

## **Child Care Guidelines**

### ***Age & Health of Provider***

Provider must be 18 years old or older. Persons 16 or 17 may provide care if directly supervised by a provider. A caregiver must not work when ill as per Rules and Regulations Governing Idaho Reportable Diseases.

### ***CPR/First Aid Training***

Must have at least ONE adult on premises at all times who has a current certification in pediatric rescue breathing and first aid treatment from a certified instructor.

### ***Staff/Children Excluded When Ill***

Provide a written procedure that outlines what will be done if a child becomes ill while in your care. This procedure must address:

- a. Keeping the child separated from the rest of the children to prevent spreading disease.
- b. The care provided for the child.
- c. Notification of parent or guardian.

A caregiver must not work when ill as per Rules and Regulations Governing Idaho Reportable Diseases.

### ***Immunization Records***

Idaho Code 39-1118 requires that each child's immunization record or reason for exemption is provided to the operator within fourteen (14) days of initial attendance. Provide information about immunizations to parents if asked.

### ***Emergency Communication***

A functional telephone is required.

### ***Smoke Detectors, Fire Extinguishers, and Fire Exits***

Adequate smoke alarms, functional telephone, fire extinguishers and exits are required. Centers, Group, and Family Day Cares must be certified by the Fire Marshal.

- Fire Extinguisher – A minimum of one fire extinguisher (type 2-A:10-BC) or (3-A:10-BC) for in-home child care.
- Smoke Detector – One for each sleeping area, hall-way, and on each floor level. Each one

must have a test button. It is recommended that one should be wired to an electrical current.

- Emergency Exits – Adequate emergency exits are determined by the local Fire Marshal.
- Centers must meet staff-child ratios:
  - 1:6 for less than 18 months old.
  - 1:12 for 18 months to 5 years old.
  - 1:18 for over 5 years old.

### ***Food Source/Food Thawing***

- Pasteurized milk only.
- No home canned foods, except jams or jellies.
- No wild game, USDA approved meat only.
- Do not thaw foods at room temperature.
- Thawing Options:
  - In refrigerator (best option).
  - In cold running water.
  - As part of cooking process.
  - In microwave, then immediately complete cooking.

### ***Food Handling/Personal Hygiene***

- Food preparation includes cooking meat to proper temperatures, avoiding cross-contamination, minimizing bare hand contact, proper hand washing.
- Clean clothes or apron during food prep, no smoking.
- Unwrapped foods may not be re-served once plate is on the table.
- Minimize direct hand contact with food.
- Use serving utensils or gloves whenever possible to prevent hand contact with ready to eat foods.

### ***Wash Hands Often:***

- Before touching or preparing food
- After wiping nose
- After coughing into your hand
- After smoking
- After changing each diaper
- After using the toilet

### ***Food Contact Surfaces/Sanitizing***

Food contact surfaces must be kept clean (counters, tables, high chairs, cutting boards) and sanitized with a solution of chlorine 50-200 ppm or quaternary ammonium compounds (follow label).

**SANITIZING SOLUTION MIXTURE:** Mix: 1 tablespoon bleach in each gallon of warm water. Use unscented liquid bleach, such as Clorox, Purex, etc. Note: Mix 3/4 teaspoon to 1 quarter of water.

**OTHER SANITIZING CHEMICALS:** Allowed ONLY if the label states it is suitable for dishes and label directions are given.

- Cutting boards, knives, counters, pots and pans, plates, cups, forks, and spoons must be clean and sanitized, in good repair, smooth, easy to clean.
- Refrigerators, cabinet shelves, sinks, dish machines, utensil handles, must be clean, in good repair, smooth and easy to clean.
- Wiping cloths, dish cloths used for tables, counters, high chairs, etc. are rinsed in a sanitizing solution before and after use.
- An option is to use a spray bottle of sanitizing solution to wet the wiped object.

**Spray Bottles:** Two (2) recommended: One for the kitchen and one for the bathroom/diaper changing areas. Label the bottles as to contents and intended area of use.

**Renew bleach spray bottle contents weekly.**

### ***Dishwashing/Sanitizing***

Dishes, glasses, utensils and silverware shall be washed either in a dishwasher with a sanitizing dry cycle, or by the four-step method.

**A. Use one of the Health District approved dishwashing methods.**

It is best if a separate sink or basin is used for each step #2, #3, #4.

1. Rinse or scrape food off the item to be washed.
2. Wash the item in hot soapy water.
3. Rinse the soap off with clear hot water.
4. Sanitize the item by soaking in a solution of regular unscented liquid bleach and warm water. Soak at least 10 seconds. See Food Contact Surfaces/Sanitizing (above).
5. Air dry the item on a drain rack.

**B. An automatic dish machine may be used.**

6. A home-style dishwasher that has a heat drying or sani-cycle is acceptable. The items must be run through the complete washing cycle.
7. Larger child care facilities should consider a commercial dishwasher with a sanitizing rinse. These units have a much faster cycle allowing dishes to be reused in minutes.

## ***Utensil Storage***

- Protect clean utensils, glasses, dishes, pots and pans, from contamination.
- Do not store under sinks or on the floor.
- Utensil trays and cabinets must be clean. Face utensil/handles in one direction. Drawers holding sharp utensils (knives) should be secured with child-proof latches.

## ***Food Temperatures/Thermometers***

- Refrigerator must be equipped with an accurate thermometer, metal or plastic shielded. Refrigerator colder than 45°F (38-40°F preferred).
- Foods must cool rapidly (within 4 hours) to below 45°F.
- Eggs must be refrigerated.
- Perishable cold foods must be stored at 45°F or less.
- Hot food must be cooked (or reheated) to 165°F before serving.
- After cooking, hot foods must be kept at 140°F.

## ***Food Storage/Cross Contamination***

- Cooked foods are stored above raw foods.
- Keep food stored off the floor and protected from dust, flies, pets, water, and chemicals. Do not store under plumbing pipes.
- Food stored in refrigerators has to be covered to prevent cross-contamination. See Food Temperatures/Thermometers.

## ***Medicines/Hazardous Substances***

**STORE ALL CHEMICALS AND MEDICINES –OUT OF REACH OF CHILDREN – OR IN A LOCKED CABINET.**

### **C. CHEMICAL/TOXIC/POISONS STORAGE**

- Bleach, cleaners, disinfectants, plant fertilizers, insect sprays, paint thinners, or other chemicals must be stored away from foods and utensils.

### **D. MEDICINE STORAGE**

1. Store medicines out of reach of children.
  2. Refrigerated medicines: Place in a container with a lid or in a Ziploc bag. Mark container **MEDICINES**.
  3. Medicines and vitamins in the kitchen must be in a container marked **MEDICINES**.
- Cleaning materials, detergents, aerosol cans, pesticides, health and beauty aids, poisons, and other toxic materials shall be stored in their original labeled containers and shall be used according to the manufacturer's instructions and for the intended purpose. They shall be used only in a manner that will not constitute a hazard to the

children. When not in actual use, such materials shall be kept in a place inaccessible to children and separate from stored medications and food.

- All arts and crafts materials used in the facility shall be non-toxic. There shall be no eating or drinking by children or staff during use of such materials. Poisonous or potentially harmful plants on the premises shall be inaccessible to children.

### ***Garbage Covered/Removed***

Garbage and disposable diapers must be in covered containers or closed garbage bags. They should be taken to outside container daily for weekly removal. Use plastic liners in all trash receptacles. Garbage/trash needs to be stored where it is inaccessible to children and cannot attract vermin.

### ***Plumbing/Sewage Disposal***

Water supply pipes, faucets, or hoses below a sink rim, or in a drain or sewer may create a cross connection between drinking water and dirty water.

A. The toilet ballcock (water flow control valve) must be one inch above the overflow pipe in the toilet tank.

B. Proper backflow prevention must be present for things such as:

1. A hose attached to a sink faucet.
2. A hose filling a wading pool.
3. An underground landscape/lawn sprinkler system.
4. A water softener drain line.

Plumbing must be in good condition and comply with local plumbing code. The dishwasher drain hose must be fastened to touch the underside of the counter top. A dishwasher air gap device is preferred (required in commercial centers) to prevent backflow of sewage in the dishwasher. Sewage must be properly disposed with no overflows or surfacing to cause food contamination.

### ***Water Supply/Well Sample***

The water must be from a Health District approved source and be free of contamination.

### **PRIVATE WELLS: CONTACT HEALTH DISTRICT**

Our office will collect a sample of the water and inspect the visible portion of the well. Thereafter if there are more than 24 persons in the facility it is your responsibility to submit quarterly water samples to a private laboratory. If

there are less than 24 persons in the facility then it must be a yearly sample.

A copy of each lab report will be sent to the Health District.

### ***Hand Washing Facilities***

- A hand sink needs to be close to the diaper changing area.
- A separate kitchen hand sink may be required in larger child care facilities for hand washing prior to preparing foods.
- The kitchen sink is not to be used for hand washing after changing diapers.
- A hand sink must be provided where care givers and children can wash their hands after using the restroom, before eating, and at other times as needed.
- The sink(s) used for hand washing must have hot and cold running water through a mixing faucet. Soap and paper towels must be present. (Soft or liquid soap is recommended in lieu of bar soap).

### ***Diaper Changing***

- The changing area cannot be in the kitchen or on counters or tables used for food preparation or dining.
- A smooth non-absorbent diaper changing surface is required.
- Plastic/vinyl mats or pads are acceptable if you use the smooth side.
- Dirty diapers and soiled clothing must be stored to prevent access by children.
- The employee is to sanitize the diaper changing surface after each diaper change.
- The employee is to wash his/her hands between each diaper change.
- The child's hands should also be washed.
- Disposable/cloth diapers:
  - There are no rules requiring a particular type of diaper.
  - The Health District recommends disposable diapers to lessen contamination of surfaces and hands.
  - They may be required to control an illness outbreak.
  - Disposable gloves are recommended.

### ***Sleep, Play, & Restrooms Clean***

Sleeping cots, blankets and mats are kept clean and sanitized regularly.

Recommendations:

- Assign one set of bedding per child and keep bedding separated during storage by folding before stacking or placing in a plastic bag.
- Do not store bedding directly on the floor.
- Keep play areas clean.
- Vacuum carpet daily.

- Toys, tables, and chairs should be washable and sanitized frequently.
- Equipment, materials, and furnishings shall be sturdy and free of sharp points/corners, splinters, protruding nails and bolts, hazardous small parts or lead based paint or poisonous materials.

**TOILET ROOM:**

Restroom(s) clean and ventilated. Carpet should not be immediately next to the toilet or urinal. Toilet training seats/potties are to be kept clean and should be sanitized after each use. **Do not** wash in dishwasher or dishwashing sinks.