and a copy of completed clearance information.



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- (v) Two written, nonfamily references from individuals attesting to the person's suitability to serve as a day care centre person.

### **7.3 Criminal record**

- (a) A grantee must complete a criminal record check for each of the following persons:
  - (i) any person who is 18 years old or older who has, or will have, contact with children enrolled in a program operated by the grantee,
  - (ii) a grantee must keep the results of the criminal record checks on file and update them as required by the Directorate.

### **7.4 Day care centre must be administered by Manager**

- (a) Each full-day program must be administered by a Manager who supervises and manages the day care centre.
- (b) A Manager must designate a staff member who is qualified to act as the Manager at times when the Manager is absent from the day care centre.
- (c) A Manager or a person designated under subsection (b) must be in attendance at the day care centre at all times during its operating hours.

### **7.5 Day care centre staffing requirements**

- (a) Day care centre Staff must be at least 18 years old to be included in the staff-to-children ratios for the day care centre.

### **7.6 Individual records**

- (a) An individual record is required for each staff person.

### **7.7 Manager's qualifications and responsibilities**

- (a) A Manager is responsible for the general management of the day care centre including the following minimum duties:
  - (i) administering finances, personnel and maintenance;
  - (ii) administering the day care centre's program objectives and activities;
  - (iii) designating a staff person who is responsible for compliance with this chapter in the Manager's absence;



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- (iv) coordinating and planning daily activities with the group supervisors or with the assistant group supervisors in school-age program;
  - (v) overall program planning; and
  - (vi) written evaluation of staff persons on a regular basis, a minimum of one evaluation every 12 months.
- (b) A Manager shall have attained the following qualification:
- (i) a bachelor's degree from an accredited college or university in child development, special education, elementary education or the humanities and 1 year of experience with children.
- (c) A Manager shall be employed by a grantee and be present at the day care centre site a minimum of 50 hours per week.

### **CHAPTER -8**

#### **Nutrition**

##### **8.1 Infant feeding requirements**

- (a) Breast milk or formula provided by a parent for an infant must be:
  - (i) labelled to specify the name of infant, the date received, and the contents; and
  - (ii) refrigerated at 4.0<sup>o</sup>C or lower.
- (b) Food provided by a parent for an infant must be dated, refrigerated if required, and used or discarded before the expiry date.
- (c) An infant who cannot hold a bottle must be held by a staff member during bottle feeding.
- (d) An infant must not be fed in a crib or by bottle propping.

##### **8.2 Meals**

- (a) Each child enrolled in a full-day program must be provided with a lunch, a morning snack and an afternoon snack to be handed over by parents/guardians.
- (b) If a child receives care for 4 or more consecutive hours, nutritional, appropriately-timed meals and snacks shall be served.
- (c) Meals and snacks may be provided by the parent, upon agreement between the parent and the Manager.



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(d) Food may not be withheld from a child for purposes of discipline.

### **8.3 Meals for infants**

(a) Meals for infants shall be provided in accordance with the following requirements:

- (i) a written statement giving formula and feeding schedule shall be obtained from the parent;
- (ii) new foods shall be introduced only after consultation with the child's parent;
- (iii) disposable nursers shall be used unless bottles are provided by the parent or unless a commercial dishwasher is used by the day care centre;
- (iv) disposable nursers and bottles shall be labeled with the child's name;
- (v) an infant 6 months of age or younger shall be held while being bottle fed;
- (vi) neither an infant nor a toddler shall be permitted to sleep with a bottle in his mouth; and
- (vii) bottled formula shall not be heated in a microwave oven.



## **CHAPTER - 9**

### **Reporting**

#### **9.1 Reporting injury, death or fire**

- (a) The grantee shall immediately notify a child's parent and Directorate of Women Development on telephone and send a written report to the office of the Director within three hours if one or more of the following occurs:
- (i) inpatient hospitalization or emergency room treatment of an injured / ill child receiving care at the day care centre;
  - (ii) the death of a child receiving care at the day care centre;
  - (iii) a day care centre fire that requires the service of a fire department;
  - (iv) a child receiving care in the day care centre is lost or missing from the day care centre; and
  - (v) a child receiving care in the day care centre is left unattended in the day care centre when the day care centre is closed.
- (b) The report shall include the following information:
- (i) the name, address and telephone number of the day care centre;
  - (ii) the name, address and birth date of the child;
  - (iii) the name and address of the child's parent or guardian;
  - (iv) a description of the incident, including the date, time and location of the incident and the equipment involved;
  - (v) The name and telephone number of local authorities notified;
  - (vi) The nature of the treatment;
  - (vii) The name and address of the place where the treatment was received; and
  - (viii) The required follow-up.
- (c) The staff person who prepared the report shall sign and date it.



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- (d) Copies of reports shall be kept in a file at the day care centre.

### **9.2 Responding to accident, communicable disease or serious incident**

- (a) If an accident, communicable disease or other incident occurs that affects or could affect the health, safety or well-being of a child attending a day care program, the grantee or the Manager must do all of the following:
- (i) immediately secure any necessary medical assistance;
  - (ii) notify the parents of any child affected;
  - (iii) prepare an incident report, which must include all of the following:
    - (a) a summary of the incident and the action taken by the day care staff or care provider;
    - (b) the signature of each staff member and care provider involved; and
    - (c) the signature of a parent of each child affected by the incident.
  - (iv) place a copy of the incident report into the file of each child affected by the incident.
- (b) If a serious incident occurs, the grantee must:
- (a) notify the Directorate within 24 hours; and
  - (b) forward a copy of the incident report no later than 2 days after the date of the serious incident.



## Guidelines and Standards for Day Care Centres

**Annex-A**

### **LIST OF EQUIPMENT FOR DAY CARE CENTER (25 CHILDREN)**

<b>Sr. #</b>	<b>Items</b>	<b>Qty.</b>
1.	Cylinder Block	01
2.	Geometrical Cabinet (36 pcs)	01
3.	Geometrical Solids (10 pcs)	
4.	Base for Geometrical Solids(14pcs)	01
5.	Constructive Triangles (4 box)	01
6.	Metal Insets (10-shape)	01
7.	Stand for metal insets	01
8.	Paper Board for Metal Insets (10 Boards)	01
9.	Sand paper Alphabets (Eng)	03
10.	Sand Paper Alphabets (Urdu)	03
11.	Sand Paper Number	03
12.	Hammer Case	02
13.	Soft Reading Book	15
14.	Shap Sorting case	02
15.	Transportation set (Model)	02
16.	Model Puzzles (S)	07
17.	Model Puzzles (B)	07
18.	Story Book	20
19.	Story/Information Book (Large)	20
20.	Basket (L)	10
21.	Basket (S)	10
22.	Colour Tablet Box	02
23.	ABC Block	04
24.	Number Block	04
25.	Color Pencils (Large)	05
26.	Color Crayons (Large)	05
27.	Marker color (Board and Permanent)	15
28.	Fruits Basket (Model set)	02
29.	Vegetables Basket (Model set)	02
30.	Animal sets	02
31.	Insects sets	02
32.	Shape sorting house	02
33.	Flash card (Small)	10
34.	Flash card (Big)	10
35.	Sand Play	02
36.	Gym play	02
37.	Straight Mats	20
38.	Folding Mat	20
39.	Diaper Changing Mat	03
40.	Cube Cushion	02
41.	Square Cushion	02
42.	Baby Mirror	03
43.	Pink Tower with stand	01



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Sr. #	Items	Qty.
44.	Dressing Frames	10
45.	Monkey Stuffed	02
46.	Lion Stuffed	02
47.	Caterpillar Stuffed	02
48.	Long Rods with stands	01
49.	Number Rods	01
50.	Stand Number rods	01
51.	Soft toys	02
52.	Infants Manual Weight Machine	1
53.	Toddlers Manual Weight Machine	1
54.	Tri Cycles	4
55.	Wooden Cots	10
56.	Mattresses	10
57.	Bedding	20
58.	Nets	10
59.	High Chairs	15
60.	Rockers Cum Bouncer	8
61.	Cot Mobile	10
62.	Plastic Chairs (Animal Shapes)	7
63.	Multi-Purpose Table	2
64.	Writing Board	1
65.	Electric Sterilizer	2
66.	Electric Warmer	2
67.	Table Sets	2
68.	Rocker	6
69.	Activity Gym (Infants)	5
70.	Play Gym	5
71.	Activity Gym (Toddlers)	5
72.	Toilet Training Seat	10
73.	Infant Toys	30
74.	Bath Toys	15
75.	Fun Links Teether	15
76.	Fun Pal Teether	15
77.	Fun Rattle	15
78.	Chair for feeding	1
79.	Soft Books	20
80.	Bottle Brushes	3



## Guidelines and Standards for Day Care Centres

### Annex-B

#### OFFICE ITEMS

Sr. #	Items	Qty.
1.	Sofa set	01
2.	Tables	02
3.	Office Chairs	10
4.	Air Conditioners	06
5.	LCD 42"	01
6.	DVD player	01
7.	CCTV Cameras	Complete system
8.	Computer / printer with accessories/copier	01 complete
9.	Computer table and chair	01 each
10.	Fire alarms	03
11.	UPS	01
12.	Generator	01
13.	Vacuum cleaner	01
14.	Water dispenser	01
15.	Fire extinguishers (L)	02
16.	Telephone with net connection	01
17.	Electric Insect killer	02
18.	Microwave oven	01
19.	Fridge / Deep freezer	01
20.	Hand dryer	01
21.	Kitchen accessories / cutleries etc.	For 25 children
22.	Ceiling / bracket fans	04
23.	Curtains	For all windows
24.	Carpet	As per requirement
25.	Other miscellaneous office requirements	As per requirement