



# Child Care Chat

## Spring is here, time to check on the playground!

### Time for Shade!

A good thing to keep in mind is when Spring rolls around, it's time to make sure your playground has adequate shade. According to NAC 432A.250, throughout the months of April and September, your outdoor play area must have a shade area "at least equal in size to the product of 5 square feet multiplied by the total number of children in the play area." Remember, the building walls providing shade does NOT count towards the shade square footage requirement.



### Sufficient Resilient Surface

With all of the wet and cold weather Nevada experienced this winter, it's common for resilient surface to be compacted. Now that the ground is warming up, it's a great time to rake, shovel, and redistribute the resilient surface you have under fall zones of playground equipment. Log a reminder on your calendar to routinely check the resilient surface and order more as needed!



### Routine Maintenance

Now's the time to walk through the playground and check for cracked equipment to repair or replace, loose screws/bolts to tighten, splintering wood to be sanded and sealed, garbage to pick up, and to see if there is a sufficient amount of toys to promote gross motor activity. In the mood for more spring cleaning? Wipe down and sanitize your outdoor play equipment so that it's ready for a spring and summer full of outdoor play!



If you have any questions regarding playground regulations, please contact your surveyor!

## Child Care Chat

Volume VI, Issue 2

April 2019

### Special points of interest:

- ☺ Remember to notify your Surveyor regarding closures for any reason!
- ☺ Your Surveyor can be a great source for ideas and suggestions!
- ☺ The Nevada Registry site has a Job Board! You might just find your next great employee there!

## Plan of Correction:

After any inspection or visit where deficiencies are noted by a surveyor, a Statement of Deficiencies (SOD) is issued. Once an SOD is issued, the facility owner or director has 10 business days to submit an acceptable Plan of Correction (POC). When submitting your POC remember you MUST address the four following areas or an unacceptable POC will be issued.

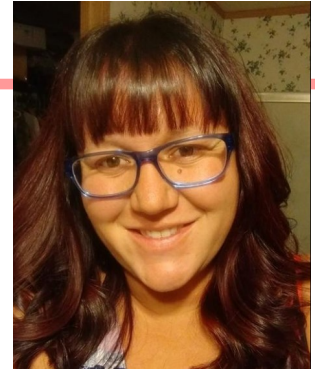
1. The specific actions that will be taken to correct the deficiency and verification of completion (documents, photographs, etc.)
2. The date the corrective action will be completed
3. Changes that will be made to prevent future occurrence of the deficient practice
4. Identify the person responsible

Reminder: All documents needed in order to correct deficiencies must be submitted by the due date chosen in step 2 of your POC. Late submissions may result in a Notice of Violation or progressive action.

### Inside this issue:

Administrative Assistant Spotlight	2
NABS Reminders	2
Did you know?	3
Child Care Advisory Council	3
NAEYC's Week of the Young Child	4
Staff/Children's File Organization	5
Updated Immunization Requirements	5
Monthly Happenings	6
Listing of Training Form	7
CDC Immunization Chart	8-9

## Administrative Assistant Spotlight: Janeen Silva



Janeen has been a great addition to the Child Care Licensing team! She has stepped up and taken on the huge project of Backgrounds for the entire state while our program has been short staffed within the Administrative Assistant staff.

-Edith Farmer & Latisha Brown, Supervisor & Program Manager

Janeen has been a great asset to Child-care Licensing!! She was baptized by fire, and has done a great job since day one with backgrounds! That was a huge undertaking, and Janeen is always very helpful to me and the providers, so thank you Janeen. Her laid back personality always makes her great to work with. I'm glad you are a part of the team Janeen, thanks for everything you do!!

-Steve Burdon, Surveyor

Janeen jumped right in, eager to help tackle work on backgrounds. She is a great fit in our office, always willing to lend an ear or share a laugh. Janeen was a quick learner and is super helpful for me and providers across the state. She is a lot of fun to work with and I'm so glad she's part of our Licensing office.

-Tiffany Kaplan, Surveyor

Janeen has been a great addition to the Child Care Licensing Team. She has picked up the background check process quickly and is always willing to help pro-

viders with any questions or concerns they may have with the Nevada Automated Background System (NABS). Janeen is a great co-worker and I appreciate all she does for the team! Thanks Janeen!

-Josh Lancaster, Surveyor

Janeen is the newest addition to our Child Care Licensing team who fit right in with all our fun personalities. Janeen is our hero for coming in to her Administrative position and having to complete the North's Background investigations as well as the South while we are doing some reconstruction here in Las Vegas. Help is on its way soon Janeen!!

I don't know how she does it dealing with all the phone calls and emails and entering information into NABS to ensure she doesn't get behind but I definitely commend her for all of her hard work.

Thanks again Janeen for all you do for us and our providers!!

-Kerra Fuentes, Surveyor

Janeen came to Child Care Licensing and hit the ground running with the background checks. Even with her huge workload, she never appears to get flustered. Janeen has such an easy going personality and is always so kind and patient when assisting providers with NABS and background questions. It is

delightful to have her in our Northern office!

-Lisa Roberts, Surveyor

Janeen is kind and friendly. She is very positive and helpful whenever I need assistance.

-Jennie Ballou, Surveyor

Janeen is a welcome addition to the Child Care Licensing team. She brings a kind, friendly, positive attitude to our office. Her assistance with backgrounds and NABS is greatly appreciated!

-Tammy Hutchinson, Surveyor

Janeen is very knowledgeable in background. She is friendly and easy to speak with.

-Silvia Cisneros, Surveyor

I am happy she is on the team and I look forward to working with her more.

-Cher Southwick, Surveyor

## Nevada Automated Background System (NABS) Reminders:

When using the Nevada Automated Background System (NABS) for hiring/terminating employees please remember to keep the following in mind:

-The hiring and termination of employees must be completed within 24 hours in the NABS system. You no longer need to submit a Change in Personnel form to Child Care Licensing.

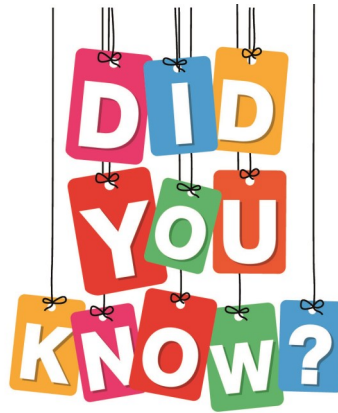
-When hiring a staff member who is under 18 you do not need them to fill out a Consent and Release form. Simply fill out the Change in Personnel form and upload the document when hiring the employee. After submitting the application, contact our backgrounds Administrative Assistant (contact information below) so that an Under 18 Eligibility Memo can be issued.

-When staff obtain documents that are needed to complete their background check application such as their out of state background check/Out of State Verification form or permanent work card, upload the documents to their profile. Once uploaded, contact our backgrounds Administrative Assistant (contact information below) so that the documents can be processed in a timely manner.

-Remember, out of state background checks MUST be completed within 90 days of hire. This process should be started at the same time the staff member gets fingerprinted to work in the facility.

Child Care Licensing Backgrounds: [dpbhclbackgrounds@health.nv.gov](mailto:dpbhclbackgrounds@health.nv.gov) 775-684-4463





→ Be sure to visit our [Facebook page](#) or sign up for our [ListSERV](#) in order to receive information and regular updates.



→ Any blue link in the newsletter can be clicked on while using a computer to take you to a webpage with more information.

→ If you have any tips, tricks, pictures of events/projects, or helpful hints that you would like to share with childcare providers of Nevada, please be sure to share them onto our Child Care Licensing Facebook page!

We also encourage those who like our [Facebook page](#) to share helpful information or posts from your facility. As always, if you choose to write on the Child Care Licensing Facebook wall, we expect that it will be done in a respectful manner.

→ Child Care Licensing's Office will be closed on the following date:

- May 27th



Know someone who is interested in getting licensed? Make sure to let them know that Child Care Licensing's License Application Process training is now online! All providers submitting an initial licensing application will be required to take this training and submit their certificate of completion with their application. The training can be accessed via the Child Care Licensing website under the [training & education](#) link.

## Child Care Advisory Committee

This committee meets quarterly to discuss, examine, consider, and make recommendations concerning Nevada's child care industry.

Child Care Advisory meetings are open to all child care providers to attend either in person or by calling in; so come and have your voice heard! If you are unable to attend in person you can always call in!

Agenda information will be posted in designated state and county offices as well as on the Nevada Registry website.

Current scheduled meeting dates are:

- \* April 9th 2019

Meetings begin at 1:30 pm.



For more meeting information, please visit our website at <http://dpbh.nv.gov>

and subscribe to our Child Care Listserv today!

As a listserv member you will receive up-to-date information concerning Child Care Licensing, advisory meeting dates, times, places and meeting minutes.

# April 8-12, 2019 is NAEYC's week of the young child!

The week of the young child is an annual celebration sponsored by the National Association for the Education of Young Children (NAEYC) celebrating early learning, young children, their teachers and their families.

Come together with early learning programs in fun, hands-on learning experiences. Enjoy music, explore food and cooking, build together, create art, and celebrate your family.

Here is a list the daily events:

## Music Monday!-April 8th

Sing, dance, celebrate, and learn. "Through music, children develop math, language, and literacy skills-all while having fun and being active."

**Try this:** Find the beat to connect music, movement, and math. Practice clapping, drumming, or stomping to the beat of the music while counting."



## Tasty Tuesday!- April 9th

Healthy eating & fitness at home and school

"This fun, food-themed day is about more than just cheese and crackers. Cooking together connects math with literacy skills, science, and more. With the rise in childhood obesity you can encourage healthy nutrition and fitness habits at home and in the classroom."

**Try this:** Measure the ingredients while making your tacos! Ask children if they'd like the same or different amounts of each ingredient."



## Work Together Wednesday!- April 10th

Work together, build together, learn together

"When children build together they explore math and science concepts and develop their social and early literacy skills. Children can use any building material- from a fort of branches on the playground to a block city in the classroom, or a hideaway made from couch pillows."

**Try this:** Practice organizing blocks by size! Try building a block tower with large blocks on the bottom and little blocks on the top!"



## Artsy Thursday!- April 11th

Think, problem solve, create

"Children develop creativity, social skills and fine motor skills with open-ended art projects where they can make choices, use their imaginations, and create with their hands. On Artsy Thursday celebrate the joy and learning children experience when engaged in creative art making. Use any materials- from crayons to paint, clay to crafts!"

**Try this:** Bring art outdoors! Offer dark and light paper, chalk and pastels, and suggest children create their own versions of the day and night sky!"



## Family Friday!- April 12th

Sharing Family Stories

Engaging and celebrating families is at the heart of supporting our youngest learners. NAEYC applauds family members' role as young children's first and most important teachers.

**Try this:** Invite parents for a Family Friday breakfast where children can prepare and share breakfast treats with their families!



Be sure to visit NAEYC's website for activity resources for each day by clicking the image below:



If your facility participates in NAEYC's week of the young child, be sure to share any pictures or stories on to the Nevada Child Care Licensing's Facebook page so that we can share with providers across the state!



# Staff and Children's File Organization

When surveyors come out for an inspection they will always check on staff and children's files. In order to ensure a smooth inspection, all current paperwork should be accounted for in the file without clutter included. All files should be organized in a consistent manner. Purge/archive outdated TB tests, NV Registry certificates, previous year's annual trainings, etc. Taking the time to go through the files quarterly helps to ensure they are ready to go for your semi or annual visits!

The Listing of Trainings form, which is required to be uploaded to your renewal application, has recently been updated! A copy of the most current version of this form can be found attached to this newsletter and on the forms section of our website.



## Child Files must include:

- Enrollment/Admission paper work with start date
- Permission to release information
- Right to view complaints
- Transportation release (if applicable)
- Emergency Medical Release
- Current Immunization Record
- Health Statement
- Assessments (to be done within 90 days of enrollment and biannually)
- Contractor release (if applicable)

**\*For examples of any of these forms, please contact your surveyor\***

## Staff Files must include:

- Background Eligibility Memo
- Consent and Release Form
  - Current TB test
- Current Nevada Registry Certificate
  - Current CPR
  - First Aid Training
- Signs of Illness/Blood Borne Pathogens
  - Child Abuse
  - SIDS
- 3 hours of Child Development or Positive Guidance/Discipline
  - Shaken Baby Syndrome
  - Transportation
- Building and Physical Premises Safety
- Medication Administration
- Emergency Preparedness
- Annual Training hours for your current licensing year

# Updated Immunization Requirements

As a reminder, children who attend any child care facility now must receive all required vaccines at the youngest age recommended by the Centers for Disease Control and Prevention (CDC). During the file review, mentioned above, surveyors will be looking to ensure a current immunization record is on file, or a note from the child's Dr. stating the next scheduled appointment. A 2019 recommended immunization chart for children from birth through 6 years can be found attached to this quarter's newsletter.

Remember, once you get a new immunization record from the parent or WebIZ, purge any of the old records in the child's file. Files need to be consistently organized so accurate information can be accessed. Purge or archive duplicates or outdated information that may be in the file. (i.e.- outdated immunization records, old accident reports,

# Monthly Happenings:

## April 22nd is Earth Day!

Earth Day is a wonderful time to introduce children to the world we live in. Simple acts such as planting flowers, cleaning up the playground or sidewalks around the school, or going green activities help children to establish an understanding of their environment and their responsibility to take care of it.

Other ideas include:

- Teach children about recycling and utilize recycled goods in the classroom. (items such as lids on applesauce pouches for sorting/building)
- Read "The Lorax"
- Nature Walks
- Make pinecone birdfeeders
- Brainstorm ways to protect the Earth



## May is National Bike Month

**Snap on those helmets! Set out the cones! It's time for a bike day!**

This month is the perfect time not only to promote health and wellness with the children in your care, but also a chance to have fun! Pick a day (or two, or three....) and have children bring in their bikes from home to ride during outside time.

Children will not only be getting their gross motor practice through movement and balance, but they will also have the opportunity to test out those sharing skills!



\*Reminder: Have parents/staff label each child's bike and helmet to avoid frustrations when there are 5 of the same bike at pickup

## June 25th is Eric Carle's Birthday!

The author of many beloved children's books is turning 90 this year! Children (and adults) are drawn in to the story with many of the books having simple text and beautiful illustrations. Make a quick trip to the library and check out a few of the many books that Eric Carle has written and illustrated to share with the children. Let their imagination and creativity run wild with a painting activity!

This year also marks the 50th anniversary of The Hungry Caterpillar!

Take this opportunity to read a book and have a Hungry Caterpillar taste test!



## State of Nevada Child Care Licensing

727 Fairview Dr. Ste E  
Carson City  
1020 Ruby Vista Dr. Ste 101  
Elko  
3811 W. Charleston Blvd #210  
Las Vegas

Carson Office: 775-684-4463  
Elko Office: 775-753-1237  
Las Vegas Office: 702-486-3822



Our vision for the Child Care Licensing Unit is to promote the healthy growth, development, and protection of children, increase availability of positive and nurturing learning environments and provide support for families by regulating and licensing high quality, developmentally appropriate, and flexible care, through a wide range of care options.

This vision involves mentoring and guiding child care providers to become advocates for children and family issues, as well as, foster the growth and development of the provider community. In support of this vision Child Care Licensing will work to expand the awareness of state legislators, local regulatory agencies and consumers so as to encourage support for improving the quality of child care environments for Nevada's children and families

**LISTING OF TRAININGS COMPLETED BY FACILITY AND FAMILY/GROUP CARE STAFF, RESIDENTS, EMPLOYEES,  
SUBSTITUTES, ALTERNATES, AND VOLUNTEERS**

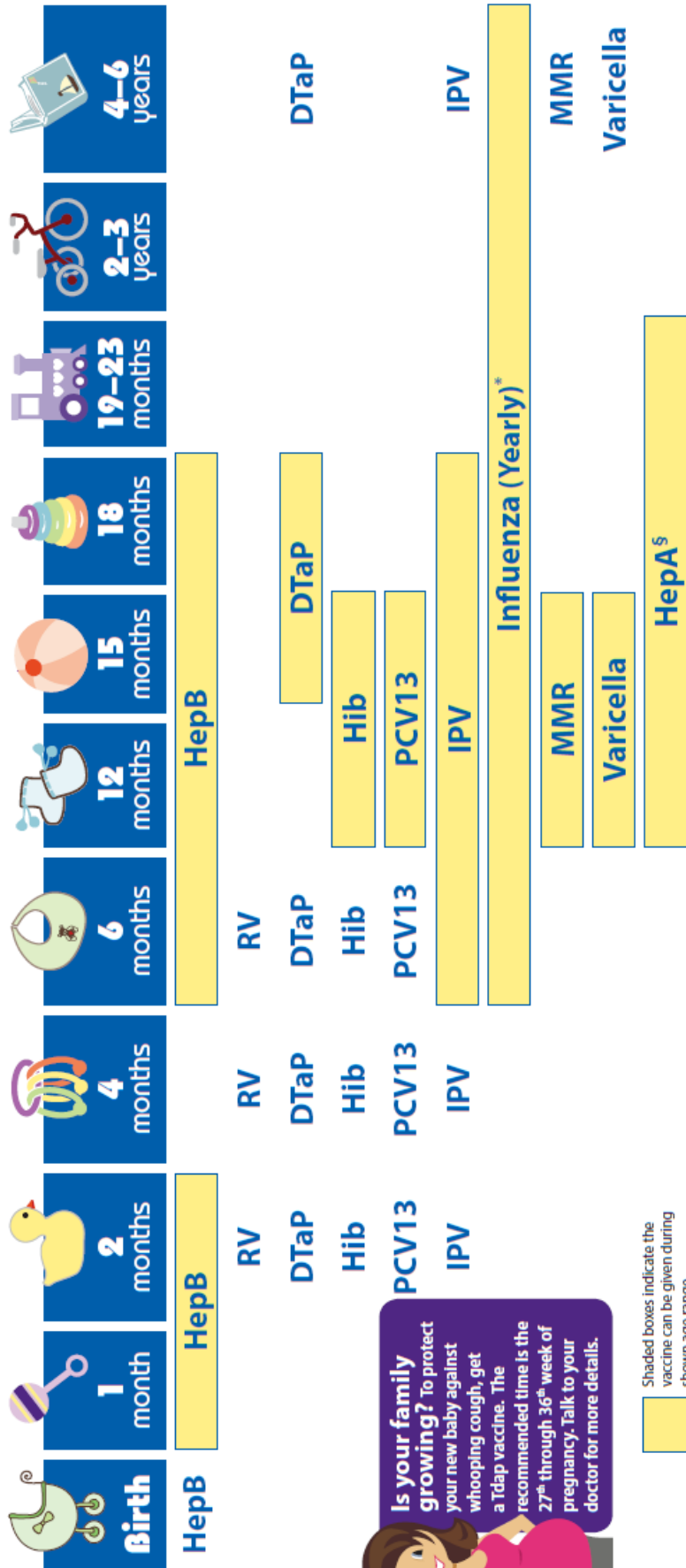
FACILITY: \_\_\_\_\_ DATE: \_\_\_\_\_  
 FACILITY ADDRESS: \_\_\_\_\_

EMPLOYEE INFORMATION	EXPIRATION DATE OF FINGER-PRINTS	C & R	L E T T E R * ✓	ORIENTATION DATE	NEVADA REGISTRY ID #	TB TEST DATE EXPIRES	CPR DATE EXPIRES	SIGNS OF ILLNESS COURSE (2 Hours)	CHILD ABUSE & NEGLECT COURSE (2 Hours)	SIDES COURSE (2 Hours)	SHAKEN BABY SYNDROME AND ABUSIVE HEAD TRAUMA (1 Hour)	HUMAN GROWTH AND DEVELOP. OR POSITIVE GUIDANCE COURSE (3 Hours)	ADMINISTR. OF MEDICATION COURSE (2 Hours)	BUILDING AND PHYSICAL PREMISES SAFETY COURSE (2 Hours)	EMERGENCY PREPAREDNESS COURSE (2 Hours)	TRANSPORTATION COURSE (1 Hour)	WELLNESS COURSE (2 Hours Required Initial Training and Annually) ***	CONTINUING TRAINING		
																		24 ANNUAL HOURS within facility licensing year CURRENT LICENSING YEAR ONLY Y/N		
NAME:																				
TITLE:																				
HIRE DATE:																				
START DATE:																				
NAME:																				
TITLE:																				
HIRE DATE:																				
START DATE:																				
NAME:																				
TITLE:																				
HIRE DATE:																				
START DATE:																				

PLEASE USE MONTH/DATE/YEAR IN EACH OF THE ABOVE COLUMNS; A CHECKMARK IS NOT SUFFICIENT

\* Consent and Release Form  
 \*\* Clearance Letter from Child Care Licensing  
 \*\*\* Child Wellness-Healthy Nutrition/Obesity Prevention/Physical Activity  
 REMINDER: 12 hours of annual training must be specific to the age group the facility is licensed for; Symptoms of illness may be counted toward the annual training once every 36 months.

# 2019 Recommended Immunizations for Children from Birth Through 6 Years Old



**NOTE:** If your child misses a shot, you don't need to start over. Just go back to your child's doctor for the next shot. Talk with your child's doctor if you have questions about vaccines.

**FOOTNOTES:**  
 \* Two doses given at least four weeks apart are recommended for children age 6 months through 8 years of age who are getting an influenza (flu) vaccine for the first time and for some other children in this age group.  
 † Two doses of HepA vaccine are needed for lasting protection. The first dose of HepA vaccine should be given between 12 months and 23 months of age. The second dose should be given 6 months after the last dose. HepA vaccination may be given to any child 12 months and older to protect against hepatitis A. Children and adolescents who did not receive the HepA vaccine and are at high risk should be vaccinated against hepatitis A.  
 ‡ If your child has any medical conditions that put him at risk for infection or is traveling outside the United States, talk to your child's doctor about additional vaccines that he or she may need.

See back page for more information on vaccine-preventable diseases and the vaccines that prevent them.

For more information, call toll-free  
**1-800-CDC-INFO (1-800-232-4636)**  
 or visit  
**www.cdc.gov/vaccines/parents**



**U.S. Department of Health and Human Services**  
 Centers for Disease Control and Prevention



**American Academy of Pediatrics**



DEDICATED TO THE HEALTH OF ALL CHILDREN™



## Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
<b>Chickenpox</b>	Varicella vaccine protects against chickenpox.	Air, direct contact	Rash, tiredness, headache, fever	Infected blisters, bleeding disorders, encephalitis (brain swelling), pneumonia (infection in the lungs)
<b>Diphtheria</b>	DTaP* vaccine protects against diphtheria.	Air, direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the heart muscle, heart failure, coma, paralysis, death
<b>Hib</b>	Hib vaccine protects against <i>Haemophilus influenzae</i> type b.	Air, direct contact	May be no symptoms unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), intellectual disability, epiglottitis (life-threatening infection that can block the windpipe and lead to serious breathing problems), pneumonia (infection in the lungs), death
<b>Hepatitis A</b>	HepA vaccine protects against hepatitis A.	Direct contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Liver failure, arthralgia (joint pain), kidney, pancreatic and blood disorders
<b>Hepatitis B</b>	HepB vaccine protects against hepatitis B.	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
<b>Influenza (Flu)</b>	Flu vaccine protects against influenza.	Air, direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
<b>Measles</b>	MMR** vaccine protects against measles.	Air, direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
<b>Mumps</b>	MMR** vaccine protects against mumps.	Air, direct contact	Swollen salivary glands (under the jaw), fever, headache, tiredness, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), encephalitis (brain swelling), inflammation of testicles or ovaries, deafness
<b>Pertussis</b>	DTaP* vaccine protects against pertussis (whooping cough).	Air, direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Pneumonia (infection in the lungs), death
<b>Polio</b>	IPV vaccine protects against polio.	Air, direct contact, through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
<b>Pneumococcal</b>	PCV13 vaccine protects against pneumococcus.	Air, direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
<b>Rotavirus</b>	RV vaccine protects against rotavirus.	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
<b>Rubella</b>	MMR** vaccine protects against rubella.	Air, direct contact	Sometimes rash, fever, swollen lymph nodes	Very serious in pregnant women—can lead to miscarriage, stillbirth, premature delivery, birth defects
<b>Tetanus</b>	DTaP* vaccine protects against tetanus.	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Broken bones, breathing difficulty, death

\* DTaP combines protection against diphtheria, tetanus, and pertussis.

\*\* MMR combines protection against measles, mumps, and rubella.