



Quarterly Update

WINTER 2015

CHILD CARE LICENSING UPDATE

Child Care Licensing Program Mission:

The Child Care Licensing Program licenses and monitors Family Child Care Homes and Child Care Centers in an effort to ensure that they provide a safe and healthy environment for children who are in day care.

A Note from Pamela Dickfoss, Deputy Director

The Department recognizes that child care facilities can contribute positively to a child’s emotional, cognitive and educational development. As such the licensing requirements are not limited to just protection against immediate harm to children’s health and safety, but it is the baseline from which quality is built. One essential element of a strong licensing system is the partnership that licensing has with you, the providers, and the community based organizations. While our roles may differ, we share a common belief that access to good quality child care is essential to working parents.

Last year the Department focused on strengthening the efficiencies within the infrastructure by establishing a Quality and Assurance Unit, a Centralized Complaint Hotline and program specific trainers. This year the Department focused on field efficiencies such as, increasing the frequency inspections, expansion of the Child Care Advocate Program and establishment of a Southern California Training Unit.

As the Department continues to promote improvement and efficiency throughout the licensing system, I envision that our success will be based on a strong partnership with the child care community. On behalf of Community Care Licensing staff, we wish you a safe holiday season.

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Management Information

Alexis Hollon

The Child Care Program is pleased to welcome Alexis “Lexi” Hollon who promoted to become a Licensing Program Manager I (LPMI) in the Rohnert Park Regional Office on September 8, 2015. Before becoming a LPMI, Alexis was a Licensing Program Analyst in the Central California Children’s Residential Regional Office for six years. She brings experience from previous jobs working for the Department of Corrections and Rehabilitation and the California Environmental Protection Agency.



Centralized Complaint & Information Bureau (CCIB)

CCIB has a **new** fax number. If you are an external stakeholder such as Child Protective Services, Adult Protective Services, Long Term Ombudsman, Placement Agencies, Resource and Referral Agencies or any other entity that

normally cross reports to CCLD/CCIB please use our new fax number: **916-414-2551**. Our toll free number 1-844-LET-USNO and email address LetUsNo@dss.ca.gov remains the same.

California Department of Education Child and Adult Care Food Program (CACFP) Trainings

Nutrition and Physical Activity Forums

The forums will highlight and demonstrate methods for integrating nutrition education, edible gardens, wellness policies, and physical activity into child care center classrooms and day care homes. For dates, locations, and registration information, visit the California Department of Education (CDE) [Preschools SHINE Web page](#).

Meal Quality Forums

The forums will highlight healthy menu planning, food purchasing, food preparation, and safety. Participants will be exposed to a variety of recipes and techniques to assist their creation of meals that will bolster health and wellness. For dates, locations, and registration information, visit the CDE [Preschools SHINE Web page](#).

Purchasing Food for Child Care

Sacramento, February 10, 2016, 8:30 a.m. – 5:00 p.m.

This training focuses on good purchasing practices and following current federal regulations for Procurement Standards contained in Title 2, Code of Federal Regulations, Part 200.

Happy Mealtimes for Healthy Kids

South El Monte, January 20, 2016, 8:30 a.m.– 12:30 p.m.

San Jose, January 29, 2016, 8:30 a.m.–12:30 p.m.

These trainings are designed to teach child care staff best practices for feeding children. Lesson topics include creating a pleasant

mealtime environment, encouraging picky eaters to broaden their choices, managing food allergies, and implementing family style dining.

For registration information, contact Courtney Hardoin, Nutrition Education Specialist, by e-mail at chardoin@cde.ca.gov or by phone at 916-324-0578.

Winter Weather Health Tips

Though most of California experiences relatively mild winters, cold weather does occur and there is always the potential for freezing temperatures. Young children, children who take medications that can interfere with the body's ability to regulate temperature, or children who are medically fragile are particularly vulnerable to harsh conditions.

The [Centers for Disease Control \(CDC\)](http://www.cdc.gov) offers the following tips for dressing for the cold.

Adults and children should wear:

- A hat
- A scarf or knit mask to cover face and mouth
- Sleeves that are snug at the wrist

Instantly Learn Your Local Disaster Threats and Receive Recommendations to Prepare Your Facility

The California Office of Emergency Services created the "My Hazards Website" which can serve to inform providers of the natural hazards in their location.

Simply visit <http://myhazards.caloes.ca.gov> and enter your address or zip code and instantly receive information regarding the type of hazards most likely to occur at your facility. The website will then provide recommendations based on your local hazards to help you better prepare. For example, if an earthquake is likely to strike in your area then the checklist would suggest securing your water heater as well as heavy pieces of furniture.

For information about meal programs offered at public and private child care centers and day care homes under the Child and Adult Care food program please visit:

<http://www.cde.ca.gov/ls/nu/cc/>

The above link is also available through the Child Care Licensing website for your convenience.

- Mittens (they are warmer than gloves)
- Water-resistant coat and boots
- Several layers of loose-fitting clothing

The CCLD website provides links to winter health tips, which include:

Centers for Disease Control and Prevention Extreme Cold: A Prevention Guide to Promote Your Personal Health and Safety, which discusses emergency supplies for the home, indoor safety, and monitoring body temperature, at

<http://cclld.ca.gov/res/pdf/ExtremeCold.pdf>

Licensed providers must have a facility disaster plan and conduct regular emergency drills to be prepared. However, many may not be aware of the type of disasters for which they

should prepare. Your highest level of threat may be from flooding, wildfire or even a tsunami. The "My Hazards Website" provides a map of your area and helps you determine what level of risk your facility might experience. Knowing your most likely hazards can help you and your children better prepare before, during and after a disaster strikes.

El Nino Alert!

Heavy El Nino rains have been forecast for the winter. Consider your commutes to and from child care facilities and map safe alternatives, in anticipation of storms, possible flooding and road closures. Please take some time to

Fire Safety Reminders

All too often, we read about a fire and the devastation to life and property in just a matter of minutes. With this in mind, the following items should be reviewed as part of your facility safety check:

1. Make sure that all smoke detectors are operating. Batteries should be replaced every six months.
2. Fire extinguishers should be checked for expiration or annual maintenance due dates.
3. Staff should know where extinguishers are located and how to use them.

When using a portable or a space heater in a CCC or FCCH you must ensure it is operated in a safe manner. It is important to exercise caution when operating any type of portable or space heater. A portable or space heater must be UL listed or approved. When purchasing a portable or space heater, select only ones that have a type of coating that will not get hot to the touch, otherwise they must be made inaccessible to children in care to protect their health and safety.

Chaptered Legislation Revision

The Chaptered Legislation for 2014 was revised to include the implementation plans for AB 2236 Care Facilities: Civil Penalties and SB 1405 Pesticide: School sites.

The implementation plans are available online at: [15APX-11 – Child Care Centers and Family Child Care Homes](#) .

consider your own daily commutes and make plans for alternative routes.

Here are some guidelines for the safe use of heaters:

- Keep portable heaters at least three feet away from curtains, bed linens, and combustible materials.
- Do not use portable heaters with extension cords (including power strip cords).
- Portable heaters must not be used to dry articles of clothing or other items.
- Place heaters on the floor only and not on top of tables or other furniture.
- Be sure portable heaters are securely positioned so they won't topple over.
- Some newer models have an automatic shut-off when toppling occurs.
- Ensure the heater does not become so hot it will burn or injure a child.

For further fire safety information, please contact your local fire department or the Office of the State Fire Marshall at (916) 445-8200. Remember, all facilities must be maintained in conformity with the regulations adopted by the State Fire Marshall for the protection of life and property against fire.

New Immunization Requirements for Children

Under a new law enacted by SB 277, beginning January 1, 2016 personal beliefs exemptions will no longer be an option for the vaccines that are currently required for entry into child care or school in California. Personal beliefs exemptions already on file will remain valid until the child reaches the next immunization checkpoint at transitional kindergarten/kindergarten or 7th grade.



For more information about SB 277, please see the Frequently Asked Questions available at:
<http://www.shotsforschool.org/laws/sb277faq/>.

For more information about school immunization requirements and resources, please visit: <http://www.shotsforschool.org/>.

Can't find what you need? Email us at info@shotsforschool.org.

New Appeal Process

Effective January 1, 2016, violations resulting in death, serious injury or that constitute physical abuse will follow the appeal process below:

- 1st Level: Deputy Director, Community Care Licensing Division
- 2nd Level: Administrative Law Judge

(Health and Safety Code Sections 1596.99(k) and 1597.58(k))

All Other Civil Penalties or Deficiencies:

- 1st Level: Regional Manager
- 2nd Level: Program Administrator

(Health and Safety Code Sections 1596.99(l) and 1597.58(l))

For appeals reviewed by the Deputy Director, Regional Manager or Program Administrator, the procedure is as follows:

- A licensee may file an appeal, in writing within 15 business days from the date of receiving the penalty assessment. All available supporting documentation must be submitted with the request for review.
- Within 30 business days of the request for review, the licensee may submit any additional supporting documentation that was unavailable at the time of the initial request.

- If the Department requires additional information from the licensee in order to make its determination, that information shall be requested within 30 business days of receiving the initial request. The licensee shall provide this additional information within 30 business days of receiving the request.
- Upon review of the appeal and additional information, the Department may amend any portion of the action taken, or may dismiss the violation entirely. The licensee shall be notified in writing of the Department’s decision within 60 business days of the date when all necessary information has been provided to the Department by the licensee.
- Upon exhausting this review, the licensee may further appeal the decision to the next level of review, as outlined above. For appeals of any other civil penalty or deficiency besides death, serious bodily injury or physical abuse, the Program Administrator’s decision is considered final, and concludes the licensee’s administrative appeal rights.

Note: Appeals to an Administrative Law Judge follow a procedure to be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the Government Code

New Law Adds Nutrition to Health and Safety Training for Licensed Providers

Beginning January 1, 2016, [AB 290](#) will require for each new license issued, at least one director or teacher at each child care center or family child care home to have at least one hour of training in the importance of childhood nutrition. This applies to anyone submitting a new application, relocating their facility, selling

their facility or transferring their license. This hour of nutrition will be added to existing requirements that providers receive at least 15 hours of **child care preventive health and safety practices training**, bringing the total amount of training up to at least 16 hours.

At a minimum the [child care nutrition training](#) consists of the following content:

- Positive effects of nutrition on developing children
- Information about [California’s Healthy Beverages in Child Care Law AB 2084](#)
- Information about the [USDA’s Child and Adult Care Food Program](#)
- Best practices on feeding infants, age-appropriate snacks, reading food labels and healthy eating habits for children

- Information regarding food allergies and food safety
- AND provided by a training with the opportunity to ask questions and receive clarification of topics covered

Please note this training cannot be completed online or by home study programs. In order to meet requirements of law, the training must be taken from an [Emergency Medical Services Authority \(EMSA\) approved training program](#) OR an accredited college or university. Among the available options, every county in California will have at least one [Child Care Resource and Referral Office](#) who serve as a local resource and often host provider trainings onsite. Also many local community colleges offer health and safety coursework designed to meet the requirements for child care licensure. Contact the “Early Childhood Education” or “Child Development” program at the community college near you for more information on availability. Whichever option you choose, you should ask your training provider to verify they include at least one hour of nutrition content as required, or [contact EMSA](#) to locate an approved training program.

During a facility inspection, Licensing Program Analysts will look for one or more of the following to determine the licensee has met the training requirements:

- ✓ Certificate of course completion ***dated from January 1, 2016 or later**
- ✓ Course completion cards ***dated from January 1, 2016 or later**

- ✓ Certified copies of transcripts that identify the number of hours and the specified course or courses taken that include nutrition training

***NOTE** if your certificate or card is dated prior to January 1, 2016 then you must provide additional proof that the health and safety practices training course includes nutrition

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

Notes and Credits

The Community Care Licensing Division (CCLD) publishes the Child Care Quarterly Update for the benefit of Licensees, Parents, and Stakeholders.

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