CHILD CARE CENTER OPERATIONS & RECORD KEEPING ORIENTATION

Community Care Licensing
Regional Office Address (insert here)
Regional Office Phone/Fax Number (insert here)
Welcome & Opening

- Introductions
- Emergency Exits
- Housekeeping Items
- Breaks
Orientation Overview

- Required for all applicants and directors
- Review day to day operations of the facility
- Review forms
- Review criminal record clearances
Licensee Accountability

- Care & Supervision of the children
  - Visual supervision at all times

- Licensee is responsible for the overall operation and maintenance of facility
Limitations of the License

Operate the facility within the terms and conditions of the License (age; Capacity; ambulatory status) at all times.
Inspection Authority

Licensing Agency has the authority to:

- Inspect facilities that provide care and supervision
- Interview Children
- Interview Staff
- Review Records
Types of Licensing Visits

- Prelicensing
  - Random Visits
  - Complaint
    - Within 10 days of receipt
  - Plan of Correction
  - Case Management
Evaluation Process

Once licensed, the facility:

- Must be in compliance
  - If violations of laws or regulations are found, citations are issued.
  - Plans of correction are developed
  - Civil penalties may be assessed
Complaint Investigations

- **Complaint findings:**
  - Substantiated
  - Inconclusive
  - Unfounded

- **Special Investigators**
Violation Types

- **Type A violations** – Direct and immediate risk to the health, safety or personal rights of children

- **Type B violations** – Potential risk to the health, safety or personal rights of children
Posting Notices of Deficiencies

- The licensee must post for 30 days
  - Any Facility Evaluation Report (LIC 809) when there is a Type A deficiency
  - The LIC 809 documenting a completed plan of correction
  - Any Complaint Investigation Report (LIC 9099) documenting findings of a substantiated complaint for a Type A violation

- The licensee may
  - Post the Proof of Correction(s), LIC 9098
Civil Penalties

- Unlicensed operation ($200 per day)
- Lack of criminal record clearances ($100 per day up to 30 days)
- No facility association–transfer request ($100 up to 30 days)
- Failure to meet Plan of Correction date ($50 per day)
- Progressive penalties (immediate $150 + up to $150 per day)
- Failure to post a Notice of Site Visit ($100)
- Failure to post Type A violations ($100)
- Failure to post verification of correction of Type A violations ($100)
- Violations which result in injury, illness or death (immediate $150 per day)
Fees

- Application fees
- Annual fees
- Change of location (50% of the application fee)
- Change in capacity ($25)
- Late annual fees (additional 50% of the annual fee)
- Probationary facilities pay increased fees
Program Types

- Infant Program: Birth to 24 months
  - Toddler Option: 18-30 months
- Preschool Program: 2 years to entry into 1st Grade
  - Toddler Option: 18-30 months
- School Age Program: Enrolled in Kindergarten or above
  - Minimum age is 4 years 9 months
- Mildly Ill Program

*Each program must be physically separate*
Preschool Teacher Qualifications

- 12 core semester units
  - Child Development
  - Child, Family & Community
  - Curriculum (age appropriate)

- 6 months experience working in a Child Care Center
  - Minimum 3 hours per day for 50 days in 6 months

Alternatives

- Child Development Associate Credential with appropriate age endorsement & 6 months experience

- Child Development Associate Teacher Permit/Teacher Permit/Master Teacher Permit

www.ctc.ca.gov
Teacher Qualifications Cont.

- **Infant Teacher**
  - 12 core semester units
  - 3 semester units related to infant care
  - 6 months experience in a Child Care Center with children under age 5 years

- **School Age Teacher**
  - Meets preschool teacher requirements
  - Can substitute certain other college units and experience with older children
Partially Qualified Teacher

- 6 completed semester units of early childhood education and
- Enrolled in at least 2 semester units at a college until fully qualified

Partially Qualified Infant Teacher

- 3 completed semester units of early childhood education and
- 3 completed semester units of infant care and
- Enrolled in at least 2 semester units at a college until fully qualified
Partially Qualified Infant Teacher

- 3 completed semester units of early childhood education and
- 3 completed semester units of infant care and
- Enrolled in at least 2 semester units at a college until fully qualified
Qualifications Cont.

- **Aide**
  - No units required
  - 18 years, High School Graduate or enrolled in a ROP at an accredited High School
Preschool Director Qualifications

- 12 core semester units
- 3 semester units in Administration or Staff Relations
- 4 years teaching experience in a supervised group Child Care Center

Alternatives

- AA degree in child development, 3 units Administration & 2 years teaching experience
- BA degree in child development, 3 units Administration & 1 year teaching experience
- Child Development Site Supervisor Permit or Program Director Permit

www.ctc.ca.gov
Director Qualifications Cont.

- **Infant Director**
  - 12 core semester units
    - 3 semester units in Infant Care
  - 3 semester units in Administration
  - 4 years teaching experience with children under age 5 years

- **School Age Director**
  - Meets the preschool director’s requirements
  - Substitute certain alternative coursework and experience
Staff — Infant Ratios

- 1 teacher : 4 infants
- 1 fully qualified teacher and 2 aides : 12 infants
- Aides must work under the direct supervision of a fully qualified teacher
Staff — Toddler Option

Ratios

- 1 teacher : 6 toddlers
- 1 fully qualified teacher and 1 aide : 12 toddlers
Staff — Preschool Ratios

• 1 teacher : 12 children, or

• 1 teacher and 1 aide : 15 children, or

• 1 fully qualified teacher and 1 aide (with 6 semester units) : 18 children
Staff — School Age Ratios

- 1 teacher : 14 children
- 1 teacher and 1 aide : 28 children
Napping Ratios

- Preschool Program
  - 1 teacher or 1 aide : 24 napping children

- Infant Program
  - 1 teacher or 1 aide : 12 napping children

Other teachers/aides must be on site to meet the overall ratio when children are awake.
Health Related Services

- Report injuries or illness to parents
- Make prompt arrangements for emergency medical treatment
- Properly store, log, and handle all medications
- Maintain first aid supplies

- Provide isolation area and bathroom for sick child
Food Service

- Maintain current menus
  - Post 1 week in advance
  - Retain for 30 days
- Provide sufficient food
- Protect foods from contamination, pests, toxins, cleansers, etc.
- Ensure food preparation areas include hot & cold running water, refrigeration, and food storage
Sign In & Sign Out

- Child must be signed in or out each time he/she arrives and departs the center
- Full legal signature required of responsible person
- Available for review for 30 days
Indoor Space

- Facility must be clean, safe, sanitary and in good repair
- Hazardous materials must be inaccessible
- Storage areas for poisons must be locked
- Drinking water available in each classroom
Outdoor Space

- Drinking water readily available
- Cushioning material under and around play equipment
- Shaded rest area
- 4 foot fence around playground perimeter
- Separation of programs
Fixtures, Furniture, Equipment & Supplies

- Comfortable temperature
- Adequate lighting
- Appropriate storage and disposal of solid waste
  - Trash cans with tight-fitting lids
- Sufficient and varied age appropriate toys and equipment
- No blocked exits
Activities & Napping

- Quiet and active play provided
- Opportunity provided to nap or rest
  - Cots or mats (3/4” thick) provided
  - Sufficient walk space between cots or mats
  - Clean sheets and blankets
  - Bedding stored individually
Requirements for Infant Programs

- For children under 24 months of age
- All infants shall be under visual supervision and observation at all times
Infant Needs & Services Plan

- Develop with parent prior to attendance
- Include instructions on feeding, toilet-training and any special needs or allergies
- Sign and update at least quarterly or as often as needed
Infant Food Service

- Infants held during feeding if unable to sit unassisted
- No propped bottles
- Separate food preparation and diapering area
- Formulas & food properly stored and prepared
- Bottles and food containers labeled with child’s name and current date
- Bottles and nipples sterilized
Infant Care Personal Services

- Infant kept clean and dry at all times
- Soiled clothing and diapers placed in airtight container
- Changing table and pad disinfected after each use
Infant Care General
Sanitation

- Caregiver washes hands
  - Before feeding
  - After diapering
    - Liquid or powdered soap
    - Disposable paper towels
- Floors cleaned daily
- Toys and bedding washed and sanitized daily
Infant Equipment and Supplies

- Baby walkers and bouncers prohibited
- Changing table:
  - Within arms reach of a sink
  - Washable padded surface at least 1” thick
  - Raised sides at least 3” high
  - Cleaned and disinfected properly after every use
Items not permitted in licensed Child Care Facilities:

- Infant Bouncers
- Baby walkers
- Johnny Jumpers
- Saucer chairs
Infant Napping Equipment & Area

- Separate crib area required
  - 4-foot tall partition between crib area and activity space

- Napping equipment for each infant
  - Cribs for children not able to climb out
    - Vinyl or washable mattress cover
  - Mats or cots for older infants
Break Time!
Mandated Reporter

- Licensees and employees must complete and retain a required reporting form
- Report suspected child abuse incidents promptly to:
  - Child Abuse Hotline
  - Law Enforcement
  - Licensing Agency
Other Reporting Requirements

- Director Changes
  - Notify Licensing with required paperwork within 10 days

- Structural or Physical Changes
Unusual Incident Reporting Requirements

Licensee/Director must report:
- Injury requiring medical attention
- Unusual incident, such as a child missing for any reason, explosions, fire, etc.
- Death of a child for any reason
- Epidemics

Contact Regional Office within 1 business day and submit a written report within 7 days
Personnel Records

- Readily available for review by Licensing
- Maintain complete and current records
- Keep records for 3 years after termination
Personnel Records
Required for All Staff

- Personnel Record (LIC 501)
- Health Screening Report (LIC 503)
- Criminal Record Statement (LIC 508)
- Notice of Employee Rights (LIC 9052)
- Reporting requirements for suspected child abuse (LIC 9108)
- Criminal record clearance information
- Transcripts & letters of experience
- 15 Hours of Health & Safety Training
- Appropriate driver’s license for person(s), transporting children
Health Screening Report (LIC 503)

Within 1 year prior to initial hire

Negative TB test or chest x-ray

Performed and signed by qualified physician or physician’s representative
Notice of Employee Rights (LIC 9052)

Top portion given to employee

Retain signed acknowledgement of receipt in employee’s file
Criminal Record Statement
(LIC 508)

<table>
<thead>
<tr>
<th>I. Instructions to Respondent:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have been convicted of a crime in California or from another state or in federal court, provide the following information:</td>
</tr>
<tr>
<td>What was the offense?</td>
</tr>
<tr>
<td>In which state and city did you commit the offense?</td>
</tr>
<tr>
<td>When did this occur?</td>
</tr>
<tr>
<td>Tell us what happened. Use additional sheets of paper if needed</td>
</tr>
</tbody>
</table>

I certify under penalty of perjury that the above information is true and correct to the best of my knowledge.

Signature ___________________________ Date ________________

<table>
<thead>
<tr>
<th>II. Instructions to Licensees:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If this person discloses a criminal conviction, review the person’s statement and discuss it with your Licensing Program Analyst (LPA). Maintain this form in your facility personnel file and send a copy to your LPA.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PRIVACY STATEMENT</th>
</tr>
</thead>
</table>

Pursuant to the Federal Privacy Act, P.L. 92-463, and the California Privacy Act of 1977 (Cal. Penal Code § 1298.5), notice is given that the Social Security Number (SSN) on this form, the California Department of Justice uses a person's SSN as an identifying number. The requested SSN is voluntary. Failure to provide the SSN may delay the processing of this form and the criminal record check.

In order to be licensed, work at, or be present at, a licensed facility, the law requires you to complete a criminal background check. Federal and state code sections 54011, 54012, and 54017 and 54018. The Department will retain or destroy your criminal background record when it is no longer necessary to determine your suitability to provide medical care to patients. Your criminal background record will contain information that you provide us with the right to access certain records, containing your personal information maintained by the Department (our哇哇哇西藏). Under the California Public Records Act, the above information (or to provide copies of any of the records in the background report, including records containing your personal information maintained by the Department (our哇哇哇西藏). Under the California Public Records Act, the above information (or to provide copies of any of the records in the background report, including records containing your personal information maintained by the Department (our哇哇哇西藏).

NOTE: IMPORTANT INFORMATION

The Department is required to let people who ask, including the press, if someone is a licensed facility has a criminal record on file. The Department is to let people who ask, the name of a licensed facility that has a license, employees, residents, or other persons with a criminal record on file.

If you have any questions about this form, please contact your local licensing agency.
### Personnel Record (LIC 501)

<table>
<thead>
<tr>
<th>PERSONNEL RECORD</th>
<th>Department of Social Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>DATE</td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td></td>
</tr>
</tbody>
</table>

**5. PERSONAL**

**6. POSITION**

**3. PREVIOUS EMPLOYMENT**

**4. EDUCATION**

<table>
<thead>
<tr>
<th>NAME AND ADDRESS OF EMPLOYER</th>
<th>POSITION</th>
<th>DATE STARTED</th>
<th>DATE ENDED</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>COURSE TITLE</th>
<th>NAME OF SCHOOL OR ORGANIZATION AND ADDRESS</th>
<th>GRADE</th>
<th>DURATION</th>
<th>CERTIFICATION</th>
</tr>
</thead>
</table>

I hereby certify under penalty of perjury that the above statements are true and correct. I give permission for any necessary verification.

_Your Signature_
Statement Acknowledging
Requirement to Report Suspected
Child Abuse

California law REQUIRES certain persons to report known or suspected child abuse. As a licensee or an employee at a licensed facility or a child care institution, YOU are one of those persons - a "mandated reporter."

PERSONS WHO ARE REQUIRED TO REPORT ABUSE

Mandated reporters include a licensee, an administrator, or an employee of a licensed community care or child day care facility. [Penal Code (“PC”) § 11165.7(a)(10)]. Mandated reporters also include an employee of a child care institution, including, but not limited to, foster parents, group home personnel, and personnel of residential care facilities. [PC § 11165.7(a)(14)]. No supervisor or administrator may impede or inhibit an individual’s reporting duties or subject the individual to any sanction for making the report. [PC § 11166(h)]

WHEN REPORTING ABUSE IS REQUIRED

A mandated reporter, who in the course of his or her employment, has knowledge or observes a person under the age of 18 years whom he or she knows or reasonably suspects has been the victim of child abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practicably possible by telephone, and shall prepare and send a written report within 36 hours of receiving the information concerning the incident. [PC § 11166(a)]

ABUSE THAT MUST BE REPORTED

Physical injury inflicted by other than accidental means on a child. [PC § 11165.6]

Sexual abuse meaning sexual assault or sexual exploitation of a child. [PC § 11165.1]

Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child’s welfare under circumstances indicating harm or threatened harm to the child’s health or welfare. [PC § 11165.2]

Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child’s or child’s health is endangered. [PC § 11165.3]

Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition. [PC § 11165.4]

WHERE TO CALL IN AND SEND THE WRITTEN ABUSE REPORT

Reports of suspected child abuse or neglect must be made to any police department or sheriff’s department (not including a school district police or security department), county probation department, if designated by the county to receive mandated reports, or the county welfare department. [PC § 11165.9] The written report must include the information described in Penal Code section 11167(a) and may be submitted on form SS 8572.

IMMUNITY AND CONFIDENTIALITY OF REPORTER AND OF ABUSE REPORTS

Persons legally mandated to report suspected child abuse have immunity from criminal or civil liability for reporting as required or authorized by law. [PC § 11172(a)] The identity of a mandated reporter is confidential and disclosed only among agencies receiving or investigating reports, and other designated agencies. [PC § 11167(d)(1)]. Reports are confidential and may be disclosed only to specified persons and agencies. Any violation of confidentiality is a misdemeanor punishable by imprisonment, fine, or both. [PC § 11167.5(a)(1)]

PENALTY FOR FAILURE TO REPORT ABUSE

A mandated reporter who fails to make a report as required or to provide any information pertaining to a mandated report constitutes a misdemeanor punishable by up to six months in jail, a fine not exceeding $2,500, or both. [PC § 11166(a)]

COPY OF THE LAW

Prior to my employment at a licensed community care or child day care facility, or child care institution, my employer provided me with a copy of Penal Code sections 11165.7, 11166, and 11167. [PC § 11166.5(a)]

ACKNOWLEDGMENT OF RESPONSIBILITY

I, __________________________________, have knowledge of my responsibility to report known or suspected child abuse in compliance with Penal Code section 11166. [PC § 11166.5(a)]

(SIGNATURE) DATE

(LIC 9108)
**Personnel Report**

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE EMPLOYED</th>
<th>JOB TITLE</th>
<th>DAYS AND HOURS OF DUTY</th>
<th>DAYS AND HOURS OF DUTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>License Administrator</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Personnel Report Cont.

<table>
<thead>
<tr>
<th>NAME</th>
<th>EMP No.</th>
<th>JOB TITLE</th>
<th>BIRTH DATE</th>
<th>CIVILIAN</th>
<th>MILITARY</th>
<th>HEIGHT</th>
<th>WEIGHT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Staff Exempt from Criminal Background Check Requirements: The following are exempt from criminal background check requirements pursuant to Sections 1532.1, 1532.3, 1535.17, and 1599.141 of the Health and Safety Code. This includes any designated representative shall negotiate to certify that he or she believes the indicated persons are exempt from criminal background check requirements pursuant to statute.*

*Signature: ______________________________ Date: ________________

---

(LIC 500)
Criminal Record Clearances

- All employees must submit fingerprints for DOJ, FBI & CAIC prior to work
- Livescan method used
- DOJ clearance obtained prior to contact with children
- Any prior criminal history will require additional review by the Department
Criminal Record Clearance Transfer Process

- Verify all existing criminal record clearances with Regional Office
- Submit all transfer requests with photo I. D. to the Regional Office prior to employment
  - CAIC may need to be updated if cleared prior to January 1, 1999
- Exemptions transferred directly through CBCB and completed prior to employment
Criminal Record Exemptions

- Criminal record exemptions may be granted by the Department
  - Many crimes are not exemptible

- Exemption process is lengthy

- Granted criminal record exemptions are public information
Civil Penalties for Criminal Record Clearances

- An immediate civil penalty will be charged:
  - For fingerprints not submitted prior to presence at the facility
  - For lack of DOJ clearance or CDSS Exemption
  - For clearances not associated with the Center

The civil penalty may range from $100 to $3000 per person
Request for Livescan Service (LIC 9163)

ORI# is:
CCLD A0448

Enter facility number

Complete form prior to calling Livescan Service for an appointment
Criminal Background Transfer Request (LIC 9182)

Submit with photo I. D. prior to initial contact with children

Signature of Licensee Representative
Submit with photo I. D. to Caregiver Background Check Bureau:

- 744 P Street, M-S 19-62
  Sacramento, CA 96814
  Fax: (916) 274-6205
Trustline Criminal Background Transfer Request (TLR 3)

For individuals who have clearances through the Trustline Registry
Children’s Records

- Readily available to Licensing
- Separate, complete and current for each child
- Kept confidential
- Current facility roster
- Maintained for 3 years after termination
Required Children’s Records

- Personal Rights (LIC 613)
- Consent for Medical Treatment (LIC 627)
- Identification & Emergency Information (LIC 700)
- Child’s Physician’s Report (LIC 701) if not enrolled in a public or private elementary school
- Child’s Preadmission Health History (LIC 702)
- Parents’ Rights (LIC 995)
  - Caregiver Background Check Process (LIC 995E)
- Admission Agreement
- Needs & Services Plan for infants and special needs children
PERSONAL RIGHTS

CHILD CARE CENTERS

Personal rights. Subsection 1992.28 the same conditions applicable to child care centers.

6. To be provided with a notice of the parent's rights.


Representative/PARENT/GUARDIAN HAS THE RIGHT TO BE INFORMED OF THE APPROPRIATE LICENSING AGENCY TO CONTACT REGARDING COMPLAINTS WHICH IS:

[Signature]

[Date]

[Appropriate Licensing Agency]

Exhibit 1: Personal Rights (LIC 613)
Parents’ Rights Notification (LIC 995)  
Background Check Process (LIC 995E)
Identification & Emergency Information (LIC 700)

- Separate form for each child, including siblings
- Update form when child’s emergency information changes
Consent for Medical Treatment (LIC 627)

- Allows staff to seek emergency medical treatment for the child
- Form should be readily available
Physician’s Report (LIC 701)

No older than 1 year from child’s first day of admission

Immunizations must be current

TB risk screening
Child’s Preadmission Health History (LIC 702)

- Parent’s report of child’s health history
- Required for all programs
Admission Agreement

- Required for every child’s file
- Copy provided to parent
- Signed and dated within 7 days of enrollment by parent/guardian & facility representative
- Licensee to comply with agreement
Parent Notification Requirements

- No later than the next business day or next day child is in care, provide parents with copies of:
  - Licensing documents regarding a Non-Compliance Conference
  - Summary of Charges once an Accusation is served to revoke the license
  - Type A Deficiencies
- Obtain parental signature and date on LIC 9224 or other written statement as receipt
- Keep a record in the child’s file
When you enroll a new child, provide parents copies of the following items received during the prior 12 months:

- Licensing documents regarding Non-Compliance Conference
- Summary of Charges once an Accusation is served to revoke the license
- Type A Deficiencies

Obtain parental signature and date on LIC 9224 or other written statement as receipt

Keep a record in the child’s file

Failure to comply with this will result in a citation
Documents to be Posted

- Facility License in public area
- Notice of Site Visit (LIC 9213) and Type A deficiencies
  - Maintain for 30 days
- Plan of Corrections of Type A deficiencies
  - Maintain for 30 days
- Emergency Disaster Plan (LIC 610)
- Earthquake Preparedness Check List (LIC 9148)
- Parents’ Rights Poster (PUB 393)
- Personal Rights (LIC 613A)
- Child Car Seat Law (PUB 269)
- Menus
- Activity Schedule
- Sudden Infant Death Syndrome Poster (recommended)
- Shaken Baby Syndrome Poster (recommended)
- Granted Waivers (available for review)
WHAT IS SIDS?

Sudden Infant Death Syndrome (SIDS) is the sudden and unexplained death of an infant under one year of age which is only determined after the completion of an autopsy, a death scene investigation, and a review of the case history.

One of the most important things you can do to help reduce the risk of SIDS is to put the healthy baby on his or her back.

What can you do to help reduce the risk of SIDS?
• Make sure infants sleep on a firm mattress or other firm surface
• Babies should be kept warm, but they should not be allowed to get too warm
• Create a smoke-free zone around the infants
• If the baby seems sick, inform the parents to contact their doctor right away

If you have any more questions, please call (800)369-SIDS

Just Remember… BACK TO SLEEP!
Shaken Baby Syndrome

Shaken baby/infant syndrome occurs when adults, frustrated and angry with children, shake them strenuously AND CAN CAUSE serious injury such as:

- Spinal injury/paralysis, blindness or other eye trauma, seizures,
- delay in normal development - impaired motor and sensory skills,
- broken bones, dislocations, and retardation...to name a few.

How do you prevent Shaken Baby Syndrome?

You never shake a baby!
Effective 1/1/05, changes to the California CPS Law will cite the parent/guardian for each child who is not properly restrained in the rear seat unless the child is 6 years or older, or weighs 60 pounds or more. You may be fined for violating the California Child Passenger Safety Law.

A child may NOT ride in the front seat with an active passenger airbag if:

• Under one year of age
• Weighs less than 20 pounds
• Riding in rear-facing CPRS

Exceptions:

• Your vehicle has no rear seats
• Rear seats are side facing jump seats
• The child restraint system cannot be properly installed in the rear seat
• Children under age 12 occupy all rear seats
• Medical reason requires that a child not be restrained in the back seat
Things to Remember

- Maintain licensing reports and substantiated complaints for 3 years

- Licensing reports readily available to parents upon their request
Applicant/Licensee Rights

Applicants/Licensees have the following rights:

- to require licensing field staff to identify themselves.
- to be advised of the type of visit
- to be treated as a professional with dignity and respect.
- to receive a signed report at the exit interview

*Please refer to the Regulations for complete list of Applicant/Licensee Rights*
Who can you call with questions?

- Your local Community Care Licensing Office
  - Your Assigned Analyst or Duty Officer

  *Regional Office Address (insert here)*
  *Regional Office Phone/Fax Number (insert here)*

- Your local Resource & Referral Agency
  *www.rrnetwork.org*

---

*Thank you for attending!*