

## R381-100- 13: PARENT NOTIFICATION AND CHILD SECURITY

### Purpose

This section provides rules and information about what needs to be communicate to parents regarding their children. It also provides information on how to keep children secure while they are in care.

- (1) **The provider shall post a copy of the Department's child care guide in the center for parents' review during business hours.**

### Rationale / Explanation

The purpose of this rule is to inform parents of the existence of child care licensing regulations, and how they can contact the Department if they have a complaint regarding a licensing violation in a regulated child care facility. *CFOC, 3<sup>rd</sup> Ed. pgs. 380-381 Standard 9.4.1.6*

### Enforcement

Always Level 3 Noncompliance.

### Assessment

The entire Department's child care guide (not just one side of it) must be posted to be in compliance with this rule. It must also be posted in an area parents can review as they come and go.

- (2) **Parents shall have access to the center and their child's classroom at all times their child is in care.**

### Rationale / Explanation

Allowing parents unrestricted access to the center and their child's classroom at all times is one of the most important methods of preventing abuse and inappropriate discipline. When access is restricted, areas observable by parents may not reflect the care children actually receive on a day-to-day basis. *CFOC, 3<sup>rd</sup> Ed. pg. 78 Standard 2.3.1.2, pgs. 380-381 Standard 9.4.1.6*

### Enforcement

Always Level 3 Noncompliance.

### Assessment

If a center's door is locked for security reasons and parents must ring a doorbell for someone inside to come and let them in, there must always be someone at the front desk or in the entry area to immediately let parents into the center. The Licensee is not in compliance with this rule if there are periods of time when the front desk or entry area is not staffed and parents have to wait for someone to come and let them into the center.

The Licensee is in compliance with this rule if the center is locked with a coded key pay and parents have the code.

- (3) **The provider shall ensure the following procedures are followed when children arrive at the center or leave the center:**
  - (a) **Each child must be signed in and out of the center, including the date and time the child arrives or leaves.**

### Rationale / Explanation

Keeping accurate records of arrivals and departures is critical to establishing what children are in care at the center at any given time, and how many caregivers are needed. *CFOC, 3<sup>rd</sup> Ed. pgs. 372-373 Standard 9.2.4.10*

### Enforcement

Level 1 Noncompliance if there is no sign-in or sign-out procedure. Level 3

Noncompliance otherwise.

### Assessment

An electronic computer system which uses an identification code to sign children in and out meet the intent of this rule.

- (3) The provider shall ensure the following procedures are followed when children arrive at the center or leave the center:
- (b) Persons signing children into the center shall use identifiers, such as a signature, initials, or electronic code.
  - (c) Persons signing children out of the center shall use identifiers, such as a signature, initials, or electronic code, and shall have photo identification if they are unknown to the provider.

### Rationale / Explanation

Proper departure procedures and identification are necessary to prevent unauthorized individuals from taking a child from the center. *CFOC, 3<sup>rd</sup> Ed. pgs. 371-372 Standards 9.2.4.8, 9.2.4.9*

### Enforcement

Level 1 Noncompliance if failure to follow these procedures results in:

- a lost child
- a child being left on an off-site activity
- a child being left unattended in a vehicle
- a child being left at the center after it closes
- harm to a child

Level 2 Noncompliance otherwise.

### Assessment

There is no age requirement for the person picking up a child in care. The only requirement is that the person picking up a child has written authorization from the parent and has a photo ID if they are unknown to the provider.

- (3) The provider shall ensure the following procedures are followed when children arrive at the center or leave the center:
- (d) Only parents or persons with written authorization from the parent may take any child from the center. In an emergency, the provider may accept verbal authorization if the provider can confirm the identity of the person giving the verbal authorization and the identity of the person picking up the child.

### Enforcement

Level 1 Noncompliance if an unauthorized person is allowed to take a child from the center and the parent does not give approval after the fact.

Level 3 Noncompliance if an unauthorized person took a child and the parent gave approval after the fact.

- (3) The provider shall ensure the following procedures are followed when children arrive at the center or leave the center:
- (e) School age children may sign themselves in and out of the center with written permission from their parent.

### Enforcement

Always Level 3 Noncompliance.

- (4) The provider shall give parents a written report of every incident, accident, or injury involving their child on the day of occurrence. The caregivers involved, the center director, and the person picking the child up shall sign the report on the day of occurrence. If a school age child signs himself or herself out of the center, a copy of the report shall be sent to the parent on the day following the occurrence.

### Rationale / Explanation

The purpose of this rule is to ensure that parents are informed of every incident involving their child. This is important to protect both the provider and the child. Without an injury report, parents may not know to watch their child for possible harm that may turn out to be more serious than was immediately apparent. For example, a child may seem okay after a fall, but may actually have a concussion. Incident reports can also allow providers to recognize Injury patterns and possible abuse to a child. *CFOC, 3<sup>rd</sup> Ed. pg. 382 Standard 9.4.1.9*

### Enforcement

Always Level 3 Noncompliance.

### Assessment

The following are examples of incidents for which an incident, accident, or injury report **must** be completed:

- any injury that requires medical treatment (a copy must also be submitted to licensing).
- two children fighting such that one needs medical treatment (incident reports should be completed for both children).
- any bites that break the skin, or one child being bitten frequently or biting frequently.
- any abuse or inappropriate touching that happens in the child care, even when the perpetrator is a child.
- forgetting to pick up a child from school.
- a child escaping or leaving the premises without a provider.

If the person picking up a child refuses to sign or take the incident report, Licensees will not be found out of compliance with this rule, provided they can demonstrate that they have an effective process in place to get same- day signatures on reports and have made a good faith effort to follow that process.

If the parent does not pick up the child (for example, if the provider dropped the child off at school and the parent picked the child up at school) or if there is a serious injury that requires the parent to take his/her child to a health care provider, the provider may get the parent signature and give the parent a copy of the report the next time the parent is at the center.

If the parent does not bring the child back for care, the provider may write on the report "child is no longer enrolled and/or the parent refused to sign."

If the director is also the caregiver who witnessed the incident or accident, on the form s/he can sign for both the caregiver and the director.

Written incident/injury reports are not required if the incident/injury occurred before the child was signed in or after the child was signed out.

**(5) If a child is injured and the injury appears serious but not life threatening, the provider shall contact the parent immediately, in addition to giving the parent a written report of the injury.**

Rationale / Explanation

The purpose of this rule is to ensure that parents are informed of and can make decisions regarding the care of their child after a serious injury.

Enforcement

Level 1 Noncompliance if the parent is not notified.

Level 3 Noncompliance if the parent is not notified immediately.

**(6) In the case of a life threatening injury to a child, or an injury that poses a threat of the loss of vision, hearing, or a limb, the provider shall contact emergency personnel immediately, before contacting the parent. If the parent cannot be reached after emergency personnel have been contacted, the provider shall attempt to contact the child's emergency contact person.**

Rationale / Explanation

A delay in contacting emergency personnel in the case of a life threatening injury could result in permanent disability or death. This is why emergency personnel must be contacted before anyone else when a child has a potentially life threatening injury. *CFOC, 3<sup>rd</sup> Ed. pg. 458 Appendix P.*

Enforcement

Always Level 1 Noncompliance.