

Regional Offices

Region I	Greenville	1.800.637.8550
Region II	Columbia	1.888.202.1469
Region III	Charleston	1.800.260.0211
Region IV	Florence	1.800.464.9138

Helpful Websites

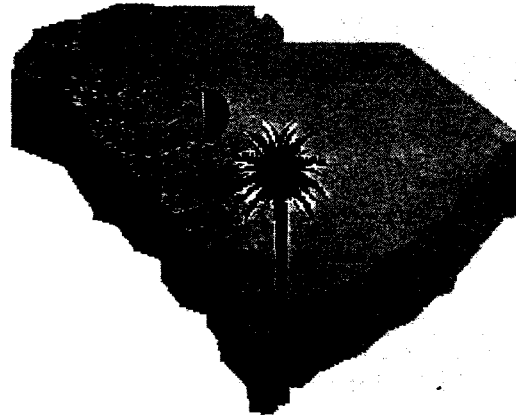
- Blood-borne Pathogens-OSHA
www.osha.gov (search 1910.1030)
 - SC DHEC Exclusion Policy
www.scdhec.net/health/disease/exclusion.htm
 - Center for Disease Control & Prevention
www.cdc.gov
 - US Consumer Product Safety Commission
www.cpsc.gov
- * Effective July 1, 2006, 15-passenger vans cannot be used to transport children.



Child Care Services

Office of Child Care Licensing
& Regulatory Services

A Guide to Key Regulations



Child Care Licensing Central Office

Phone: 803.253.4049

Fax: 803.252.1364

DSS
Serving Children and Families

DSS Brochure 2966 (MAR 06)

South Carolina
Department of Social Services

DSS
Serving Children and Families

Disclaimer/Privacy Policies

This brochure is not all inclusive of the current regulations. Its intent is to be a guide to key regulations. Complete regulations may be found at www.state.sc.us/dss/cdclrs.

Highlights – Child Care Regulations

Definitions

- The Center Director – Will manage only one center and have no other full-time job during operating hours.
- The student teacher – Can be counted in the staff:child ratios – shall have background checks and meet health requirements.
- The student volunteer – Cannot be counted in staff:child ratios and shall be supervised.

Incident Reporting

Report to DSS within 48 hours and notify parents immediately:

- An injury or accident occurring to a child that requires professional medical treatment.

Report to DSS and parents immediately:

- Any death occurring at the facility.
- When a child is missing from the premises or left unattended in a vehicle.
- Major structural damages, natural or man-made disasters that cause closure of a facility.
- Charges or convictions of crimes against owner, director or any staff.
- Any suspicions of alleged child abuse.
- Any occurrence requiring the services of a fire or police department which affects the health and safety of the children.

Confidentiality

- A child's record shall be kept separate in a confidential manner and made available to DSS, teachers/caregivers, parents or guardians upon request.
- Written policy is required to safeguard the confidentiality of all records as well as any information that may identify a child or family.
- Parents shall have access to their child without notice unless court ordered otherwise. This access shall not disrupt instructional activities or routines.
- Parents and staff shall review the policies annually, with signed and dated documentation kept on file.

Staffing

- Directors' Qualifications – Individuals whose work experience as a Director or an Operator in a registered facility may meet licensing requirements.
- Blood-borne pathogen training – Is required for all staff annually.
- All Facilities – Providers caring for a special needs child shall receive orientation and/or training to understand the child's special need.

Medication/Medical Procedures

- An emergency medical plan is required to include steps to be followed, hospital/health resources to use and how to transport. Child's emergency information needed and staff must remain with child until parents arrive.
- Discontinued and expired medication shall be returned to parent or disposed of safely.
- Medication errors shall be recorded in child's record and parent notified immediately and in writing.

Diapering

- A hand washing sink shall be adjacent to changing area.
- An approved sanitizer for disinfecting changing table surfaces is required (1 tablespoon of chlorine bleach per 1 quart water).
- Trash in diapering areas shall be kept in closed, hands free operated, and plastic lined receptacles.

Handwashing

- Staff shall wash hands with soap and running water upon arrival, before handling food, before assisting with eating, after toileting, diapering, wiping noses, giving medication, cleaning, handling animals, or using cleaning materials. **Hands shall be washed even if gloves are worn for any of the above.**

Emergency Preparedness

- An up-to-date written emergency evacuation plan is required, and staff shall be trained on these procedures.

Transportation

- Driver cannot be counted in ratios when children two or under are present. Children shall be directly supervised during boarding and exiting.
- Emergency information on each child shall be available on vehicle.
- First aid kit shall be on vehicle. A person with CPR/First Aid certification must be present when transporting or away from center.

Program & Activities

- There shall be a planned daily program of activities for all children.
- Discipline policy should be appropriate to age.

Sanitation

- Trash in classrooms, bathrooms, eating areas shall be kept in plastic lined receptacles.
- Sinks shall have hot (between 100-120 degrees) and cold running water.

Rest Equipment

- Cribs, cots, and mats shall be provided for each child and labeled with child's name.
- Linens, blankets, cribs, cots and mats shall be cleaned at least weekly.

Dietary

- Dietary alternatives shall be available for a child who has special health needs or religious beliefs.
- Written permission/instructions for dietary modifications signed by the child's health care provider or parent or legal guardian are required.

Infant Care

- Due to nutritional concerns, the microwaving of breast milk is prohibited.
- The microwaving of formula and other beverages is **strongly** discouraged due to the possibility of a burn injury to the child. Facilities that plan to use this method must notify all parents in writing during enrollment or orientation.
- Infants shall be placed on their backs to sleep unless parents provide a statement from the doctor.
- Children in feeding chairs shall be constantly supervised.
- Mobile walkers are prohibited.
- Stacking cribs shall be prohibited in 2007.

Staff-to-Child Ratios

Ratios

The following staffing ratios apply at all times children are present on the premises and during activities away from the center and shall be prominently posted in all classrooms.

When there are mixed age groups in the same room, the staff:child ratios shall be consistent with the age of the majority of the children when no infants or toddlers are in the mixed age group. When infants or toddlers are in the mixed age group, the staff:child ratios for infants and toddlers shall be maintained.

STAFF:CHILD RATIOS

<u>Child's Age</u>	<u>2005</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Birth to one year	1:6	1:5	1:5	1:5
One to two years	1:6	1:6	1:6	1:6
Two to three years	1:10	1:9	1:8	1:7
Three to four years	1:13	1:13	1:12	1:11
Four to five years	1:18	1:18	1:17	1:16
Five to six years	1:21	1:21	1:20	1:19
Six to twelve years	1:23	1:23	1:23	1:23

NapTime Ratios

During naptime, the following ratios apply as long as at least one other staff person is readily available for each group of children ages two and older:

NAPTIME STAFF:CHILD RATIOS

<u>Child's Age</u>	<u>2005</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>
Birth to one	1:8	1:5	1:5	1:5
One to two	1:8	1:6	1:6	1:6
Two to three	1:12	1:18	1:16	1:14
Three to four	1:15	1:26	1:24	1:22
Four to five	1:20			
Four and older		1:36	1:34	1:32

Water Safety Staffing

The following staffing ratios apply at all times while children are swimming, wading or near a water source. The staffing ratios shall also apply at all times while children are near a body of water that poses a potential risk based upon the age of the child.

WATER SAFETY STAFFING

<u>Child's Age</u>	<u>Staff:Child Ratios</u>
Birth to two	1:1
Two to three	1:2
Three to four	1:3
Four to five	1:6
Five and older	2:25