

Washoe County Human Services Agency

Regulations for Child Care Facilities

Family and Group Child Care Homes

SECTION 31 REQUIREMENTS FOR FAMILY CHILD CARE HOMES AND GROUP CHILD CARE HOMES

- 31.1 Owner authorization. If the residence proposed for child care is rented or leased, the license applicant shall provide the Agency written authorization from the owner approving child care on the premises.
- 31.2 Responsibility. The licensee of a family child care home shall be able to accept the extra responsibility of other children without jeopardizing his health or ordinary care of his children and family. The relationship of all members of a family child care home shall be such as to secure a wholesome atmosphere for children.
- 31.3 Health requirements. All adult members of the household must be in good health, physically and mentally, and free of disabilities which would adversely affect the care of children. Tuberculosis test requirements outlined in Section 22.4 shall apply.
- 31.4 Income requirements. The income of a licensee of a family child care home, including the licensee's spouse, whether from employment or other sources, must be regular and sufficient to maintain an adequate standard of living for the family.
- 31.5 Work permit requirements. All adult members of the household shall comply with the work permit requirements outlined in Section 6.7.
- 31.6 Program requirements and record keeping. Except as otherwise provided in Subsection D, licensees and employees must comply with Section 22 and Section 23 of these Regulations and licensees must also:
- A. Provide a child care program which meets the requirements of these Regulations;
 - B. Maintain enrollment, attendance, medical, and all other records;
 - C. Maintain personnel records for each staff, including volunteers, substitutes, and part-time employees. Refer to Subsections C.1 through C.9 of Section 21.2.C for personnel record requirements;
 - D. Notify the Agency of new employees or volunteers prior to their commencing employment;
 - E. Notify the Agency within 24 hours of any change in the composition of the household;
 - F. Maintain responsibility for screening, scheduling, and supervising the staff of the facility, and for all conduct of any member of the staff or resident of the facility;
 - G. Work with parents and include them, whenever possible, in the programming and functioning of activities;

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- H. Assure that the required staff-to-child ratio is maintained;
 - I. Maintain a daily sign-in sheet that includes:
 - 1. The first and last names of staff and children;
 - 2. The times of arrival and departure for staff and children; and
 - 3. Sign-in sheets to be kept on file a minimum of 90 days and made available to the Agency upon request.
 - J. Cooperate with the Agency and other agencies of government to improve the quality of child care and the competence of caregivers.
- 31.7 Alternate Caregiver exemption. Alternate caregivers are exempt from the requirements of Section 22.2.J and Section 23.