







State of Nevada Child Care Licensing Reference Guide


1. First Aid and Emergency Exit Plan
 - a. First-aid kit accessible on-site that complies with the requirements of the Occupational Safety and Health Administration of the United States Department of Labor
 - b. Emergency exit plan posted on-site in a conspicuous place
 - c. At least one staff member or volunteer on-site and available during the hours of operation who is certified and receives annual training in the use and administration of first aid, including, without limitation, cardiopulmonary resuscitation
2. Background check and Child Abuse and Neglect Screening
 - a. A background and personal history check not later than 3 days after the staff member is hired
 - b. A child abuse and neglect screening through the Statewide Central Registry for the Collection of Information Concerning the Abuse or Neglect of a Child established by [NRS 432.100](#) to determine whether there has been a substantiated report of child abuse or neglect made against the staff member
3. Maintaining Records
 - a. Maintain records containing pertinent information regarding each staff member of the program
 - b. Before the admission of a child to a facility, the parent shall give the following information to the caregiver:
 - i. The child's full legal name, date of birth, current address and preferred name
 - ii. The name, address and telephone number of each parent responsible for the child and any special instructions needed to reach the parent during the hours the child is in the facility
 - iii. The name, address and telephone number of any person who can assume responsibility for the child and is authorized to take the child from the facility if the parents cannot be reached
 - iv. Information concerning the health of the child, including any special needs of the child
 - v. A written authorization signed by a parent which allows emergency surgical and medical care
 - c. Maintain a daily sign-in sheet that includes:
 - i. The first and last names of staff and children
 - ii. The times of arrival and departure for staff and children.
4. Sanitary Measures for Changing Diapers
 - a. Each area in a facility that is used for changing diapers must:

- i. Have a smooth, nonabrasive, impervious surface
 - ii. Be located within close proximity to a sink that is not used for the preparation of food
 - iii. Not be located in an area in which food is prepared
 - iv. Have a smooth, nonabsorbent floor covering
 - v. Have nearby, for wet or soiled diapers, a washable receptacle that is lined with plastic and covered with a lid
 - vi. Be kept in good repair and in a safe condition; and
 - vii. Be cleaned and disinfected after each use by removing any visible soil and applying an approved disinfectant.
 - b. Each soiled cloth diaper and any soiled clothing that may be contaminated with contagious matter must be stored in an individual plastic bag and be returned to the parents daily. The facility is not required to rinse or dump the contents of a diaper or the underwear of a child cared for in the facility. Each diaper used, including, without limitation, a commercial disposable diaper, must be able to contain urine and stool and minimize contamination. If cloth diapers are used on children, an absorbent inner liner and a waterproof outer covering must be provided with the diaper.
 - c. The staff of a facility:
 - i. Shall discourage children from coming near an area that is used for changing diapers; and
 - ii. Shall not leave a child unattended in the diaper changing area.
- 5. Washing Hands
 - a. The staff and children of the facility wash their hands with soap from a dispenser and warm water:
 - i. Any time that their hands come into contact with blood, mucus, vomit, feces or urine
 - ii. Before preparing or handling food;
 - iii. Before engaging in any activity related to serving food, including, without limitation, setting the table;
 - iv. Before and after eating a meal or snack;
 - v. After using the toilet, helping a child use the toilet or changing a diaper with or without gloves;
 - vi. After attending to an ill child;
 - vii. After handling an animal;
 - viii. Before and after giving medication to a child
 - ix. After cleaning a container used to store garbage or handling garbage
 - x. After playing in water
 - xi. After playing in a sandbox
- 6. Sanitation
 - a. A carpeted floor or rug on a floor that is too large to wash in a washing machine must be vacuumed not less than one time each day or more often if necessary
 - b. Each floor of a facility that is not carpeted must be swept and mopped not less than one time each day or more often if necessary
 - c. When cleaning a nonporous surface in a facility, including, without limitation, cleaning toys, cribs, tables, high chairs and surfaces used to change diapers, the staff of the facility shall:

- i. Clean the surface first with soap and water to remove any dirt or debris; and
 - ii. Disinfect the surface with a disinfecting agent.
 - d. Please see this page for information on disinfecting agents, talking to children about COVID-19, when to send children or staff home, and more <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html>
 - e. This site is specific to cleaning and disinfecting <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
 - f. A toy or any other piece of equipment that is used for play must be made of a material that is capable of being disinfected and must be cleaned and disinfected promptly after the toy or other piece of equipment has been soiled or put into the mouth of a child, or not less than one time each day
7. Sleeping Devices
- a. Ensure that each infant under 12 months of age is placed on his or her back on a firm mattress, mat or pad manufactured for use by an infant when the infant is napping or sleeping
 - b. Use a safe, sturdy, well-constructed, single-level, free-standing crib, portable crib or playpen for children to nap or sleep in
 - c. Ensure that a child who is older than 18 months of age naps or sleeps in an appropriate crib or on a cot or mat
 - d. Wipe clean each sleeping device with a disinfectant not less than one time each week or more often if necessary
 - e. Ensure that the bedding that each child uses is used only for that particular child
 - f. Replace the bedding each time it is wet or soiled by a child or when the sleeping device is to be used by another child
8. Ratios and Group Size

 Centers  Operating from 6:30 a.m. to 9:00 p.m.		
Age of Child	Child Ratio to Staff	Group Size
Under 9 mos.	4:1	8
9mos - < 2yrs	6:1	12
2yrs. - < 3yrs.	9:1	18
3yrs. - < 4yrs.	12:1	24
4yrs. - < 5yrs	13:1	26
5yrs. & up	18:1	36
Note: When dealing with mixed age groups, ratios will be determined by the youngest child in the room.		
 Operating from 9:00p.m. to 6:30a.m.		
< 3 yrs.	6:1	12
3 yrs. & up	10:1	20

Family Care Homes  Up to 6 children Total	
Age of Child	Group Size
< 1 yr.	2
1yr – 3 yrs.	4
3yrs &up	6

Group Care Homes  Up to 12 children Total		
Age of Child	Child to Staff Ratio	Group Size
< 1 yr.	2:1	4
1yr – 3 yrs.	4:1	8
3yrs &up	6:2	12