

# Pennsylvania Regulations re: Child Care Chapter 3270 – Child Day Care Centers

<http://www.pacode.com/secure/data/055/chapter3270/chap3270toc.html>

Chapter 3270.3.b.4 This chapter does not apply to care provided during the hours of instruction in nonpublic schools and in private nursery schools and kindergartens.

Standards begin with 3270.14, with the preceding numbers being about definitions, compliance certificates, appeals, waivers, etc.

References to NAEYC Standard Codes (in parentheses throughout this document) indicate the location of the evidence in the NAEYC Program Portfolio.

## Children's School Voluntary Compliance 2012

### GENERAL REQUIREMENTS

14 Carnegie Mellon departments coordinate the university's compliance with pertinent laws and regulations (e.g., Human Resources handles Department of Labor & Industry issues, Environmental Health & Safety handles Department of Environmental Resources & Department of Health).

15 Firesafety Compliance 34 PA Code Chapter 54 – documentation from Carnegie Mellon's Environmental Health and Safety Department re: compliance with local authorities

16 The Children's School is also exempt from Department of Education licensure because of being a university laboratory school.

17 The Children's School offer inclusion opportunities for children with mild disabilities, such as learning disabilities, autism, etc., with appropriate accommodation as needed. For children with IEPs or IFSPs, we permit therapists to provide specialized services within our program, and we make parents aware of community resources to help children get special education services when we need them (see NAEYC 7.C.).

18 The Children's School is covered under Carnegie Mellon's liability insurance (see NAEYC 10.B.05).

19 Child Abuse Reporting Policy (NAEYC 10.D.03/04)

20 The Children's School reports injury, death, or fire to Carnegie Mellon officials via the Carnegie Mellon Police (documented on Incident Report). The incident report includes

all of the required pieced of information as specified by the DPW and copies are filed in the school office.

20a The Children's School also reports incidents of lost or missing children, children left behind on excursions, or children left unattended to Carnegie Mellon officials via the Carnegie Mellon Police (documented on Incident Report).

21 Health and Safety Policy & Procedures (NAEYC 5.C)

22 To date, all Children's School families have at least one parent comfortable with oral and written communication in English. If we have a family that would benefit from translation services to ease communication, we check among our undergraduate students and/or contact the university's Office for International Students to find translation assistance. (NAEYC 7.B.02)

23 Parent Access & Participation is discussed in the Family Handbook. (NAEYC 7.A.11)

24 DPW access is not necessary because technically the child care code does not apply to the Children's School.

25 A copy of the Chapter 3270 regulations is available in the Educational Administrators' office, but we are not eligible for a certificate of compliance. Availability is noted in the Family Handbook. A link is also provided on the school's web site.

26 We follow Carnegie Mellon's non-discrimination policies (NAEYC 10.E.01.b) and provide statements on our web site and promotional brochure (under admissions), as well as in our visitor's packet, staff handbook, and family handbook (under interaction guidelines).

27 The Children's School has an Emergency Plan that is reviewed annually with Jim Gindlesperger (EHS) and kept on file with Carnegie Mellon Police (NAEYC 10.D.08). The emergency plan includes provisions for shelter during an emergency, evacuation, and emergency bags with parent contact information and protocols. The plan is reviewed with all staff annually, described in the Family Handbook, which is also available on our web site. The quick reference part of the plan is posted in each primary room within the school and the full plan is available in each staff member's handbook.

28-30 Unused numbers

## FACILITY PERSONS

31 All full-time Children's School staff persons are at least 18 years of age, have a bachelor's degree or equivalent experience, obtain a minimum of 6 hours of approved training annually, including first aid / CPR at least every 3 years (we schedule yearly)

and fire safety annually. Training is documented at the center and in the staff person's file. Regular volunteers or interns are at least 16 years of age and work only under the supervision of a full-time staff person. (NAEYC 6.A)

32 Child Abuse and Criminal Record Clearances are required of all full-time employees, as well as professional researchers. These are the only individuals permitted to be alone with children. (Staff Files, plus Office Files for researchers)

33-37 75% of the four-person administrative team members meet the director qualifications. 100% of our Teachers meet the group supervisor qualifications, and 100% of our Associate Teachers meet the assistant group supervisor qualifications. Undergraduate employees, volunteers, and interns meet the aide requirements but are not counted in our ratios.

38-50 Unused numbers

#### STAFF-CHILD RATIO

51-52 Our preschool ratio is better than the requirement of 1:10 with a group size of 20 (1:6 with 12). Our kindergarten ratio is 1:8 with 24, which is also better than the required 1:12 with 24.

53 All children count in our ratio.

54 At least two persons are present in the facility at all times when children are in care, with at least one of those being a staff person. At least two persons also accompany children on excursions, with our field trip ratio being 1:3 for preschoolers and 1:4 for kindergartners.

55 Not applicable because we don't have napping children.

56-60 Unused numbers

#### PHYSICAL SITE

61 Indoor space requirements of 40 square feet per child (NAEYC 9.C.01)  
Note that most of our indoor large motor activity is done in the Carnegie Mellon gym. Overpopulation would only occur if there were a special guest demonstration, or one class presenting a song, etc. to another, which would not be a regularly scheduled occurrence.

62 Our outdoor space significantly exceeds the DPW outdoor space requirements of 65 square feet per child (NAEYC 9.B.04).

63 The entire playground is fenced.

64 Outside walkways are maintained by Carnegie Mellon, with the Children's School greeting and dismissal areas #3 on the priority list after the President's lot and the Cyert Center lot. If any staff member notes unsafe conditions on the playground, etc., we keep children inside until the maintenance can be completed.

65 Protective receptacle covers are checked daily.

66 Toxins are stored in locked cabinets, in original or labeled containers, away from food preparation areas. Toxic plants are not used for decoration, and plant use for activities is closely supervised. Arts and crafts materials that children use independently are non-toxic.

67 Carnegie Mellon's Facilities Management Services handle trash removal daily, with dumpster emptying contracted for multiple times per week. The university sends appropriate exterminators when there is any evidence of insect or rodent presence. All trash contaminated by human secretion or excrement is contained in closed, plastic-lined receptacles.

68 The Children's School is a smoke free environment. (NAEYC 9.D.06)

69 Our water source is the Pennsylvania Water & Sewer Authority (NAEYC 9.D.02). All faucet water is kept below 110°F (NAEYC 5.B.07). Children are permitted to get drinks from the red room drinking fountain or via paper cups from the classroom sinks. Our outdoor play periods are less than 1 hour for most of the year, but the playground also has a drinking fountain available.

70 Carnegie Mellon HVAC personnel are responsible for keeping our indoor temperature at least 65°F and no more than 85°F. (NAEYC 9.D.05)

71 The few hot water pipes that are accessible to children are covered with insulation to prevent direct contact, and all other sources of heat exceeding 110° are used only by adults (e.g., stove, oven). When children are using the kitchen, adults ensure that they are working at a safe distance from the oven and stove.

72 The Children's School relies on mechanical ventilation. Windows above ground level have child safety devices that either prevent an opening larger than 6" or have child safety bars that can be opened only by an adult in an emergency. Adjustable window screens are available for every window in the event that there is a problem with the mechanical ventilation and the windows need to be opened.

73 The Children's School has five phone lines, with the primary, widely published number being 412-268-2199. We also have a cell phone for use on field trips and after office hours.

74 Emergency numbers for Carnegie Mellon police (also EMT), poison control, and fire department are posted by each phone.

75 First Aid kits including more than the required list of items are kept in high cabinets with secure latches in each classroom and the kitchen, in a high cabinet in the bathroom, in each teacher's emergency pack (also used for field trips), in the locked playground shed, and in the office. (NAEYC 9.C.10)

76 Staff monitor and Carnegie Mellon professionals maintain all building surfaces to be in good repair and free from visible hazards. Staff members do indoor and outdoor hazard checks daily. Our building is currently undergoing an historic restoration to further ensure the external integrity of the structure.

77 Lead paint that was previously contained by safe paint layers on Children's School windows was removed using appropriate procedures during the summer of 2005. All new paint meets current health standards. (NAEYC 9.D.01)

78 The Children's School gets much natural light from our large windows, but we also have effective artificial lights as a supplement. In 2009, we had new energy efficient lighting installed, and in 2012 we got extra emergency lighting in our lockdown rooms where there are no windows.

79 Weapons, firearms, and ammunition are prohibited on Carnegie Mellon's Campus.

80 All indoor and outdoor steps and ramps are equipped with a handrail. The inside steps have a rubber surface. We have no porches.

81 We do not have any situations with non-obvious glass in a traffic area or classroom.

82 We have 4 toilets within the school space, three of which are at child-height. These are the toilets used by our preschoolers during school hours (maximum of 60 children). Our 24 kindergartners also use those toilets when going to the bathroom independently. At two times during the day, the whole Kindergarten class uses the restroom at the same time, going with a teacher to the large public women's room in the hallway just outside the school's door 1. This same bathroom is used when children are on the playground. A staff member signs the child out on a wipeboard on the playground and brings the child to this restroom.

We also have 3 child-height sinks and one adult sink in bathrooms, plus an additional 4 sinks in classrooms. Where the sinks are not child-height, there is a sturdy stool

available. Lidded waste receptacles are located in all toilet areas. Carnegie Mellon FMS provides cleaning services nightly.

83-90 Unused numbers

## FIRESAFETY

91 Exits have been checked by the CMU Fire Safety Instructor who conducts our yearly training, most recently on August 30, 2012. We have no doorways leading to stairwells that do not have landings.

92 Portable Space Heaters are used in the office only.

93 The Children's School has no fireplaces, wood or coal burning stoves.

94 The Children's School conducts monthly safety drills of different types (evacuation vs. lock-down, etc.), at different times of day, with different amounts of notice, via different evacuation routes, etc. Evacuation routes are posted and evacuation times are recorded, with everyone exiting during one trip. (See evacuation log in the Educational Administrators' office.)

95-100 Unused numbers

## EQUIPMENT

101 Amount & variety of play materials – see for yourself!!

102 Teachers check the condition of materials daily and have a budget for replacing materials as needed - approximately \$2,000 per year per teaching team, not counting consumables bought and shared by the whole school or materials bought for shared spaces (e.g., playground, discovery area, library, etc.). Toy cleaning procedures are specified in the Staff Handbook. The playground has commercially installed loose-fill surfacing around all play structures and has no slides over 4' high and no pea gravel. We do not use indoor climbing structures. An educational administrator subscribes to the Product Safety Commission email alert service and checks all recalls and safety alerts to ensure that we have no unsafe products in the center.

102b We have contracted with a playground inspector who uses ASTM F 1487-07ae1, Section 7.5.5 Section 7.5.6 Section 8.3.6 and Section 8.6.1.2 when assessing the safety surfacing (NAEYC 9.B.07). The new playground was just installed in September 2011, and the inspector completed a report on 8/29/12 (see notebook in Educational Administrators' office). Only a few minor issues were raised and an Educational Administrator is pursuing solutions.

103 Not typically applicable re: children still in the oral stage, though we remain vigilant when using small art materials (e.g., collage items), science materials (e.g., planting seeds), etc. even with our preschool and kindergarten children in case one places an item in his nose, ear, or other orifice.

104 We have durable, safe, developmentally appropriate furniture that is easy to clean.

105 We have no high chairs.

106 Our children do not nap at school.

107 We have an industrial quality refrigerator with a thermometer to check maintenance of a temperature at 45°F or below.

108 All kitchen utensils and dishes are checked for hazards before use. Disposable items are not reused. Styrofoam is not used.

109-110 Unused numbers

## PROGRAM

111 We have a consistent daily schedule with time for free play. Teacher lesson plans are available for review. Daily activities target learning goals in all developmental domains and offer choice of activities respectful of individual and cultural differences. (See NAEYC Classroom Portfolios)

112 We do not serve infants & toddlers.

113 Children are supervised at all times in ways that avoid all types of abuse (NAEYC 3.C.04/05 and 10.D.03/04). Specifics of supervision can be found in Supervision Guidelines in the Staff Handbook.

114 Outdoor experiences are provided daily, weather permitting. (NAEYC 3.D.01)

115a We do not swim in public pools, above ground, or in-ground pools.

115b While using wading pools, our adult-child ratio is 1:5. We use  $\frac{3}{4}$  t. bleach per 50 gallons of water and empty the pools daily.

115c The water table is emptied after each session (morning and afternoon for preschool, daily for kindergarten).

116 We do not serve school-age children or assign homework.

117 Parents submit a list of adults to whom we may release their child and send written changes with signature for situations like play dates, etc. Oral changes are permitted if the identity of the individual can be verified by a staff person. In that case, the staff person logs the name of the parent, date, and time of the request, name of the individual, and names of both the staff person taking the call and staff person releasing the child.

117a Children are released to any parent unless we have a court order specifying otherwise in the child's file.

118 Our pet policy requires that all pets or animals present are in good health and known to be friendly to children. Adults are always present when children interact with the pets. Cats and dogs are only permitted into the facility when accompanied by a trained adult who can give assurance of current immunizations and friendliness to children (e.g., a trained guide dog). (NAEYC 5.C.05)

119 We do not serve infants.

120 Unused number

## PROCEDURES FOR ADMISSION

121 All of the program information listed is available on our web site, so parents can access it at any time. Parents who request information via mail receive a brief overview brochure that includes a web site reference for further information. We also distribute a visitor packet of information when parents tour the school. Finally, a hard copy of the Family Handbook is given to each family at the parent meeting prior to the start of each year. It is also available on our web site.

122 Children visit the school with their parents on a day prior to the beginning of school. We also have phasing in days for each group that involve only half of the group attending each day and for a shorter period of time. Teachers work with parents to judge whether a child needs the parent to stay on those days or not.

123 A parent and Educational Administrator sign a written agreement indicating the fees and payment schedule, services to be provided, date of admission, arrival and departure times, adults designated for child release, and services considered extra (e.g., camp). The parent keeps the original and the Educational Administrator puts a copy in the child's file.

124 Emergency contact forms are required for enrollment and updated each semester or whenever a change occurs. Copies of the key information are stored in the office and



in the classroom packs that teachers take on excursions. Transportation to emergency care is provided by Carnegie Mellon security.

125-130 Unused numbers

## CHILD HEALTH

131 As recommended by our health consultant, we use the Caring for Our Children health assessment form for staff and require it to be submitted for enrollment and updated after each well-child visit. It includes all of the required elements. Exemption from immunization is documented in writing.

132 Parents specify emergency care preferences in advance in writing. Carnegie Mellon EMT's are called in the event of any emergency and will either transport or accompany a child to emergency care along with a parent (or staff person in the event that a parent cannot be reached or cannot get to the school in time).

133 Medication is administered according to written policies (NAEYC 5.A.11) and the medication log includes all of the required information. Special dietary needs are specified by the parent in writing, and parents provide any special foods to be given to the child.

134 Staff follow the handwashing and other hygiene policies as specified in the Staff Handbook (NAEYC 5.A.09).

135 We only use disposable diapers and pull-ups for children who are not potty trained (typically the young 3's). We follow NAEYC specified diapering procedures. (NAEYC 5.A.08)

136 Ill children are not admitted to school. Notification re: communicable illness is handled by an Educational Administrator via email and paper memo. (NAEYC 5.A.01)

137 If a child becomes ill at school, he / she is brought to the office to wait for the parent or designee to arrive.

138 Carnegie Mellon University policy prohibits discrimination based on illness that is not transmitted by casual contact.

139-150 Unused numbers

## ADULT HEALTH

151 As recommended by our health consultant, we use the Caring for Our Children health assessment form for staff and require it to be submitted for hiring and updated yearly thereafter. It includes all of the required elements.

151a Either type of TB screen is required every two years.

152 Staff members are required to wash their hands upon arrival, before and after eating, and after toileting, diapering, or treating a child's injury, as documented in the Staff Handbook.

153 The guidelines for exclusion of children with symptoms of a communicable disease apply equally to adults, including staff members, volunteers, observers, etc.

154 These guidelines also include discharging or infected wounds on any exposed portions of the body.

155 Carnegie Mellon University policy prohibits discrimination based on illness that is not transmitted by casual contact.

156-60 Unused numbers

## NUTRITION

161 We make every effort to store, prepare, and serve food in a manner that is both safe and wholesome. We recently began consulting with the university dietician, who also provided an overview of the ServSafe training for our whole staff. (NAEYC 5.B.01)

162 Children in all programs are served snack daily. Children in programs 4 hours or longer bring a lunch from home (NAEYC 5.B.16). Food is never withheld for discipline purposes, nor are children forced to eat food. (NAEYC 10.D.03/04)

163 We do not routinely prepare meals for children. Parents are encouraged to send balanced lunches to school.

164 Snack servings are developmentally appropriate. The university dietician checks our snack menus and portion sizes monthly.

165 Snack menus are posted in the kitchen and on the parent bulletin board. They are also sent home with the monthly school newsletter. Classroom cooking project plans are also posted for parents.

166 We do not serve infants.

167-170 Unused numbers

## TRANSPORTATION

171 Carnegie Mellon police are responsible for monitoring the safety of our greeting and dismissal locations and work with us when construction or other obstructions necessitate a change. We post safe walking, driving and biking routes in our main hallway and include them in our Family Handbook.

172 We do not transport children in Carnegie Mellon or staff vehicles, except in the case of emergency when transportation is via police vehicle (NAEYC 9.C.14/15). Field trips either involve walking to the destination or transport in parent vehicles (see 174).

173 Field trip ratios are 1:3 for preschool and 1:4 for kindergarten.

174 For field trips, school parents or other adult caregivers with valid drivers' licenses may drive.

175 All adults and children use appropriate safety restraints while on field trips.

176 Only the interior of insured vehicles may be used for field trip transportation, and the vehicle can only carry the number of passengers equal to the number of seatbelts.

177 Children may not be left unattended in a vehicle, and vehicle entry / exit is supervised by an adult who is outside the vehicle.

178 Staff members take their classroom packs with first aid and emergency contact information on all field trips (whether transportation is via walking or driving).

179-180 Unused numbers

## CHILD RECORDS

181 We maintain child files in a file cabinet in the lockable Educational Administrators' office. Parents update emergency information and affirm the service agreement each semester via their signature and date.

182 Child record contents include health assessments, dates of application – admission – withdrawal, consent for emergency care, medication (if needed), minor first aid, transportation / walking excursions / wading, communication, accident reports, service agreements, and conference reports.

183 Parents are notified of confidentiality policy in the Family Handbook (NAEYC 4.E.07). Records are stored in a locked office.

184 Information is released only with written parent consent (including the recipient of the information, the information released, the purpose, date, and signature of the parent).

185 The child's records are retained for at least 5 years after withdrawal (and typically longer).

186-190 Unused numbers

## ADULT RECORDS

191 Individual files are kept for all staff, student employees, student teachers, and volunteers.

192 Records include basic content information for all adults. For staff members, records also include verification of age, education, early childhood experience, health assessments, criminal record and child abuse clearances, references (if they were hired after 1993), and performance reviews.

193 Staff records are kept in the director's locked desk drawer and are disclosed only as designated by law.

The remaining sections apply to programs that have night care, headstart, school-age programs, etc.