

Washoe County Human Services Agency

Regulations for Child Care Facilities Additional Requirements for Facilities for Special Events

SECTION 38 ADDITIONAL REQUIREMENTS FOR FACILITIES FOR SPECIAL EVENTS

38.1 Application and Licensure

- A. The application for a license to operate the facility for special events must be submitted at least 60 working days before the date on which the special event begins and must include the following:
 - 1. The appropriate fee as outlined in Section 5.4.C of these Regulations;
 - 2. The name of the special event and the address at which the special event will occur;
 - 3. The square footage and a diagram of the specific area in which child care will be provided;
 - 4. Written approval from the owner or operator of the premises of the business at which the special event will be held;
 - 5. A copy of the contract which will be provided to the parent of a child who will receive care provided by the facility for special events;
 - 6. The plan for the program of care for the children who will receive child care by the facility for special events, which must be broken down by the age groups of children who will be served and the ages and number of children to whom child care services will be provided;
 - 7. A copy of the statement that will be provided to each parent of a child who receives care provided by the facility which indicates the members of the staff of the facility may have varied levels of training and experience; and
 - 8. A permanent physical location for the business where the records concerning the facility will be maintained when the special event is not occurring.
- B. The license to operate a facility for special events will not be renewed.

38.2 Provisions of care. Child care that is provided by the facility for special events may be provided only:

- A. If the special events facility is physically located in such a manner that any sale or dispensing of alcohol and any participation in gaming ventures are obscured from the view and hearing of children in the facility;
- B. To the children of persons who are attending the special event; and

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- C. On the dates on which the special event is occurring and may not be provided for more than:
 - 1. Seven days; and
 - 2. Ten hours in one day.

38.3 Administration

- A. A parent of a child who is receiving care must provide to the facility the full name, address, and telephone number or pager number of at least two persons who may be contacted by the facility in an emergency involving the child.
- B. A facility for special events shall provide and accurately maintain a sheet for signing children and members of the staff in and out of the facility.
- C. All records concerning the children receiving care at the facility for special events must be maintained on-site and available for review at the facility.
- D. A parent of a child receiving care at the facility must provide proper photo identification to remove the child from the facility.
- E. A person other than the child's parent can remove the child from the facility only if:
 - 1. The person is preauthorized by the parent as a person allowed to remove the child from the facility; and
 - 2. The person provides proper photo identification.
- F. Each facility for special events shall ensure that a parent of a child is notified upon checking the child into the facility of an off-site emergency location where the children receiving care at the facility will be taken if the facility is evacuated. The emergency location must:
 - 1. Be predetermined by the facility after consultation with, and approval of, the security department of the business at which the special event is being held, if any; and
 - 2. Not be above the main floor of the facility at which the special event is being held, or the secondary location the children have been evacuated to.
- G. Each facility shall ensure that a person designated as a supervisor who is 21 years of age or older is on duty at the specific area in which child care is being provided at all times that child care is being provided by the facility.

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- H. Immunization records required by NRS 432A.230 for enrollment in a facility may be sent by facsimile to the facility.

38.4 Field trips

- A. A facility for special events shall submit to the Agency a program plan for each field trip the facility plans at least 14 days before the field trip is to occur. The plan must include, without limitation:
 - 1. The company that will be providing transportation;
 - 2. An itinerary of the field trip;
 - 3. An estimated time of departure for and return from the field trip;
 - 4. The plan for food service, which must comply with any applicable requirements of state and local health agencies;
 - 5. The approximate ages and number of children who will be participating in the field trip;
 - 6. Lists for the members of the staff of the facility that identify the group of children for whom each member of the staff will be responsible during the trip;
 - 7. A system of identification that will be prominently displayed and will assist each member of the staff in readily identifying each child who is in the group of children for whom the member of the staff of the facility will be responsible during the field trip;
 - 8. Copies of the notices of the field trip that were sent to and authorized by a parent of each child who will be participating in the field trip;
 - 9. The telephone number and names of at least two persons for each child attending the field trip who may be contacted by the facility in an emergency involving the child; and
 - 10. A statement signed by a parent of each child attending the field trip that the child does not have any health issues that would prevent the child from participating in the field trip.
- B. Children who are five years of age and less must not participate in any field trips sponsored by the facility unless the child is accompanied by a parent.

- #### 38.5 Meals and snacks. Refer to Section 27.3 regarding the amount of food that must be offered to children while in care at the facility. Any meals or snacks may be provided by the facility or a parent of a child cared for in the facility. Food prepared at home by a parent of

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a child cared for in the facility may only be consumed by that child at the facility in accordance with state and local health agencies.

- 38.6 Staff to child ratio. The staff to child ratio requirement for Facilities for Special Events is outlined in Section 24.4 of these Regulations.