

# RENO EVENING GAZETTE PROOF OF PUBLICATION

STATE OF NEVADA }  
COUNTY OF WASHOE } ss.

DOROTHY YOCON

being first duly sworn, deposes and says:

That she is the PRINCIPAL CLERK of  
**THE RENO EVENING GAZETTE**, a daily news-  
paper published at Reno, in Washoe County, in the  
State of Nevada.

That the notice OF BILL NO: 172

of which a copy is hereto attached, was first published in  
said newspaper in its issue dated the 8th day of  
March, 1967, and was published in  
each issue of said newspaper thereafter for  
March 15  
the full period of 2 days, the last publication  
thereof being in the issue dated the 15th day of  
March, 1967.

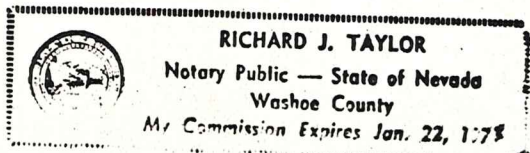
Signed Dorothy Yocum

Subscribed and sworn to before me this

15th day of March, 1967

Richard J Taylor  
Notary Public.

**NOTICE OF COUNTY ORDINANCE**  
Notice is hereby given that Bill No. 172, Ordinance No. 73, AN ORDINANCE TO AMEND THE TITLE AND SECTION 13 OF ORDINANCE 73, ADDING A NEW SECTION NUMBERED 14 WITH THE REMAINING SECTIONS TO BE RENUMBERED 15 THROUGH 24, RE-STATING THE DUTIES OF BUILDING INSPECTOR TO VISIT AND INSPECT PREMISES WHICH ARE TO BE USED FOR CHILD CARE FACILITIES AND ADDING TO THESE INSPECTION DUTIES CERTAIN MINIMUM STANDARDS THAT MUST BE COMPLIED WITH WHEN APPLICATION FOR A LICENSE TO HOUSE FOSTER CHILDREN HAS BEEN MADE BY A PERSON INTENDING TO HOUSE THE CHILDREN IN A MOBILE HOME. THE AMENDMENT DEALS WITH MINIMUM REQUIREMENTS THAT MUST BE MET PRIOR TO THE ISSUANCE OF A LICENSE WHICH MINIMUM STANDARDS DEAL WITH YARDS AND COURTS, CEILING HEIGHT, SUPERFICIAL FLOOR AREA, MINIMUM EXITS, DOOR AND HALL WIDTHS, LIGHT AND VENTILATION, SANITATION AND PLUMBING, ELECTRICAL AND HEATING REQUIREMENTS. ORDINANCE 73 IS ENTITLED: "AN ORDINANCE CONCERNING THE ESTABLISHMENT, OPERATION, MAINTENANCE, ADVERTISEMENT AND REGULATION OF CHILD CARE FACILITIES; PROVIDING FOR THE ISSUANCE OF LICENSES AND PERMITS FOR THE OPERATION OF CHILD CARE FACILITIES; PRESCRIBING PENALTIES FOR THE VIOLATION THEREOF; REPEALING CERTAIN SECTIONS RELATING TO CHILD CARE FACILITIES IN CONFLICT THEREWITH; AND OTHER MATTERS PROPERLY RELATING THERETO." was proposed on February 15th, 1967 by Commissioner Sauer and final action of adoption was taken on February 7, 1967 by the following vote of the Board of County Commissioners: Ayes: Commissioners: Streeter, Sauer, McKissick, McKenzie and Cunningham  
Nays: Commissioners: None  
Absent: Commissioners: None  
This ordinance shall be in full force and effect from and after the 15th day of March, 1967, the second date of publication.  
Notice is further given that typewritten copies of the above Ordinance are available for inspection by all interested parties at the office of the County Clerk, Courthouse, Reno, Nevada.  
(S) H. K. BROWN,  
County Clerk and Clerk of the Board of County Commissioners,  
Washoe County, Nevada  
March 8-15, 1967  
28498-172



**SUMMARY** - An Ordinance amending the Title, and Section 13 of Ordinance No. 73, adding a new section numbered 14, with the remaining sections to be renumbered 15 through 24, restating the duties of Building Inspector to visit and inspect premises which are to be used for Child Care facilities and adding to these inspection duties certain minimum standards for the housing of foster children in mobile homes.

BILL NO. 172

ORDINANCE NO. 73

AN ORDINANCE TO AMEND THE TITLE AND SECTION 13 OF ORDINANCE 73, ADDING A NEW SECTION NUMBERED 14 WITH THE REMAINING SECTIONS TO BE RENUMBERED 15 THROUGH 24, RESTATING THE DUTIES OF BUILDING INSPECTOR TO VISIT AND INSPECT PREMISES WHICH ARE TO BE USED FOR CHILD CARE FACILITIES AND ADDING TO THESE INSPECTION DUTIES CERTAIN MINIMUM STANDARDS THAT MUST BE COMPLIED WITH WHEN APPLICATION FOR A LICENSE TO HOUSE FOSTER CHILDREN HAS BEEN MADE BY A PERSON INTENDING TO HOUSE THE CHILDREN IN A MOBILE HOME. THE AMENDMENT DEALS WITH MINIMUM REQUIREMENTS THAT MUST BE MET PRIOR TO THE ISSUANCE OF A LICENSE WHICH MINIMUM STANDARDS DEAL WITH YARDS AND COURTS, CEILING HEIGHT, SUPERFICIAL FLOOR AREA, MINIMUM EXITS, DOOR AND HALL WIDTHS, LIGHT AND VENTILATION, SANITATION AND PLUMBING, ELECTRICAL AND HEATING REQUIREMENTS. ORDINANCE 73 IS ENTITLED: "AN ORDINANCE CONCERNING THE ESTABLISHMENT, OPERATION, MAINTENANCE, ADVERTISEMENT AND REGULATION OF CHILD CARE FACILITIES; PROVIDING FOR THE ISSUANCE OF LICENSES AND PERMITS FOR THE OPERATION OF CHILD CARE FACILITIES; PRESCRIBING PENALTIES FOR THE VIOLATION THEREOF; REPEALING CERTAIN SECTIONS RELATING TO CHILD CARE FACILITIES IN CONFLICT HEREWITH: AND OTHER MATTERS PROPERLY RELATING THERETO."

THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF WASHOE DO ORDAIN:

**SECTION 1.** County Ordinance No. 73 is hereby amended by changing the title to read as follows:

AN ORDINANCE CONCERNING THE ESTABLISHMENT, OPERATION, MAINTENANCE, ADVERTISEMENT AND REGULATION OF CHILD CARE FACILITIES; PROVIDING FOR THE ISSUANCE OF LICENSES AND PERMITS FOR THE OPERATION OF CHILD CARE FACILITIES; OUTLINING THE DUTIES AND REQUIRING THE BUILDING INSPECTOR TO VISIT AND INSPECT PREMISES WHICH ARE TO BE USED FOR CHILD CARE FACILITIES; REQUIRING CERTAIN MINIMUM STANDARDS TO BE COMPLIED WITH WHEN APPLICATION FOR A LICENSE TO HOUSE FOSTER CHILDREN IN A MOBILE HOME HAS BEEN MADE, REGARDING YARDS AND COURTS, CEILING HEIGHT, SUPERFICIAL FLOOR AREA, MINIMUM EXITS, DOOR AND HALL WIDTHS, LIGHT AND VENTILATION, SANITATION AND PLUMBING, ELECTRICAL AND HEATING REQUIREMENTS; PRESCRIBING PENALTIES FOR THE VIOLATION THEREOF; REPEALING ORDINANCE NO. 34; AND OTHER MATTERS PROPERLY RELATING THERETO.

**SECTION 2.** County Ordinance No. 73, Section 13, is hereby amended to read as follows:

**SECTION 13.** Duties of Building Inspector

- A. It shall be the duty of the local Building Inspector to visit and inspect any premises which are to be used for a Child Care facility and for which use an application for a license

has been made. Such an inspection shall verify the conformance of the structure with local zoning laws and local building codes and enforce compliance therewith. Notice of the conditions found therein and a written verification by the Building Inspector that the following minimum requirements have been complied with shall be made to the Welfare Department before any license is issued.

**SECTION 3.** Ordinance No. 73 is hereby amended by adding a new Section 14, with the remaining sections to be renumbered 15 through 24 to read as follows:

**SECTION 14. Minimum Standards**

A. When application for a license is requested by a person intending to house foster children in a mobile home, the following minimum standards are hereby created which must be complied with prior to the issuance of a license for a Child Care facility:

1. Yards and Courts.

Minimum required yard shall not be less than three thousand square feet (3,000 sq. ft.) unless Mobile Home is located in a trailer court which provides a fenced play yard supervised.

2. Ceiling Height.

Habitable rooms and service rooms in all occupancies shall have a ceiling height of not less than seven feet, six inches (7'6"). In rooms with sloping ceilings the required ceiling height shall be provided in at least 50 percent of the room and no portion of any room having a ceiling height of less than five feet (5') shall be considered as contributing to the minimum areas required by Subsection (3) of this Section.

3. Superficial Floor Area.

Every dwelling unit shall have at least one room which shall have not less than one hundred and twenty square feet (120 sq. ft.) of superficial floor area. Every room which is used for both cooking and living or both living and sleeping purposes shall have not less than one hundred and fifty square feet (150 sq. ft.) of superficial floor area. Every room used for sleeping purposes shall have not less than ninety square feet (90 sq. ft.) of superficial floor area. Where more than two persons occupy a room used for sleeping purposes the required superficial floor area shall be increased at the rate of fifty square feet (50 sq. ft.) for each occupant in the excess of two. Every kitchen shall have not less than fifty square feet (50 sq. ft.) of superficial floor area.

(a) Width.

No habitable room shall be less than seven feet (7') in any dimension and no water closet space less than thirty inches (30") in width and there shall be not less than two feet, six inches (2'6") clear space in front of each water closet.

4. Exits, Door and Hall Widths.

(a) Minimum number of exits for a Mobile Home shall be two (2), one of which shall be located in the front section and one in the rear section, on each side of the heating unit. Each required exit shall be a minimum of two feet, eight inches, (2'8") in width and six feet (6') in height.

(b) Minimum width of inside doors shall be two feet in width.

(c) Minimum width of halls shall be not less than two feet, four inches (2'4") unobstructed.

5. Light and Ventilation.

(a) Habitable Rooms. Every habitable room shall have an aggregate window area of not less than one-eighth of the floor area or less than eight square feet (8 sq. ft.), whichever is greater.

(b) Other Rooms. Every bathroom, toilet room and similar room shall have an aggregate window area of not less than two square feet (2 sq. ft.), openable or mechanically vented.

(c) Openable Window Area. One-half of the required window area in all rooms shall be openable.

6. Sanitation.

(a) Mobile Home Unit. Every Mobile Home Unit shall be provided with a water closet, a lavatory, and a bathtub or shower.

(b) Room Separation. No room used for the preparation of food shall be used for sleeping purposes and no room housing a water closet shall open directly into a room used for the preparation of food.

(c) Installation and Maintenance. All sanitary facilities shall be installed and maintained in safe and sanitary condition and in accordance with all applicable laws.

Every water closet, bathtub, or shower required by this amendment shall be installed in a room which will afford privacy to the occupant.

7. Plumbing, Electrical and Heating.

(a) All plumbing, electrical and heating shall comply with American Standard Installations of plumbing, electrical and heating systems in Mobile Homes No. A119.1-1963.

(b) All hot water heater rooms, when gas-fired, natural or L.P.G., shall be lined with one hour fire protection material and be readily accessible.

SECTION 4. This ordinance shall be in full force and effect from and after its passage, approval and publication as prescribed by Nevada Revised Statutes 244.100.

Proposed on the 15th day of February, 1967.  
Proposed by Commissioner Sauer  
Passed on the 27th day of February, 1967.

Vote: Ayes: Commissioners: Streeter, Sauer, McKissick,  
McKenzie and Cunningham

Nays: Commissioners: None

Absent: Commissioners: None

*Howard F. McKissick*  
 Chairman of the Board

ATTEST:  
*[Signature]*  
 County Clerk

This Ordinance shall be in full force and effect from and after  
 the 15th day of March, 1967

STANDARDS AND REGULATIONS FOR CHILD CARE FACILITIES

Effect of Standards and Regulations.

Administrative Standards and Regulations for Child Care Facilities issued by the Washoe County Welfare Department and approved by the Board of Washoe County Commissioners in accordance with provisions of Washoe County Ordinance No. 73 have the full force and effect of law.

Authority to Set Standards.

Section 19 of Washoe County Ordinance No. 73 provides the right of the Welfare Department to establish rules and regulations. The Welfare Department shall have the duty and the right to establish such other rules and regulations, or to amend existing rules and regulations, as it may from time to time find necessary in order to give the provisions of this ordinance full force and effect. Such new rules and regulations or amendments shall have the force and effect of law when their adoption is ordered by the Board and placed on file with the Clerk of the Board.

Definitions.

The term "child" or "children" shall mean any person under the age of 16, not related by blood, adoption, or marriage to the person maintaining a child care facility.

The term "child care facility" shall mean any place, home institution or establishment in which children are received and cared for, maintained for any period of time, with or without compensation or consideration.

The term "group care facility" shall mean a child care facility wherein 7 or more children, inclusive of children under the age of 16 in the immediate family, are kept or maintained.

The term "day care facility" and "day nurseries" shall be used synonymously and shall mean such child care facility wherein children are kept or maintained a maximum of 14 hours during a 24 hour period.

The term "Welfare Director" shall mean the Director of the Washoe County Welfare Department.

The term "Welfare Department" shall mean the Washoe County Welfare Department.

The term "Board" shall mean the Board of County Commissioners of Washoe County.

The term "person" shall mean both the singular and the plural and shall include individual persons, associations, partnerships and corporations.

LICENSE PROCEDURES

Application for License.

Any person now operating or hereafter desiring to operate a child care facility shall submit a written application to the Welfare Department for a license. The application shall include:

1. A completed application form.
2. A physician's statement of health for each staff member and all members of the household.
3. A report of health and sanitation standards.
4. A report of fire and safety standards.
5. A report of zoning and building standards.

Study Process.

A representative of the Welfare Department shall visit and appraise each child care facility before the initial license is granted.

The Welfare Department shall determine the maximum number of children that may be accepted for care by a facility.

Each facility shall have the continued supervision and consultation of the Welfare Department and shall submit such reports as may be required by the department. A representative of the department may visit at any time to determine compliance with the standards.

License.

On the basis of the study indicating the facility's satisfactory compliance with the standards and regulations established by the Welfare Department, a license shall be issued by the department for a period of one (1) year.

The license shall specify the period for which it is in force and effect, the name and address of the facility and the name and address of the operator to whom the license is issued, the maximum number of children for whom the facility is licensed to give care, and the type of facility.

The license is nontransferable.

The license becomes invalid when:

1. The person to whom it was issued ceases to operate the facility.
2. There is a change in location of the facility.
3. There is a change in function of the facility.
4. There is an increase beyond the maximum number of

children from that specified on the license.

The license shall be prominently displayed at the facility.

Types of Licenses.

Regular License is issued when a child care facility is found to conform to all of the standards and regulations set forth by the department.

Provisional License may be issued when a child care facility is found not to conform to all of the standards and regulations set forth by the department. A provisional license not to exceed 30 days may be issued when an operator demonstrates by his efforts a willingness to comply with the standards and regulations.

At the discretion of the Welfare Director, a Provisional License may be issued for a period not exceeding 30 days, in those cases where a temporary emergency placement must be made in a child care facility (a) in excess of the number authorized in the license, or (b) in any unlicensed child care facility. Such provisional licenses may in no instance be issued to a child care facility whose prior application for a license has been denied.

Renewal of License.

At least 30 days prior to expiration of the license, the child care facility shall apply for renewal of its license. Failure to do so will result in automatic expiration of the license one (1) year from the date of issuance.

A study shall be conducted following the receipt of the renewal application.

The license shall be renewed for one (1) year if the department is satisfied that the person seeking renewal has continued to comply with the minimum standards and regulations established by the Welfare Department for the conduct of a child care facility.

Denial of License.

The basis for denial of a license is failure or refusal to comply with the minimum standards for the conduct of a child care facility. The department shall send a written statement to the facility giving the reasons for denial of a license.

Revocation of License.

The right to operate a child care facility is dependent upon continued compliance with the required standards of the Welfare Department.

The license may be revoked by the department whenever a facility fails to meet the conditions under which the license was issued. The department shall send a written statement to the facility giving the reasons for revocation of the license.



Revocation shall be effective 30 days from the date the notice is sent to the facility. In cases of extreme abuse of standards and regulations, the department has the right to terminate a license and require that a facility cease operation immediately.

Appeal Procedure.

Any person aggrieved by the Welfare Department's refusal to issue or renew a license or by its revocation of a license, shall have the right to a hearing before the Board provided such appeal is made in writing not later than 30 days after receipt of the notice of revocation or refusal to issue or renew a license.

## APPENDIX I

BUILDING AND FIRE CODE REQUIREMENTS

The building shall be of not less than 1 hour fire-resistive construction throughout, except, (1) a fire-resistive ceiling is not required in one-story buildings having an open frame roof; or (2) one-hour fire-resistive construction is not required throughout where all rooms used for children have at least one exit door directly to the outside.

No point in a building that is not equipped with a sprinkler system shall be more than 150 feet from an exterior exit.

All wiring and electric appliances shall be installed in accordance with nationally recognized safety practices.

Every room containing a boiler or a central heating plant which burns liquid or solid fuel shall be separated from the rest of the building by a 3-hour fire-resistive occupancy separation.

Every room containing a boiler or a central heating plant which burns gas shall be separated from the rest of the building by a 1-hour fire-resistive occupancy separation.

Any heat producing appliance shall be of a type which complies with nationally recognized standards as determined by an approved testing agency. Where no such standards exist, approval of the building official shall be obtained before the appliance is installed.

The installation of heat producing appliances shall conform to the conditions of approval as specified in the manufacturer's instructions pertaining to safety. The manufacturer's instructions shall remain attached to the appliance.

In addition to the shutoff valve on any fuel burning appliance, a readily accessible lever handle shutoff shall be installed in the fuel line outside of the appliance and ahead of the union connection. This shutoff valve may be accessibly located inside or under the appliance if the appliance can be removed without removing the shutoff valve.

All fuel burning appliances shall have a sufficient supply of fresh air to assure proper fuel combustion.

If gas is used in the buildings, there shall be an approved outside shutoff which is conspicuously marked.

All chimneys, flues, vents, and fireplaces shall be of approved types and installed in compliance with the conditions of approval, special limitations of use, and the manufacturer's instructions.

## APPENDIX I - BUILDING AND FIRE CODE REQUIREMENTS

PAGE 2

Flue vents for solid or liquid burning equipment shall be of solid masonry chimney or reinforced concrete 8 inches in thickness except that chimneys not exceeding 30 feet in height and serving medium heat appliances may have a fire-clay lining not less than 5/8 inches thick by 4 inches of brick. Special type flues or vents of approved types may be installed in full compliance with the conditions of approval, special limitations of use, and the manufacturer's instructions.

Gas burning appliances may be vented into special flues that have been marked as tested by a national testing agency, provided that the flue has been installed with the proper sizes of clearances as given by the testing laboratory.

Volatile flammable liquids shall not be stored on the premises. Handling of such liquids on the premises shall be in quantities of not more than one gallon.

Portable heaters shall not be used.

Open heaters, steam radiators, fireplaces, and water heaters shall be protected by screens or guards.

BASIC STANDARDS FOR FOSTER HOME CARE1. The Foster Family

1. The foster home shall not provide room and board on a commercial basis for adults. Commercial care of aged, maternity, or convalescent patients must not be combined with foster care of children. The household must not include persons whose presence is detrimental to the health and welfare of children.
2. Except in unusual circumstances, the family should be a complete group; that is, both mother and father must be present in the home.
3. The foster family must have an understanding of children's growth and problems and must be able to give constructive training and discipline. The family must be able to give children under their care affection, and a feeling of security, be able to accept the children as members of the family group as long as they are in the family home, and to work with the agency in preparing the child for leaving the foster home.
4. Members of the foster family must be free of physical or mental conditions that jeopardize the health or interfere with the care of the child. Statements from a licensed physician concerning the health of all family members will be required annually.
5. Except in unusual circumstances, the foster mother shall not be employed outside the home.
6. There must be adequate income in the home exclusive of board payments for the child, to assure adequate food, clothing and other necessary items for the entire foster family.
7. Whenever both foster parents are out of the home, there must be a competent person left in charge of the children.
8. The age pattern of the normal family group will be taken into consideration in the placement of children in the foster home.
9. When religious affiliation is known or preference indicated, the foster parents should be of the same religious faith as the child placed with them.
10. The foster family must be of good character and habits. Four satisfactory references from persons not related

to the applicants will be required.

11. The foster family and the agency will work together in making arrangements for the natural parents, guardian, and close relatives to visit the child at reasonable times in order to preserve the ties of the child with his own family.
12. The foster family must be harmonious unit which is conducive to the normal growth and development of the child.
13. Adult family members and household help shall be subject to fingerprinting and a check of law enforcement records.

## II. The Foster Child

1. A physical examination shall be given to each child, preferably before his admission to a foster home. The arrangements for the examination will be made by the agency or the natural parents.
2. The child must receive adequate food at regular times, sufficient clothing for his needs, rest appropriate to his age, normal play opportunities and social contacts. The child must not be given the feeling that he is different from other children because of his family circumstances.
3. The child must receive appropriate training in habits and behavior, such as toilet training, care of his teeth, etc. He should have responsibility for home duties appropriate to his age and physical condition. Discipline should be administered according to the needs of the individual child, and for the purpose of teaching.
4. The child must attend school regularly if of school age, and have opportunity to attend the church of his choice.
5. The agency, natural parents, or guardian must be notified as soon as possible of injury or illness of the foster child.
6. The number of children cared for in the home shall approximate a normal family except where the home has facilities and personnel to adequately care for more than a usual number, or in cases where it is desirable to keep a large family together. Age and sex of the children cared for will be determined by the facilities

available, as well as by the wishes of the foster family. In usual circumstances the maximum number of children shall be limited to six, including those of the foster family. No more than two children under the age of two years shall be cared for at one time.

### III. The Foster Home

1. The home must be located in an area where the child is not exposed to unusual hazards.
2. It should be reasonably accessible to educational and church facilities, medical care, and for visits from parent and the agency.
3. It must be free from fire hazards. Inspection by the local fire department will be required by the agency. Heating of the home must be adequate, and heating appliances must be sufficiently protected.
4. It must conform with the local building, plumbing, electrical, heating, housing and zoning codes. Inspection by the local building inspector will be required by the agency.
5. It must have adequate lighting, ventilation, bathing and toilet facilities. The home must have facilities for proper care, refrigeration and preparation of food. The environmental conditions and safety hazards should be thoroughly investigated on the interior and the exterior of the proposed building. Inspection by a representative of the City-County Health Department will be required by the agency.
6. There must be a properly tested water and milk supply for rural homes, which will be determined by the City-County Health Department.
7. The home must have sufficient room to care for children. Children must sleep in bedrooms which have individual beds for each child, except in instances where two children of the same sex and the same family may be sleeping together. Beds must not be crowded together, and not more than four persons shall sleep in the same room. Children should occupy a different bedroom than the foster parents except in the case of infants under the age of one year. Sleeping arrangements shall not impose crowding upon members of the foster family.
8. There should be sufficient play space, indoors and out-

side. Outdoor play space must be protected from traffic and other hazards. Except in unusual circumstances, outdoor play space should be fenced.

9. The child should have sufficient space to keep his own clothes and other personal belongings, and a separate towel, wash cloth, and tooth brush.
10. The home shall be comfortably furnished and shall have reasonable housekeeping standards although the primary emphasis will be upon homemaking.

BASIC STANDARDS FOR FAMILY CHILD CAREPersonnel

Families offering day care should be able to offer a child the care and experiences he needs when he is away from his own home and parents. They should be able and willing to accept and respect the child's relationship with his own parents since day care offers supplemental rather than substitute family care.

All members of the day care family must be in good health. At the time of application for license and annually thereafter, evidence of a physical examination stating that each family member is free from communicable disease and is physically and emotionally able to care for children, shall be submitted to the department.

There must be adequate income in the home exclusive of child care payments to insure adequate food, clothing and other necessary items for the entire family.

The day care mother should like and understand children and be capable of giving them affection and security.

Family relationships in the day care home should be such as to insure a happy, wholesome atmosphere for children.

The day care mother shall be not less than 21 years of age and not too old to have the energy and flexibility necessary to care for young children.

The day care mother must be capable of handling an emergency situation promptly and intelligently.

The day care mother must assure that a responsible person not less than 21 years of age is available on call for emergency situations if she ordinarily has no regular help.

Any person assisting the day care mother shall submit to the department evidence of a physical examination stating she is free from communicable disease and is physically and mentally able to care for children.

Adult family members and household help shall be subject to fingerprinting and a check of law enforcement records.

Number and Ages of Children

The number and ages of children who can be cared for in a family home is limited to the physical strength, skills and capacities of the day care mother, her ability to deal with children of different ages, the number of own children in the home, the physical accommodations of the home and availability of household help. The day care mother must be able to accept



the additional responsibility of day care children without jeopardizing the development of her own children, her own health, or the care she gives her family.

The total number of children cared for shall not exceed 6 and not more than 2 of these children shall be under 2 years of age. The number for which a home is licensed shall exclude the day care mother's own children, but they shall be included in the total count of children cared for.

#### Program

Family day care homes are particularly suited to provide a child with the same experiences he would receive in his own home and give him the individual care that is not possible in a group day care facility. Although the home like atmosphere should be maintained, planned daily activities must be provided which will stimulate the physical, social, and emotional growth of the child.

The day care mother must plan activities in accordance with the age and interests of the children accepted for care.

There must be adequate play materials and equipment to carry out the planned activities.

The day's activities must follow a general schedule. Within this routine, the atmosphere should be relaxed, unhurried, and home like.

In suitable weather, infants and young children should spend some time out of doors in play pens, strollers, or carriages.

Children in care during normal mealtime hours shall be served balanced meals. Simple nourishing snacks shall be served midmorning and midafternoon.

All preschool age children shall sleep or rest after the mid-day meal. Children who cannot sleep must rest at least one-half hour and may then be taken elsewhere until the others complete their rest period.

Children shall not be brought into or taken from a family day care home between the hours of 9 p.m. and 7 a.m. since these are the ordinary sleeping hours for children.

A child shall remain in a family day care home no more than 11 consecutive hours except when parents' employment hours are such that the ordinary sleeping hours would be interrupted by picking up the child at the end of the 11 hours. In no instance shall the child remain in a family day care home more than 14 consecutive hours.

Children shall not be physically restrained in any way that constitutes abuse, and corporal punishment is not permitted. The day care mother should consult with parents or the Welfare Department representative for advice on problems of behavior and care of children when indicated.

#### Health

Before admission and annually thereafter, each child shall have a health examination by a licensed physician. Evidence that the child is free from communicable disease must be kept on file in the family day care home.

No child shall be accepted for day care unless he is, for all practical purposes, immune to smallpox, diphtheria, tetanus, whooping cough, and poliomyelitis. This requirement will be waived if contrary to the parent's religious convictions.

There shall be a daily inspection of each child by the day care mother as the child enters the home and before he has mingled with other children. If there are indications of illness, the child shall not be accepted for care until medical care and clearance have been obtained. Parents shall bring their children directly to the day care mother and shall not leave until the child has been inspected and accepted for care.

A day care home shall provide an area for temporary isolation of ill children which is within sight and hearing of the day care mother.

When illness is suspected during the day or night, the child shall be isolated and his parents or the designated responsible person contacted immediately. He shall remain isolated until arrangements can be made for his care elsewhere.

In case of accident or emergency, the child's family physician or the day care family's physician shall be called. The parents' permission to call a doctor in case of emergency shall be on file with the day care home.

Treatment or medication shall be given to a child only on a physician's written order except in case of an accident.

Every day care home shall have a first aid kit which includes a safe germicide, bandaids, tape, and a thermometer.

The regulations of the City-County Health Department on communicable diseases shall be followed when children show symptoms of a communicable disease.

### Physical Plant and Equipment

At the time of application for license, a day care home shall be inspected by the appropriate regulatory agency to insure that fire, building, safety and health standards are being met. The department reserves the right to request a fire inspection at any time it deems appropriate. Should there be any building or health changes, the department may request another inspection.

A day care home shall not be located where conditions exist which would be hazardous to the physical or moral welfare of children. No business which may adversely affect the welfare of children may be conducted on the premises.

All rooms used by children must have plenty of sunlight, adequate ventilation, lighting, and proper heating. A temperature of not less than 68-70 degrees shall be maintained at 2 feet from the floor.

Only rooms on the ground level shall be used by the children for sleeping or resting except, if the fire inspector grants an exemption to this provision providing the exits are adequate.

Windows and doorways shall be properly screened in season.

Open heaters, steam radiators, fireplaces, and water heaters shall be protected by screens or guards. Portable heaters shall not be used.

Matches, firearms, and tools shall be kept out of reach of children. Medicines, poisons, stimulants, and other drugs shall be plainly labeled and stored in an orderly fashion in a locked cupboard, box, or cabinet. Poisons and medications for external use only or for cleaning shall be kept in a separate area of the locked cabinet.

Volatile flammable liquids shall not be stored on the premises. Handling of such liquids on the premises shall be in quantities of not more than 1 gallon.

There shall be a plan for emergency evacuation of the day care home.

Individual cots or beds are required for napping. Beds must be used for night sleepers.

No bunk beds with more than two tiers shall be used and children under 6 may occupy only a lower level bunk. The upper bunk shall have safety guard rails.

Children under 2 years of age shall be provided with cribs or beds with guard rails.

Individual bedding shall be provided by either the parents or the day care home. Bedding shall be laundered as needed and always upon change of occupancy.

There shall be adequate indoor and outdoor play space. Indoor space shall be at least 30 square feet of floor space per child exclusive of bathrooms, kitchen, and halls, and other areas not available for use by the children. Outdoor space shall be at least 75 square feet per child over 1 year of age. The play area shall be enclosed, well drained, partly shaded, and free of debris, trash, or hazards of any kind.

There shall be sufficient equipment to meet the needs and interest of children at different developmental levels.

All play equipment shall be kept in good condition, free of sharp, loose, or pointed parts.

The family day care home shall have a telephone. Emergency numbers should be conveniently located near the telephone.

No animals shall be maintained or permitted to remain on the premises of the facility, unless they are housed and maintained in a safe and sanitary manner at all times.

#### Sanitation

There shall be an initial and periodic inspection of the day care home and premises by the representative of the Welfare Department with regard to standards of housekeeping and general repair of the home. The dwelling and premises shall be clean, sanitary, and in good repair, and should provide for reasonable comfort and well being of the household. At the time of application and any other time the Welfare Department deems appropriate the inspector of the City-County Health Department shall be requested to inspect the home and premises for conformance to all regulations with regard to sanitation, water supply, garbage, and sewage disposal.

Safe drinking water shall be available at all times. If the water supply is from other than a public source, the water system's location, construction, and operation shall comply with the standards approved by the Health Department.

All milk used shall be pasteurized Grade A.

There must be toilet and bathing facilities which meet the standards of the City-County Health Department.

Adequate facilities and proper methods for the preparation, serving, refrigeration and storage of food shall be provided.

All cooking and eating utensils shall be cleaned and stored in accordance with the regulations of the Health Department.

Insurance

It is recommended that each day care home carry public liability insurance in the minimum amounts of \$10,000 per individual and \$20,000 per accident.

Records and Reports

If the day care mother has help with the care of children, a record for each person shall be maintained. This record shall include the name, age, address, the qualifications of the person to care for children, and reports of the physical examination at time of employment and subsequent annual examinations.

The day care home shall maintain a record for each child as prescribed by the Welfare Department.

All records maintained by the day care home shall be made available to the Welfare Department representative on request.

The "Report of Attendance" shall be kept and submitted upon request.

The abandonment of a child must be reported to the local Police Department and the Washoe County Welfare Department immediately.

BASIC STANDARDS FOR GROUP CARE FACILITIESPERSONNELGeneral Qualifications

The entire child care staff should be composed of mature people of good character who like children and are capable of understanding and caring for them. Staff members should have had experience in caring for children of the age groups for whom the facilities plan to care. They should be able to establish wholesome adult-child relationships and have an even temperament and sense of humor in order to create an atmosphere of security and well-being in the facility. Whenever possible, it is desirable that child care staff have professional training in early childhood development and education.

All child care staff shall:

1. Be between 18 and 65 years of age.
2. Be emotionally and physically able to care for children and capable of handling emergencies and accidents.
3. Submit personnel forms, verification of physical fitness, and character references as required by the Department.
4. Be subject to fingerprinting and a check of law enforcement records.

Director

There shall be a person in charge who is responsible for the administration of the group care facility, hereinafter called the director. In the absence of the director, there shall be a person in charge capable of caring on his functions. This person shall not be under the age of 21 years.

In addition to the standards required for all child care staff, the director shall:

1. Be at least 21 years of age.
2. Have supervisory and administrative ability.
3. Have had 2 years of training in the field of work with children, such as social work, nursing, or teaching; or, 2 years of successful experience, under supervision, in working with children. Directors who do not meet the training or experience requirement may do so by attending workshops or institutes acceptable to the Welfare Department.

If the facility considers itself a school, qualifications of the teachers shall be evaluated in consultation with the certification supervisor of the State Department of Education.

Number of Staff

No facility will operate unless two adult staff members are available at all times. The number of children to each staff member on duty working directly with the children when different age groups are combined shall not exceed ten. For each additional group of ten children, or portion thereof, an additional staff person is required to be in attendance.

Special personnel such as nurses, cooks, and others with specific responsibilities other than child care shall be excluded from the count in considering the number of staff members.

For those facilities which accept children under two years of age, there shall be one adult for every two children under two years of age and the total number of children in care shall not exceed eight.

In facilities taking children aged two to six, there shall be one adult for every group of ten children in care.

In facilities offering after school care or pre-kindergarten instruction only, there shall be one adult on duty working directly with the children for each group of fifteen children.

In facilities offering care to some children during the day and different children at night, separate staff shall be on duty with the children. No staff member who is on duty with the children shall sleep during duty hours. Number of staff on duty with the children shall be determined by the licensing worker according to age group of children and hours when care is given.

All children in care shall be counted in the total number, including children of the director and staff members.

Capacity is determined by:

1. Physical strength, skills and ability of the director.
2. Physical plant and equipment of the facility.
3. Number of hours and program care offered.
4. Number of staff members.

The license will specify the capacity. Enrollment may exceed this number to allow for absences without voiding the social

group experience planned for the children. The number to be enrolled above the capacity shall be determined by the licensing worker.

Program

A good child care facility should contribute to the wholesome development of each child it serves. The program should be designed to further growth in an atmosphere in which each child feels accepted and understood and where each is helped to achieve a healthy balance between expression and control. The program should provide each child with an opportunity to develop relationships with adults who are warm and friendly and yet are able to help them accept the necessity for limits and controls.

Children under two years of age usually profit best in a flexible environment which gives them stimulation and consistent attention from one adult rather than from various staff members, therefore continuity of staff caring for children under two is of special importance. Scheduling of activities is less necessary but there should be a more or less regular routine for napping, feeding and stimulation through play and attention. Of special importance is warmth and personal attention to the child while he is being fed. If at all possible, each young child, particularly those under twelve months of age, should be held by a warm adult during feeding.

For those facilities caring for small groups of children primarily for those caring for five to ten children such schedules may be very flexible and provide for normal home activities related to homemaking tasks.

Primarily for children over three, there shall be a planned program appropriate for the age of the children cared for which shall include both indoor and outdoor activity with normal freedom of movement of the children permitted at all times.

A schedule of activities shall be prepared in which there is reasonable regularity with a similar sequence of events for the children from day to day. There shall be regular daily provision for play, eating, sleeping, toileting, and washing.

All pre-school age children shall sleep or rest after the mid-day meal. Children who cannot sleep must rest at least one-half hour and may then be taken elsewhere until the others complete their rest period.

When school age and pre-school age children are accepted for care, facilities for separation of children into age groups shall be provided, with adequate staff to conduct the program for each age group.



A child's religious belief shall be respected. Any religious training offered shall have the approval of the child's parents.

It is usually undesirable that children are brought into or taken from a facility between the hours of 9 p.m. and 7 a.m. since these are the ordinary sleeping hours for children. However, where the work schedule of a parent requires that children must be brought at irregular hours in the late night or early morning, a provision shall be made for appropriate sleeping facilities and the program shall be adjusted. If the child regularly remains in the facility for more than eleven consecutive hours, consideration will be given to application of standards for full-time care or to referral of the child for foster family care.

Children shall not be physically restrained in any way that constitutes abuse. Corporal punishment is not permitted. The director should consult with parents or the Welfare Department representative for advice on problems of behavior and care of children when indicated.

No animals shall be maintained or permitted to remain on the premises of a group care facility unless they are housed and maintained in a safe and sanitary manner at all times.

#### HEALTH

##### Examination of Staff and Household

At the time of initial employment and annually thereafter, all child care staff shall submit evidence of a physical examination stating they are free from communicable disease and physically and emotionally able to care for children.

Such evidence shall also be submitted for all other members of the household at the time of original application and annually thereafter.

Staff members shall be excluded from the child care facility when ill. If absent for illness for more than two days, or for what appears to be a serious illness, the staff member shall not return to employment without the statement of a physician that he is physically able to do so and free of communicable diseases.

If a facility is conducted in a family home, and household members become ill with a communicable disease, no child shall be accepted for care until a physician verifies that the contagious condition no longer exists. Parents shall be notified that care cannot be given to children as soon as the contagious condition is known.

Examination of Children

Before admission and annually thereafter, every child shall have a health examination by a licensed physician. The examiner shall certify that the child is free from communicable disease, that it will not be harmful for him to participate in normal activities with other children, and there is no need for any special restrictions or for special diet.

Another examination shall be required by the director at any time there is reason to believe the child has any condition which may be hazardous to the welfare of the other children. Reports of all examinations shall be kept on file at the facility.

It shall be required that there is evidence of immunization from the communicable diseases of smallpox, diphtheria, tetanus, whooping cough, and poliomyelitis. This requirement will be waived if contrary to the parent's religious convictions.

Directors shall have the assurance from parents that the child has not been in contact with a contagious disease during the two weeks prior to admission to the facility.

There shall be daily inspection of each child by the director or person in charge as the child enters the facility and before he has mingled with other children. If there are indications of illness, the child shall not be accepted for care until medical care and clearance have been obtained. Parents shall bring their children directly to the person in charge and shall not leave until the child has been inspected and accepted for care.

The following danger sign shall serve as a guide to the director or person who is assigned for the daily responsibility for the daily inspection:

1. Unusually flushed face.
2. Unusual pallor.
3. Coughing, sneezing, running nose.
4. Red and watering eyes.
5. Listlessness, sleepiness, disinclination to play.
6. Rash.

Further observations may reveal:

1. Chills and hotness of skin.
2. Red throat.

3. Swelling of neck glands.

4. Vomiting.

If a child shows any of these symptoms, he shall not be accepted for care until a medical clearance is obtained.

The facility shall provide an area for temporary isolation of ill children which is within sight and hearing of a staff member. When illness is suspected, the child shall be isolated and his parents, or designated responsible person, contacted immediately. He shall be removed from the group care facility as soon as possible. In case of accident or emergency, the family physician or the facility's physician shall be called.

Treatment or medication shall be given to the child only on a physician's written orders, except for first aid in case of an accident.

When a child is absent for more than a week because of illness, a written statement by a licensed physician as to the child's recovery must be provided before he returns to the group.

Every group care facility shall have a first aid kit which includes a safe germicide, bandaids, bandages, tape, and a thermometer.

The regulations of the Health Division of the Department of Health and Welfare on communicable diseases shall be followed when children show symptoms of a communicable disease.

A physician shall be available for emergencies and consultation. Children in care during normal mealtime hours shall be served balanced meals. Simple nourishing snacks shall be served mid-morning and mid-afternoon.

#### Zoning

The facility must comply with all local ordinances relative to zoning or privilege licensing. A business license may be required in some localities.

#### Physical Plant

A group care facility shall not be located where conditions exist which would be hazardous to the physical or moral welfare of children. No business which may adversely affect the welfare of children shall be conducted on the premises.

Only the ground floor level shall be used by children unless the fire inspector grants an exemption and unless there are two exits from the second floor rooms.

Basement rooms which comply with inspection may be used for play

space, but never for sleeping or resting.

There shall be not less than two exits from the building. Every room shall have access to these exits without passing through storerooms or bathrooms or any other rooms where obstructions might exist.

Exits to hallways or the outside from rooms used by the children shall be not less than 32 inches wide; for occupancy of eleven or more, 36 inches wide. Exit doors shall open from the inside without the use of a key or any special knowledge or effort. Exit doors shall swing in the direction of exit travel and be clearly marked and illuminated. All stairways shall be equipped with railings suitable for children and shall be kept clear.

Specific building requirements to establish safety from a fire and health standpoint vary somewhat from community to community but the Department will ascertain that buildings meet at least minimum standards. Specifics which are considered for these purposes are included in Appendix I under the title Building and Fire Code Requirements.

Windows and doorways shall be properly screened in season. Artificial lighting shall be adequate.

The group care facility shall have a telephone. Emergency numbers should be conveniently located near the telephone.

All medicines, poisons, stimulants, and other drugs shall be plainly labeled and stored in an orderly fashion in a locked cupboard, box, or cabinet. Poisons and medications for external use only or for cleaning shall be kept in a separate area of the locked cabinet.

#### Fire Protection

At the time of application for license and at least annually thereafter, a group care facility shall be inspected by the appropriate regulatory agency to insure that fire and safety standards are being met. The Department reserves the right to request a fire inspection at any time it deems appropriate.

Each floor shall be equipped with the proper type of fire extinguishing equipment as recommended by the fire inspector. Such equipment shall bear a current inspection stamp. All facilities shall have an approved type local fire alarm detection system with indicator located at desk or other approved area.

There shall be a specific plan for emergency evacuation of the facility and no less than one fire drill a month shall be conducted and a record maintained.

Specific requirements to establish safety from fire hazards are included in Appendix I under the title Building and Fire Code Requirements.

#### Play Space

Indoor space for children shall be at least 35 square feet of floor space per child exclusive of space for bathrooms, kitchen, halls, offices and stairs.

Outdoor space shall be at least 75 square feet per child. The play area shall be enclosed by a five feet non-climbable fence, well-drained, partly shaded, and free of debris, trash, or hazards of any kind.

#### Sleeping Facilities

Individual cots or beds are required for napping. Beds must be used for night sleepers.

Cots and beds shall be separated by at least two feet.

Children shall not use beds of staff members. Children may use beds of members of the household for napping if individual linens are laid over the bedspread and each child has his own blanket and pillow. Sheets and blankets of family members shall not be used by children in care.

No bunk beds with more than two tiers shall be used and children under six can occupy only a lower level bunk. The upper bunk shall have safety guard rails.

Individual bedding shall be provided by either the parents or the group care facility. Bedding shall be laundered as needed and always upon change of occupancy.

#### Sanitation

There shall be an initial and periodic inspection of the group care facility and premises by the representative of the Welfare Department with regard to standards of housekeeping and general repair of the facility. The building and premises shall be clean, sanitary and in good repair. When deemed appropriate, and at least annually, the inspector of City-County Health Department shall be requested to inspect the facility and premise for conformance to all regulations with regard to sanitation, water supply, garbage and sewage disposal.

Drinking Water

Safe drinking water shall be available at all times from a drinking fountain or by use of disposable cups. Disposable cups shall be available in the bathroom and kitchen or wherever children receive their drinks. If the water supply is from other than a public source, the water system's location, construction, and operation shall comply with the standards approved by the Health Department.

All milk used shall be pasteurized Grade A.

Washroom and Toilet Facilities

Washroom and toilet facilities are to be kept clean and sanitary. One toilet and wash basin shall be provided for every ten children. Separate facilities for boys and girls shall be provided for all children six years old and over. The toilets and wash basins shall be of a height suitable for easy use by children, or if this is impossible, adjustment should be made by means of a safe, moveable step.

Separate places for each child's individual wash cloth, towel, comb, toothbrush and clothing shall be provided.

Food Preparation Facilities

Adequate facilities and proper methods for the preparation, serving, refrigeration, and storage of food shall be provided.

Dishes and utensils shall have smooth, hard surfaces, free from cracks and chips.

Kitchen counters and table surfaces shall be smooth and non absorbent.

The food handling permit shall be posted in the kitchen of the facility.

All eating utensils shall be single service tableware or shall be cleaned in one of the following:

1. A chlorine rinse of one tablespoon per gallon of water for three minutes.
2. A dishwasher with rinse of 180° Fahrenheit.

In facilities serving more than ten children, an exhaust fan shall be installed above the stove to remove cooking odors and excess steam due to food preparation. The fan shall be maintained in a clean, grease-free condition.

All cooking utensils shall be cleaned as in 1 or 2 above.

All cooking and eating utensils shall be stored according to the Health Department regulations.

#### EQUIPMENT

##### Play Equipment

There shall be sufficient equipment to meet needs and interests of children at different developmental levels. There should be equipment for climbing, swinging, sliding, and riding. Sandboxes, large building blocks, other building toys, creative materials, and manipulative toys are appropriate.

All play equipment shall be kept in good condition, free of sharp, loose or pointed parts.

##### Furnishings

Tables and chairs shall be of a suitable size for children.

All furnishings and equipment shall be durable and safely constructed. There shall be a storage space for play materials within easy reach of the children.

There shall be designated space for clothing that is easily accessible to children.

##### Transportation

If transportation service is offered to children regardless of reason, the director shall:

1. Have the vehicle maintained in safe operating condition and meet all safety tests required by State law or local ordinance.
2. Hold a valid Chauffeur's license or employ a driver who holds a valid Chauffeur's license and who has met all other personnel requirements.
3. Have one adult in addition to the driver in the vehicle with the children.
4. Limit the number of children taken in the vehicle at a given time so that all children have seating in the vehicle.
5. Equip the vehicle with adequate first aid equipment.
6. Carry appropriate liability insurance.

Insurance

Each group care facility shall carry public liability insurance in the amounts appropriate for protection of all concerned. A "Certificate of Insurance" shall be required to verify that the policy is in force. In case the policy is cancelled or not renewed, notice of such action shall be sent to the Welfare Department 20 days prior to the effective date of cancellation or non-renewal.

RECORDS AND REPORTSPersonnel Records

The director shall maintain a record for each employee which shall include:

1. Name, age, and address.
2. Training, education, experience, and other qualifications.
3. Report of physical examination at time of employment and subsequent annual examinations.
4. Personal references.

Children's Record

The director shall maintain a registration form for each child as prescribed by the Department.

All records shall be made available to a representative of the Department on request.

Monthly Report

The "Report of Attendance" shall be submitted monthly to the Department.

A report of all staff changes with personnel records of each new staff member shall be submitted to the Department representative whenever such change occurs.

A record of fire drills shall be maintained and be available for review by the fire inspector and the Welfare Department representative.

Review of Plans of Future Construction

If a group care facility is extensively remodeled, or if an existing structure is converted for use as a child care facility, properly prepared plans and specifications for such remodeling or alteration shall be submitted to the Welfare Department for approval before such work is begun.



Child care facilities hereafter constructed should have their plans submitted to the Department for review and approval prior to construction to avoid later difficulties in obtaining a license.

STANDARDS FOR GROUP RECREATIONAL FACILITIES  
FOR CHILDREN AND YOUTH

Introduction.

The development in parts of Nevada of extensive adult recreational areas has resulted in large numbers of families coming to the state to engage in activities in which children and youths under 21 cannot and should not participate. As a result, some adult recreational areas provide group care facilities in an attempt to provide safe and wholesome activity for the children while the adults are engaged in activities which prohibit the accompaniment of the children. It is essential that such facilities offer the child an opportunity for activity on his own level--recreation, socialization and security in a pleasant, comfortable, safe, supervised facility during the parent's absence.

Since such facilities present some unique features in purpose and program, separate standards and regulations are appropriate. The following standards and rules cover the care of children between the ages of 2 and 21 in adult recreational areas. Standards are hereafter to be known as "Recreational Facilities for Children and Youth."

PERSONNEL.

General Qualifications.

The entire child caring staff should be composed of mature people of good character who like children and are capable of understanding and caring for them. Staff members should have had experience in caring for children of the age groups for whom the facilities plan to care. They should be able to establish wholesome adult-child relationships and have an even temperament and sense of humor in order to create an atmosphere of security and well-being in the group day care facility.

All child care staff shall:

1. Be between 21 and 65 years of age, except teenagers-16 years of age or older, who are mature and responsible and enrolled in a vocational and/or educational program dealing with child care; or have participated in such a program for a period of 3 months or more. (Amended by Item 71-842.)
2. Be emotionally and physically able to care for children and capable of handling emergencies and accidents.
3. Submit personnel forms, verification of physical fitness and character references as required by the Department.
4. Be subject to fingerprinting and a check of law enforcement records.
5. Be clearly informed of duties in general in relation to

the children and those specific duties for which each is responsible.

Director.

In addition to the standards required for all child care staff, the director shall:

1. Be at least 25 years of age.
2. Have supervisory and administrative ability.

In his absence, there shall be an acting director in charge. He shall be over 21 years old and capable of carrying on the functions of the facility.

Receptionist.

The staff member who receives the children, designated as receptionist, shall be trained, preferably by Public Health or Red Cross instructors to recognize symptoms of a child who is ill or who may have special problems which should be discussed with the parent.

Food Handlers.

All staff members who prepare and/or serve food shall have a valid food handler's permit posted prominently in the food service area. This shall not be required when local ordinance does not provide issuance of food handler's permits; however, physical examinations shall be required.

Number of Staff.

Each group of children shall have at least two staff members in attendance at all times.

Children aged 2 through 5 years.

The ratio of children to each staff member on duty working directly with the children shall not exceed ten. For each additional group of 10 children, or portion thereof, an additional staff person is required to be in attendance.

Children aged 6 and older.

The ratio of children to each staff member working directly with the children shall be determined by the representative of the Department according to the physical plant and equipment available, the competence and training of the staff, the demands of the program and the number of hours of care offered.

Special personnel, such as maintenance staff, nurses and food handlers, shall be excluded when number of staff is determined.

The number of staff required shall be changed by the Department representative at any time when it is determined that a greater or lesser number of staff members is needed for the children in care.

A written notification requiring a change in number of staff shall be mailed to the operator by the Department representative and shall be effective 15 days after date of issuance.

Hours in Care.

Children 2 through 5 shall not remain in a recreation facility for more than 3 hours in any one 24-hour period. Children 6 years and older shall not remain in a recreation facility for more than 5 hours in any one 24-hour period.

Health.

At the time of initial employment and annually thereafter, all child care staff shall submit evidence of a physical examination stating that they are free from communicable disease and physically and emotionally able to care for children. Staff members shall be excluded from the facility when ill. Before staff members return to the facility, after illness of two days or longer, or for what appears to be a serious illness, the staff member shall not return to employment without verification from a physician that he is physically able and free of communicable diseases.

Registration.

No child shall be accepted for care unless the parent or guardian:

1. Brings the child to the facility.
2. Completes and signs the registration form.
3. Verifies the child is free from contagious or communicable diseases.
4. Agrees to return for the child at or before the maximum number of hours for care has elapsed.
5. Gives permission to give emergency medical care and bear the expense if a physician or hospital services are needed.
6. Understands and agrees to adhere to any other policy set forth by the facility.

Examination of Children.

The receptionist shall examine the child to see if there are indications of illness before the child is accepted for care and allowed to mingle with the other children. If there are indications of illness, the child shall not be accepted for care until medical clearance from a physician has been presented to the director of the facility.

The following danger signs shall serve as a guide for the receptionist:

1. Unusually flushed face.

2. Unusual pallor.
3. Coughing, sneezing and running nose.
4. Red and watering eyes.
5. Listlessness, sleepiness, disinclination to play.
6. Rash

Further observation may reveal:

1. Chills and hotness of skin.
2. Red throat.
3. Swelling of neck glands.
4. Vomiting.

The receptionist shall have the assurance from parents that the child has not been in contact with a contagious disease during the two weeks prior to admission to the facility.

The receptionist shall be able to recognize children who are physically or mentally handicapped, as such children require additional supervision. The receptionist shall not accept more children with special needs than the staff can care for, without jeopardizing the care given to other children.

Health of Children.

A physician licensed by the State of Nevada shall be available for emergencies and consultation at any time when the facility is caring for children. Employment of a registered nurse is advisable.

The regulations of the Health Division of the Department of Health and Welfare on communicable diseases shall be followed when children show symptoms of a communicable disease.

Every facility shall have a first aid kit which includes a safe germicide, thermometer, ample supply of bandaids, bandages and tape. At least two staff members on duty, in addition to the director, shall be instructed in first aid treatment.

Treatment or medication shall be given to a child only on a physician's written orders, except for first aid in case of an accident.

The facility shall provide an area for temporary isolation of ill children which is within sight and hearing of a staff member. When illness is suspected, the child shall be isolated and his parents, or designated responsible person, contacted immediately. He shall be removed from the group care facility as soon as possible. In case of accident or emergency, the family physician or the facility's physician should be called.

Meals.

Children in care during normal mealtime hours shall have wholesome food available to them. If an additional charge is made for meals, the parents shall be notified or suitable arrangements made to provide food for the child.

Simple nourishing snacks shall be available to pre-school age children. All milk used shall be pasteurized Grade A.

Napping and Resting.

One room separated from the other areas shall be provided for napping of pre-school children. A room for quiet activities, such as reading, shall be provided for children 6 through 8.

Physical Plant.

Specific building requirements to establish safety from a fire and health standpoint vary somewhat from community to community but the Department will ascertain that buildings meet at least minimum standards. Specifics which are considered for the purposes are included in Appendix I under the title Building and Fire Code Requirements.

Only the ground floor level shall be used by children for napping unless the fire inspector grants an exemption and unless there are at least two exits from the second floor rooms. Floors above the second story level or basement rooms shall never be used by children for any purpose.

There shall not be less than two exits from the building. Every room shall have access to these exits without passing through storerooms or bathrooms or any other rooms where obstructions might exist.

Exits to hallways or the outside from rooms used by the children shall be not less than 36 inches wide. Exit doors shall swing in the direction of exit travel when serving an occupant load of 10 or more. Exit doors shall open from the inside without the use of a key or any special knowledge or effort. Exit doors shall be clearly marked and illuminated.

All stairways shall be equipped with railing suitable for children and shall be kept clear.

All rooms used by children shall have adequate ventilation, lighting and heating as determined by health and sanitation and/or building inspector.

The facility shall have a telephone. Emergency numbers shall be conveniently located near the telephone.

All medicines, poisons, stimulants, and other drugs shall be plainly labeled and stored in an orderly fashion in a locked cupboard, box, or cabinet. Poisons and medications for external use

only or for cleaning shall be kept in a separate area of the locked cabinet. Only staff members shall have access to the storage areas where medicines and cleaning supplies are stored.

There shall be a staff lounge and separate washroom facilities provided for the use of staff only. Children shall never be taken into the staff lounge.

Fire Protection.

At the time of application for license and at least annually thereafter, a group day care facility shall be inspected by the appropriate regulatory agency to insure that fire and safety standards are being met. The Department reserves the right to request a fire inspection at any time it deems appropriate.

Each floor shall be equipped with the proper type of fire extinguishing equipment as recommended by the fire inspector. Such equipment shall bear a current inspection stamp.

There shall be a specific plan for emergency evacuation of the day care facility and no less than one fire drill a month shall be conducted with the staff and a record maintained. All staff members shall be instructed in the evacuation plan and these plans shall be reviewed with the staff at least once a month in addition to the fire drill.

No smoking shall be allowed in the facility with the exception of the staff lounge. "No Smoking" signs shall be posted in prominent places and especially in washrooms.

Program.

The program shall be appropriate for the age of the children cared for with opportunity for freedom of movement permitted at all times. There shall be provision for physically energetic and quiet activities. Children shall not be physically restrained in any way that constitutes abuse. Corporal punishment is not permitted.

Play Space.

Indoor space for children shall be at least 20 square feet of floor space per child exclusive of space for bathrooms, kitchen, halls, offices and stairs. In areas where children are seated, such as television rooms and theatre areas, there shall be at least 7 square feet per child, exclusive of aisles, offices, stairs and projection area.

Outdoor space is not required but if provided, there shall be at least 75 square feet per child. The play area shall be enclosed by a non-climbable 5 foot fence, partly shaded, well-drained, and free of debris, trash, or hazards of any kind.

Play Equipment.

There shall be sufficient equipment to meet needs and interests of children at different development levels. All play equipment shall be kept in good condition, free of sharp, loose and pointed parts.

Storage space for play equipment shall be within easy reach of the children.

Any audio-visual programs, especially television viewing and movies, shall be carefully chosen so as to be appropriate for viewing by children ages 6 through 12 and shall never include such programs which are considered adult entertainment.

Furnishings.

All furnishings and equipment shall be durable and safely constructed and of size appropriate to children in care.

There shall be designated space for clothing that is easily accessible to children.

Sleeping Facilities.

Individual cots or beds are required for napping of pre-school age children.

Cots or beds shall be separated by at least two feet. No bunk beds or trundle beds shall be used.

Individual bedding shall be provided by the facility. Bedding shall be changed after use by each child.

SANITATION.

Housekeeping.

The building and premises shall be clean, sanitary and in good repair.

There shall be an initial and periodic inspection of the facility by the Health Division or County Health Department to inspect the facility and premises for conformance to all regulations with regard to sanitation, water supply, garbage and sewage.

The Welfare Department representative reserves the right to inspect the facility and premises at any time with regard to standards of housekeeping and general repair of the facility. When deemed necessary by the Department representative, the inspectors of other regulatory agencies shall be requested to make an additional inspection.

Drinking Water.

Drinking water free from contamination shall be available at all times from a drinking fountain or by use of disposable cups. If the water supply is from other than a public source, the water system's location, construction, and operation shall comply with the standards approved by the Health Division.

Washroom and Toilet Facilities.

Washroom and toilet facilities are to be kept clean and sanitary, and shall be clearly marked. Separate facilities for boys and girls shall be provided for all children 6 years old and over.



One toilet and one wash basin shall be provided for every 10 children, ages 2 through 5. The toilets and wash basins shall be of a height suitable for easy use by children, or if this is impossible, adjustment should be made by means of a safe, moveable step.

Paper drinking cups or drinking fountain and paper hand towels shall be provided in washrooms.

In facilities of 60 children or less, there shall be one toilet and one wash basin provided for each 15 children with separate washrooms for boys and girls.

In facilities of more than 60 children, there shall be a minimum of four toilets and four wash basins with one toilet (or urinal) and one wash basin provided for every 35 children over 60 children. Separate washrooms for boys and girls in each age group 6 through 11, and 12 and older shall be provided.

Food Preparation Facilities.

Adequate facilities and proper methods for the preparation, serving, refrigeration and storage of food shall be provided.

Only single service tableware shall be used for serving and snacks.

All cooking and eating utensils shall be cleaned and stored in accordance with regulations of the Health Division.

Kitchen counters and table surfaces shall be smooth and non-absorbent.

Zoning.

The child care facility shall comply with all local ordinances relative to zoning or privilege licensing.

Transportation.

Transportation service shall not be given to children by the facility.

Insurance.

Each facility shall carry public liability insurance. A "Certificate of Insurance" shall be required to verify that the policy is in force and shall be prominently displayed in the facility where the parents of children in care may inspect the certificate. The amount required shall be determined by the Department representative. In case the policy is cancelled or not renewed, notice of such action shall be sent to the Welfare Department representative 20 days prior to the effective date of cancellation or non-renewal. A facility shall not care for children unless liability insurance is in force.

RECORDS AND REPORTS.

Personnel Records.

The director shall maintain a record for each employee which shall

include:

1. Name, age, address, and person to be notified in case of emergency.
2. Training, education, experience, and other qualifications.
3. Report of physical examination at time of employment and subsequent annual examinations.
4. Personal references.
5. Periodic written evaluations.

Children's Record.

The director shall maintain a registration form for each child as prescribed by the Department.

The registration form shall contain:

1. Child's name.
2. Permanent home address.
3. Local address.
4. Place where parent can be located.
5. Parents' statement that child is free of communicable disease.
6. Permission for emergency medical care to be given.
7. Notation of maximum number of hours that child may remain in care.
8. Parents' signature.
9. Any information which the facility may require.

The parent shall complete all items on the registration form for each child admitted for care.

All records shall be made available to a representative of the Department on request.

An adequate control system shall be devised to prevent repeated periods of care, or a greater number of hours of care than policy of the facility allows during a given 24-hour period.

A control system shall be devised to prevent an unauthorized person from receiving the child from the facility.

The facility shall retain registration forms for each child for at least two years.

Monthly Report.

A report shall be submitted monthly to the Department representative containing such information as required on a prescribed report form.

A report of all staff changes, with personnel records of each new staff member, shall be submitted to the Department representative whenever such change occurs and again on the monthly report.

A record of fire drills shall be maintained and be available for review by the fire inspector and the Welfare Department representative.

Review of Plans of Future Construction.

If a licensed child care facility is extensively remodeled, or if an existing structure is converted, for use as a child care facility, properly prepared plans and specifications for such remodeling or alteration shall be submitted to the Welfare Department for approval before such work is begun.

Child care facilities hereafter constructed should have their plans submitted to the Department for review and approval prior to construction to avoid later difficulties in obtaining a license.