



# Child Care Chat

## Summer Sun Safety:

Summer is here in full force along with triple digit temperatures! Child Care Licensing would like to offer some sun safety reminders for the upcoming months.

-Children should be drinking five ounces every 20 minutes during outdoor activities to prevent dehydration. Tip: A child's "gulp" equals half an ounce so children should drink 10 "gulps" for every 20 minutes of play.



-Remember, children must be offered drinking water throughout the day, not just at meals. NAC432A.385.1(e)

-For children 6 months and older: Apply sunscreen early; Children's sunscreen should be applied 15-30 minutes prior to outdoor activity in order for the sunscreen to absorb into the skin. Remember, sunscreen should only be applied to children under 6 months if specific to their age.



-Limit outdoor activity to early morning and late evening, avoid peak-sun hours between 10a.m. and 2 p.m. as much as possible.



-Check for hot surfaces on playground equipment before allowing children to play on it. Surfaces can become extremely hot and can cause burns on the skin.



-Encourage parents to bring in hats, sunglasses, and light weight clothing to offer protection from the sun during outdoor play.



-If children are unable to stay outside for the duration of their scheduled outdoor time, ensure gross motor activities / time to get their energy out is offered indoors.



-Keep in mind that infants and toddlers are unable to tell an adult when they are too hot and most young children need to be reminded to stop playing to cool down. Remind staff to be diligently watching to avoid a child overheating.

## Child Care Chat

Volume II, Issue 3

July 2015

### 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!

### Inside this issue:

Surveyor Spotlight	2
Outside Contractors	2
Developmental Domains- Language	3
Licensing Helpful Reminders	3
Regulation Review	4
Monthly Happenings	5
Car Seat Safety	6/7
Outside Contractor Form	8

# Surveyor Spotlight! Kerra Fuentes



Kerra is our office MacGyver-- whatever you need she always has something to suffice. She is reliable and always willing to lend a helping hand.

-Diane Hardy, Las Vegas Surveyor

---

Kerra is always willing to help out with other surveyors if they need assistance with inspections, or paperwork questions. She is very resourceful and helpful! We are office mates... so it breaks up the monotony of the day when we can all laugh and joke around!

-Steve Burdon, Las Vegas Surveyor

---

Kerra is often teased about being OCD in our office. Her desk is ALWAYS neat, clean and organized even when she is entering information into Aspen or typing complaints, never a paper

out of order. :)

Kerra is a great "sounding block". She often listens and assists me in wording emails to providers.

-Lisa Torgerson, Las Vegas Surveyor

---

Kerra is an avid outdoors woman... she loves to hike, fish, bike and go to various concerts. She is a loving mother of 2 one of which just graduated from Air Force Boot Camp. Helpful hint: her mother was a child care owner in the Bay Area so she pretty much grew up in this business.

-Geneses Gordon, Las Vegas Admin Assistant

---

Kerra works very hard to coordinate all of our trainings that we offer. She also makes sure that no one's birthday at the office is ever forgotten! Kerra has good

relationships with her providers. She's a hard worker and a great mom! It's a pleasure to work with her.

-Edith Farmer, Las Vegas Surveyor

---

Kerra is a valuable team member who keeps up with all the current information and challenges in the ECE field. She is very bubbly and keeps smiles on everyone's faces whether it's from across the hall or 433 miles away. We look forward to seeing Kerra at future conferences .

-Latisha, Anna Lisa, Tammy, Alicia, Lisa, & Tiffany :)

## Outside Contractors:

Contract staff include those the facility may pay to come in and provide services for the children. These services include, but are not limited to, the following:

- Dance
- Music
- Art

It is important for you to remember that if the contract workers are being paid by the facility; the contractors must be have a current TB test, be fingerprinted, and submit a consent and release form and a change in personnel form to Child Care Licensing.

Regardless of who is paying the contractor, all parents must sign a contractor release. Feel free to use the attached sample or create your own.



# Developmental Domains: Language Development

Language Development is the process in which children come to understand language by expressing their thoughts and feelings. Adults can help children learn language primarily by talking with them.

The first three years of life, when the brain is developing and maturing, is the most important time for children to acquire language and speech skills. These skills develop best in an environment that is rich with sounds, sights, and lots of exposure to the speech and language of others.

Children vary in their speech and language development but all follow a natural progression for mastering the skills of language.

Staff in your facility can easily facilitate language development in children by knowing which milestones come at different points in the child's life.

Infant speech: while we all know infants cannot speak, there are still some skills that can be assessed. By 3 months, children should be cooing. By 6 months, chil-

dren should be able to babble with consonant sounds, gurgle and vocalize their feelings of happiness or when they are sad. Before the child is 1 year old, they should use their speech sounds prior to crying for attention.

Toddler speech: Around the child's 1st birthday, speech really "booms". The toddler might be saying a few actual words along with babbling. They should be able to take turns "talking" to you. Around 18 months children should be able to learn one new word each week.

Two Year Old speech: 2 year olds should be able to use between 50 and 100 words and several two word phrases. The child may even be able to use a few three word sentences. Staff who are familiar with the child will be able to understand them most of the time.

Preschool speech: The preschool aged child can tell you all about their day, what they had for breakfast/dinner, and what they want to play with that day. Between 3-4 years children start to talk in sen-

tences consistently and clearly. At this age even unfamiliar people will understand much of what the child says.

Ways staff can help with child language development:

- Mimic the babbles and coo's to "talk" with the infants
- Have staff read books with emotion and fluctuations in their voice.
- Encourage open conversations between staff and children. Have staff ask open ended questions rather than those that have a "yes" or "no"
- Encourage conversations with the children during physical play, outdoor play, and during learning.



## Helpful Reminders from Licensing:

Child Care Licensing will be closed on the following days:

- July 3rd
- September 7th



All Center Directors should have received a Director Application from their surveyor. All Directors, including those that were previously approved, will need to fill out the application and return as soon as possible in order to be re-approved under NRS 432A.1773. Please contact your surveyor with any questions!

**We have a new website!**

Go to:

<http://dpbh.nv.gov>

And click on Child Care Licensing!

# Reg Review!: Daily Sign in Sheets (NAC 432A.280.5)

One of the most important parts of your classroom is a simple sheet of paper that allows staff, emergency personnel, and licensing to quickly identify how many children are in your care. Daily sign in sheets must be maintained daily and accurately reflect the number of children and staff in each classroom.

Each time a child is dropped off or picked up, they should be signed in or out, even if this happens numerous times in one day.

Staff should be signing

in/out upon arrival, when they leave for lunch, return from lunch, and departure for the day. While this may seem excessive these sign in sheets are crucial in order to ensure an accurate count.

These documents also provide documentation in case of a complaint being made. It is recommended to hold onto sign in sheets for a year and then purge thereafter.

For examples of sign in sheets or if questions arise please contact your surveyor.

Daily Sign-In/Out Sheet

DATE: \_\_\_\_\_

Student Name	Time In	Parent Signature	Time Out	Parent Signature

Staff Name	Time In	Initial	Time Out	Initial

## Organized Files:

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. Taking the time to go through the files quarterly helps to ensure they are ready to go for your semi or annual visits.



### 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 & bi-annually)
- Contractor release (if applicable)

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

### Staff files must include:

- Child Care Clearance
- Consent & 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
- Annual Training hours for current licensing year

# Monthly Happenings:

## July 10th is Teddy Bear Picnic Day!

These warm summer days are perfect to have children bring their teddy bear out for a day in the sun.

Stuffed animals are a favorite for kids, encourage them to bring their favorite one in for a picnic with their friends! While children think they are simply eating lunch with friends and stuffed animals, this activity encourages social/emotional development!



## August 9th is Book Lovers Day!



All kids love books! During this month encourage kids to bring in their favorite books to share with their friends. Staff can even create sign up sheets to have parents volunteer to read to the class throughout the day.

## September 14-18th is Child Passenger Safety Week!

If there are children in your facility, chances are they arrived by using a car seat or seat belt. This week can be used as a reminder to check on child car seats and seat belts to ensure they are in proper working order. Educate all adults who transport children (parents and staff) on the various car seat/seat belt safety recommendations attached to help prevent injuries. These simple tips can easily save lives in the event of an accident.



## State of Nevada Child Care Licensing

727 Fairview Dr. Ste E  
Carson City  
1010 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

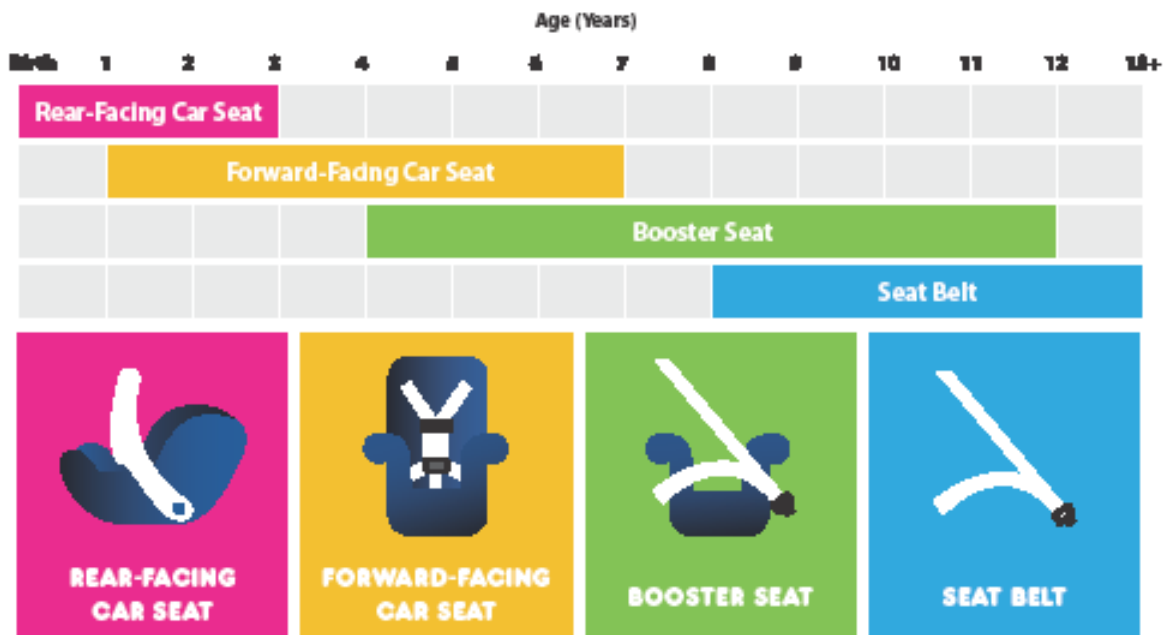


Our vision for the Child Care Licensing Unit is to promote the healthy growth, development, and protection of children, increase availability of positive and nurturing learning environments and provide support for families by regulating and licensing high quality, developmentally appropriate, and flexible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

# Car Seat Recommendations for Children

There are many car seat choices on the market. Use the information below to help you choose the type of car seat that best meets your child's needs.



- Select a car seat based on your child's age and size, choose a seat that fits in your vehicle, and use it every time.
- Always refer to your specific car seat manufacturer's instructions (check height and weight limits) and read the vehicle owner's manual on how to install the car seat using the seat belt or lower anchors and a tether, if available.
- To maximize safety, keep your child in the car seat for as long as possible, as long as the child fits within the manufacturer's height and weight requirements.
- Keep your child in the back seat at least through age 12.

## Rear-Facing Car Seat



### Birth – 12 Months

Your child under age 1 should always ride in a rear-facing car seat. There are different types of rear-facing car seats:

- Infant-only seats can only be used rear-facing.
- Convertible and All-in-One car seats typically have higher height and weight limits for the rear-facing position, allowing you to keep your child rear-facing for a longer period of time.



### 1 – 3 Years

Keep your child rear-facing as long as possible. It's the best way to keep him or her safe. Your child should remain in a rear-facing car seat until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the rear-facing car seat, your child is ready to travel in a forward-facing car seat with a harness and tether.

## Forward-Facing Car Seat



### 1 - 3 Years

Keep your child rear-facing as long as possible. It's the best way to keep him or her safe. Your child should remain in a rear-facing car seat until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the rear-facing car seat, your child is ready to travel in a forward-facing car seat with a harness and tether.



### 4 - 7 Years

Keep your child in a forward-facing car seat with a harness and tether until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the forward-facing car seat with a harness, it's time to travel in a booster seat, but still in the back seat.

---

## Booster Seat



### 4 - 7 Years

Keep your child in a forward-facing car seat with a harness and tether until he or she reaches the top height or weight limit allowed by your car seat's manufacturer. Once your child outgrows the forward-facing car seat with a harness, it's time to travel in a booster seat, but still in the back seat.



### 8 - 12 Years

Keep your child in a booster seat until he or she is big enough to fit in a seat belt properly. For a seat belt to fit properly the lap belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should lie snug across the shoulder and chest and not cross the neck or face. Remember: your child should still ride in the back seat because it's safer there.

---

## Seat Belt



### 8 - 12 Years

Keep your child in a booster seat until he or she is big enough to fit in a seat belt properly. For a seat belt to fit properly the lap belt must lie snugly across the upper thighs, not the stomach. The shoulder belt should lie snug across the shoulder and chest and not cross the neck or face. Remember: your child should still ride in the back seat because it's safer there.

---

## OUTSIDE CONTRACTOR

I understand that my child is participating in activities with an outside contractor. I understand (check one)

\_\_\_The facility is paying the contractor for their services; the contractors are required to get a full background check. Children will not be signed out of care and at least one staff member from the facility will be with the children at all times, in addition to the contractor.

\_\_\_Parents are paying the contractor for their services; the contractors are not required to get a full background check. Children must be signed out of care from the facility and will be under the care of the contractor. The contractor works for the parent and not the facility. Children may be left alone with the contractor. The facility assumes no liability while child is in the care of the contractor.

Child's Name: \_\_\_\_\_ Contractor: \_\_\_\_\_

Type of Service: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

## OUTSIDE CONTRACTOR

I understand that my child is participating in activities with an outside contractor. I understand (check one)

\_\_\_The facility is paying the contractor for their services; the contractors are required to get a full background check. Children will not be signed out of care and at least one staff member from the facility will be with the children at all times, in addition to the contractor.

\_\_\_Parents are paying the contractor for their services; the contractors are not required to get a full background check. Children must be signed out of care from the facility and will be under the care of the contractor. The contractor works for the parent and not the facility. Children may be left alone with the contractor. The facility assumes no liability while child is in the care of the contractor.

Child's Name: \_\_\_\_\_ Contractor: \_\_\_\_\_

Type of Services: \_\_\_\_\_

Facility Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_