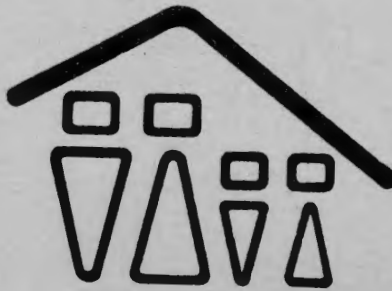


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**MANUAL OF STANDARDS**

**for**

**RESIDENTIAL CHILD CARE FACILITIES**

***Purposes — Procedures — Regulations***



**State of New Jersey**  
**Department of Institutions and Agencies**

*Ann Klein, Commissioner*

**Division of Youth and Family Services**

*James G. Kagen, Director*

*for 11-12-10-11-12-13-14-15-16-17-18-19-20-21-22-23-24-25-26-27-28-29-30-31-32-33-34-35-36-37-38-39-40-41-42-43-44-45-46-47-48-49-50-51-52-53-54-55-56-57-58-59-60-61-62-63-64-65-66-67-68-69-70-71-72-73-74-75-76-77-78-79-80-81-82-83-84-85-86-87-88-89-90-91-92-93-94-95-96-97-98-99-100*

New Jersey. Division of Youth and Family Services.

MANUAL OF STANDARDS  
for  
RESIDENTIAL CHILD CARE FACILITIES

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1976

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I. INTRODUCTION

1.0 Purpose

The purpose of residential child care services should be to provide care and treatment services to those children who cannot be maintained in a normal family situation, and who require intensive education and therapeutic services to overcome multiple social, emotional, mental or physical handicaps.

Residential child care services should not be provided for children who can benefit by the experience of family life, and who can be maintained and educated in the community. In general, residential services are inappropriate for infants and preschool children who require the close supervision and attention that is best provided in a family. Family groups with large numbers of siblings may also generally be best served in a family or foster home situation, and should be maintained as a group insofar as possible.

Handicapped children who are emotionally disturbed, mentally retarded, or physically handicapped should to the extent feasible be maintained in their own home so that they can live as normally as possible within the limits of their particular disability. Residential care should be provided only when a child suffers from a combination of handicaps that requires ongoing treatment, or behaves in a manner that cannot be dealt with in the family or community. This would include children who act out in a manner dangerous to themselves or others, or who require special controls because of established patterns of delinquency or anti-social behavior. Other children who may be appropriate for residential treatment include those suffering from severe emotional trauma of either a conscious or unconscious nature, and who require specialized assistance and a supportive environment to mature in a normal fashion. Children from families that cannot meet their needs, despite the provisions of concentrated social services, may also require some forms of residential care. The specific physical or emotional needs of such children, and the characteristics of the foster home or facility will determine the proper type of placement in such cases.

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I	Introduction

1.1 Approach to Treatment

The Division of Youth and Family Services is committed to a diversified approach to treatment, which encourages the development of a variety of different type of programs to meet the varying needs of children requiring residential care.

Facilities can range from large institutions serving children from many states to small community based facilities serving a finite catchment area. All programs will have common elements such as child care, education, medical, recreational, therapy, or vocational services. Some programs are behaviorally oriented and focus on the reinforcement and support of positive behavior patterns. Others follow a basically psychotherapeutic approach which concentrates on assisting individuals to identify and deal with emotional difficulties which precipitated the need for residential care. An increasing number of increasing number of institutions have programs which combine both approaches, which are given different emphasis and use depending on the type of program and needs of children served.

1.2 Priority for Placements

In recent years, residential placements made by the Division have demonstrated an increasing level of emotional disturbances and behavior problems. The focus of Division placements has shifted from using residential facilities for the care of dependent children whose primary need is for food, shelter, and protection to treatment of children with serious problems who cannot be maintained in the community. Many children who would have been previously placed in an institutional setting are now being cared for in group homes, foster situations, or day programs.

1.3 Goals for Standards

The change in the characteristics of the children has placed new demands on child care agencies, and treatment staffs. The increasing level of disturbances evidenced in Division placements has required increasing professionalization of child care staff, improved mental health services, and expanded vocational and aftercare services. The standards which follow establish basic criteria for treatment services

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and set minimum levels for staff skills and qualifications. They are designed to stimulate a continuing examination and improvement of residential, treatment, and social services in all child care agencies. They reflect the increasing emphasis within the Division of Youth and Family Services on the development of fuller and more comprehensive residential child care programs, improved coordination of services, and the expansion of training and career opportunities for program personnel.

The standards will be reviewed by the Division on a periodic basis and amended as necessary to meet the changing needs of the State. They will form a flexible document that will be changed and upgraded on the basis of evaluation, and as new and more effective approaches are developed for the education and treatment of children.

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II

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Legal Authority and Basis for Standards

II. LEGAL AUTHORITY AND BASIS FOR STANDARDS

2.0 Legal Authority

These rules and regulations are adopted pursuant to statute (NJSA 30:1-12, 30:1-14, 30:1-15, 30:1-16 and 30:4C-4) and Administrative Order 1:15 of the Department of Institutions and Agencies. These statutes and orders give the Division of Youth and Family Services authority to regulate the administration of all institutions and non-institutional agencies operated by the State, to supervise those institutions receiving board and maintenance payments from the State, and to inspect all other residential child care facilities.

Section 30:1-16 provides that the authority conferred by sections 30:1-14 and 30:1-15 to supervise and to inspect private residential facilities may be enforced by order of any court of competent jurisdiction in a civil action against the officer or board having charge of the institution.

2.1 Definitions

An "agency" or "institution" shall mean any public or private establishment which provides for residential, treatment, and social services for 13 or more children on a 24 hour basis.

"Board and maintenance" is defined as the full-time supervision of children's activities including food, shelter, personal hygiene, clothing, and social relationships.

2.2 Applicability of Standards

These regulations shall apply to child care facilities, providing residential treatment and Social Services to 13 or more children who are socially or emotionally disturbed, or who are characterized as dependent, neglected, delinquent, pre-delinquent or having other handicaps or behavioral problems. They shall be binding on all institutions receiving payments from the State for residential or institutional child care, including those facilities operated directly by the Division

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and shall comprise operating guidelines for all other local and private residential institutions and agencies. These regulations shall not apply to summer camps, facilities for the blind, deaf, and drug addicted licensed by the Department of Health; institutions for the mentally retarded inspected by the Division of Mental Retardation, and psychiatric in-patient facilities inspected by the Division of Mental Health and Hospitals; penal; and correctional facilities inspected by the Division of Correction and Parole; day care centers and, residential schools in which the primary function is the education of normal children; "JINS" facilities; and foster and group care homes under the jurisdiction of the Division of Youth and Family Services or an approved public or private agency.

2.3 Effective Date

The standards prescribed in this document shall become effective February 1, 1976.

Residential child care facilities in existence prior to the adoption of these rules will be expected to comply with these regulations or to establish a timetable for compliance at the time of the signing of a contract with the Division to receive placements.

2.4 Waiver of Regulations

The Division may upon written request of an agency waive provision of the regulations in Sections III through X that are not mandated by law if the agency provides clear and convincing evidence, including, at the request of the Division, expert opinion which satisfies the Division that the applicant's alternative method will comply with the intent of the regulation for which waiver is sought.

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	<b>Subject</b>  Organization and Administration

III. ORGANIZATION AND ADMINISTRATION

3.0 Auspice.

Residential child care services should be provided under the auspice of a private social agency or school or by an appropriate public agency.

3.1 Authorization and Incorporation

Articles of incorporation or partnership must set forth sufficient enabling power for the agency to deliver residential care, treatment and maintenance of children. A copy of the organization's by-laws and certificate of incorporation must be filed with the Bureau of Residential Services, Division of Youth and Family Services. All public agencies must have either statutory or regulatory authority to operate a residential child care facility. Out of State agencies must have a valid license to do business in New Jersey, if they operate within the State.

A. Statement of Purpose.

Private agencies shall maintain on record a written statement of purpose identifying the facility's philosophy, goals, and objectives. The statement should identify the types of services provided, the characteristics of the children to be served by the program, and the methods for implementing these services.

B. Disclosure of Ownership.

Private, for-profit facilities shall maintain on record documents fully identifying ownership and corporate officers, copies of which shall be filed with the Bureau of Residential Services together with the certificate of incorporation.

3.2 Governing Board.

All corporations must have a board of directors or trustees responsible for overseeing the fiscal, programmatic and administrative operations of the agency. The Board should meet on a regular basis and shall have the authority to set overall policy guidelines for the agency, to determine and re-

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view fiscal policy, and maintain program and fiduciary accountability. Board members should be selected and serve according to terms set forth in the by-laws and shall have the authority to select and appoint the agency's chief executive officer.

3.3 Employment of Staff.

Staff shall be employed according to the qualifications set forth in section VI on staffing requirements. Each agency shall maintain biographical information on file for each employee including an educational history and prior employment record with positions held, salary and names and addresses of employers.

3.4 Personnel Records and Policies.

The agency shall maintain written personnel policies and procedures which shall be distributed and made known to all staff. These shall include, but not be limited to, length of work week, holidays and sick leave, overtime and benefits, and disciplinary procedures. Individual personnel records shall be maintained for all employees and should contain periodic performance evaluations.

3.5 Consultants.

The agency shall maintain an employment contract on file for any consultant earning more than \$500 in any given fiscal year with a description of the job to be performed, the hourly or per diem rate paid, and a resume of the consultant's professional qualifications.

3.6 Plant and Equipment.

Plant facilities and equipment shall be maintained according to the requirements prescribed in Section VIII on Physical Facility requirements.

3.7 Change in Structure.

The Board of Directors or Executive Director or person officially representing the agency shall notify the Division of Youth and Family Services of any major changes pending or occurring in the corporate structure of the agency.

3.8 Agency Head.

The agency shall have a designated chief executive officer

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who, by official notice, is made known to the Bureau of Residential Services.

3.9 Contract.

A formal contract shall be signed by all agencies receiving placements from the Division. This contract shall specify the terms of agreement, the rights and responsibilities of the contracting parties, the Division's requirement for treatment, and the rate and means by which the agency shall be paid for providing service. The contract shall be negotiated annually, and renewal shall be subject to Division needs, the cost of service, funds available, and agency performance during prior contract periods.

3.10 Approval for Division Placements.

If the agency has not been approved or signed a contract to receive Division placements prior to November 1, 1975, or seeks to operate a facility which has not previously operated, it may request approval to receive placements by submitting a completed Program Application Form and necessary documentation to the Division. This shall include a complete expense budget and a written description of the agency's philosophy, objectives, services provided, and the means by which the services will be delivered. The appropriate application forms and procedures for obtaining approval may be obtained by writing to:

Bureau of Residential Services  
Division of Youth and Family Services  
1 South Montgomery Street  
Trenton, New Jersey 08625

3.11 Demonstration of Financial Capabilities.

An agency shall demonstrate the financial capability of carrying out its program before being approved to receive placement from the Division of Youth and Family Services. To satisfy this requirement an agency must provide evidence that it has or will have sufficient funds available to cover the operating costs of the program for a minimum of 90 days.

3.12 Client Records and Confidentiality

A. General Requirements

The agency shall maintain a written record for each child

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which shall include administrative, treatment and education data from the time of admission until the time the child is terminated. There shall be a written treatment plan for each child maintained according to provisions in Section V: 5.2 and regular entries reporting the implementation of the plan and the effectiveness of the services provided. The agency shall maintain the records in a legible fashion and they shall be signed and dated by the individual making the entry.

B. Entries Required.

All records shall contain, as a minimum, the following entries for each child:

1. Identifying information which shall include the name, sex, race, birthdate, and birthplace, of the child.
2. The name, address, marital status, and religion of the parents or guardian.
3. Date of Admission and source of referral.
4. Date of discharge, reason for discharge, and the name and address of the person or agency to whom the child was discharged.
5. The application and other appropriate and necessary documents showing the custody and legal responsibility for the child.
6. A copy of the child's birth certificate or proof from the referring agency that a birthdate has been verified. In cases where the birth has not been recorded the institution shall endeavor to establish the facts and request that a record of the birth be made by the Bureau of Vital Statistics, New Jersey Department of Health.
7. Consent forms signed in advance for medical care and emergency surgical treatment. Agencies should recognize that doctors, hospitals or psychiatric facilities may require an individually signed consent form for each specific instance of treatment provided.

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8. Health records including an admissions examination report of any illness or injuries and treatment given; dental examination and treatment given if any; psychological tests or psychiatric examination or pertinent health data and recommendations for follow-up medical, dental or psychiatric care.
9. Education records and reports as required in Section V: 5.7.
10. Treatment or clinical records and reports as required in Section V: 5.2.
11. Quarterly reports on the implementation of treatment services, family contacts, and the child's progress and development while under care.
12. An after care plan as required in Section V: 5.13.
13. Records of special or critical incidents.

C. Confidentiality.

Information contained in children's records shall be privileged and confidential. They shall be made available only to authorized personnel of the Division of Youth and Family Services in the course of their official duties, appropriate persons on the agency staff, and the appropriate education representative under conditions described below:

1. Reporting to local school districts.

The agency shall supply the appropriate school personnel with information on the evaluation, treatment planning and prognosis for an individual as may be required to develop a successful education plan. Agencies which provide private education classes for handicapped children shall adhere to the reporting requirements specified by the

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New Jersey Department of Education or by the local school district which contracts for the children's education.

D. Maintenance of Records.

An agency shall maintain records on each child for a minimum of five years after the child's release from the institution.

3.13 Reports on Division Placements.

- a. Within 90 working days of placement a copy of a treatment plan for each Division placement shall be mailed to the appropriate District Office. No major changes in this treatment plan shall be made without consultation and approval of the appropriate District Offices and a copy of all revisions shall be mailed to the Division within five working days of completion.
- b. The agency shall provide the Division with semi-annual review and reports on the progress of each Division placement. These reports shall provide information on the implementation of education and clinical services and shall include an assessment of the effectiveness of these services and the child's progress, or lack of it, while in treatment.
- c. The agency shall notify the Division at least 90 calendar days in advance of regularly planned discharges on completion of treatment, and shall submit a written justification for the reasons for recommending the termination of placement.
- d. The agency shall provide advance notification of any emergency, termination or discharge for cause and shall furnish the Division with a written justification for its action prior to the date the termination is scheduled.
- e. The agency shall notify the child's parent or guardian and the Division within 12 hours of any critical incidents involving bodily injury or any severe psychiatric disturbance of any child in treatment.

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- f. The death of any child in the care of an agency shall be reported to the parents or guardians and Division immediately.
- g. The agency shall file a report within 24 hours of occurrence of any serious incidents involving a Division placement, which in the opinion of the program would be serious enough to warrant termination, or which involved a criminal act.
- h. The agency shall immediately notify the Division of a fire, calamity or natural disaster which would endanger or require the removal of children in placement for reasons of health or safety.

3.14 Conflict of Interest.

All agencies receiving funds from the Division shall comply with the appropriate New Jersey and Federal Statutes and Regulations concerning conflict of interest. In addition the following standards will apply;

- a. An agency shall not permit funds provided under its Agreement with the Division to be paid or committed to any corporation, firm, association, or business in which any of the agency's board members, executive personnel, or their immediate families have any direct or indirect financial interest or serve as officers and/or employees, unless prior written approval of the Division is obtained. In securing such approval an agency shall make clear the terms of the agreement and indicate whether the services or goods are provided at a competitive cost or under terms more favorable to the Agency.

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- b. An agency shall not employ in any capacity, as consultant or otherwise, any person who is a member of the immediate family of any executive personnel or board member without prior written consent of the Division.
- c. An employee of any agency may hold other employment so long as such employment does not interfere with the efficient performance of the employee's duties as prescribed in the work program appended to and incorporated in the Agency's contract with the Division.
- d. An individual board member may perform professional duties for an agency in addition to his or her duties on the board provided such services are compensated at a rate that does not exceed normal professional fees for the service, and the assignment is approved by the Board of Directors in advance.

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IV. FINANCE

4.0 General Purposes

This section promulgates principles and standards for determining costs applicable to fund contracts with all DYFS agencies whether profit or non-profit, private or public. They are designed to provide a basis for a uniform approach to the problem of determining costs, and to promote greater efficiency and better relationships between the Division and individual agencies from which services are purchased.

4.1 Policies

A. Coverage

These principles apply to agencies receiving funds from DYFS and shall govern costs incurred by these agencies in administering contract programs. Any exceptions to funding procedures set forth herein must have ~~prior~~ approval of the Division.

B. Policy Guides

The application of these principles are based on the fundamental premise that:

1. Approved agencies are responsible for the efficient and effective administration of funds through the application of sound management practices.
2. The individual agency assumes responsibility for seeing that DYFS funds have been expended and accounted for, consistent with the program objectives specified in the agency's contract with the Division.
3. Each agency, in recognition of its own unique combination of staff, facilities and experience, will have the primary responsibility for employing whatever management systems that may be necessary to assure proper and efficient administration of funds.
4. Any unexpended DYFS funds that accrue at an individual agency's year end will be returned to DYFS or with the prior approval of the Division may be reallocated to other portions of the agency's budget.

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5. All payments of DYFS funds will be made according to the Official Expense Budget included in the agency's contract with the Division.
6. All payments are made with the provision that there be no duplication of funds for the same cost or service. This provision applies to any other Federal, State, local or private funding of program selected costs.

4.2 Standards for Selected Items of Cost

A. General Purposes

These guidelines for allowable items of cost will be applied by the Division in the determination of the agency's per diem reimbursement rate for services provided under the terms of its agreement with the Division.

B. Costs Allowed for Inclusion in Per Diem

1. Accounting - The costs of establishing and maintaining accounting and other information systems required by the operation of the agency's program is allowable. This includes the cost incurred by parent agencies for the operation of a component child care facility. In the case of public agencies, the cost of maintaining accounting services required for State or local Government requirements or purposes not related to the internal management of a child care facility, such as appropriation, Treasurer, or fund accounts is considered a general expense of government and therefore is not allowable.
2. Advertising - Advertising media costs include direct mail, trade papers, newspaper, and the like. Advertising costs which are allowable are those which are solely for:
  - a. Recruitment of personnel for the agency's program.
  - b. Solicitation of bids for service or procurement of goods.
  - c. Fund raising activities directly related to the operation of the program described in the contract attachment.

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3. Audit Services - The costs of audits necessary for the administration and management of functions related to the program described in the contract attachment is allowable.
4. Automatic data processing. - The cost of data processing services is allowable and may include rental of equipment or depreciation on agency owned equipment. However, the acquisition of data processing equipment must be specifically approved by the Division before being allowed as a reimbursable cost.
5. Bonding. - The cost of premiums on bonds covering employees who handle agency funds is allowable.
6. Building Lease Management. - The administrative cost incurred by a central agency operating a child care facility for the management or review of leases and real property is allowable.
7. Building Rental. - The cost of rental space in a public or private building used for the benefit of the agency's program is allowable subject to the following conditions: The total costs of space, (a) may not exceed the cost of comparable space in privately-owned facilities in the same locality, and (b) may not include charges to the agency for periods of non-occupancy.
8. Central Stores or Purchasing. - The cost of maintaining a central store or engaging in centralized purchasing for child care facilities is allowable, as are costs of materials used either directly or indirectly for the operation of the contractor's program.
9. Communications. - Communications costs for telephone, telegraph, telegraph service, postage, messenger service and similar expenses are allowable.
10. Compensation for personnel services. - Compensation for personnel services including all remuneration paid or accrued during the period of the Agency's fiscal year in accordance with the PS schedules referred to in sections 3 and 7 of the agreement is allowable.
11. Loans. - Loans to directors or staff are not allowable.

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Salaries or wages of employees chargeable to one or more contract, or other cost objective will be supported by appropriate time distribution records, with costs apportioned according to generally accepted accounting principles. Payrolls must be supported by time and attendance or equivalent records for individual employees.

11. Maintenance and Operation. - The cost of insurance, custodial, elevator service, upkeep of grounds, and normal repairs and alterations to the extent they are not included in the Rental or other charges for space is allowable.
  - a. Depreciation and use allowances are allowed as provided in section 12.b.
12. Depreciation and use allowances.
  - a. Agencies may be compensated for the use of buildings, capital improvements, and equipment directly utilized for the delivery of contract services through use of allowances or depreciation. Use allowances are the means of providing compensation in lieu of depreciation or other equivalent costs. However, a combination of the two methods may not be used in connection with a single class of fixed assets.
  - b. The computation of depreciation or use allowance will be based on acquisition cost. Where actual cost records have not been maintained, a verified appraisal of the item's fair market value may be used in the computation. The computation will exclude the cost or any portion of the cost of buildings and equipment donated or borne directly or indirectly by the municipal, county, state, or federal government. Any previous depreciation must also be excluded. Land values must be excluded in the depreciation of the property, but must be listed on the schedule.
  - c. Where the depreciation method is followed, adequate property records must be maintained, and any generally accepted method of computing depreciation

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must be consistently applied for any specific asset or class of assets and must result in equitable charges considering the extent of the use of the assets for the delivery of contract services.

- d. In lieu of depreciation, a use allowance for buildings and improvements may be computed at an annual rate not exceeding three percent of acquisition cost. The use of allowance for equipment (excluding items properly capitalized as building cost) will be computed at an annual rate not exceeding seven percent of acquisition cost of usable equipment.
  - e. The lower of the actual depreciation expense or use allowance is the factor to be used in computation of the allowable expense. No depreciation or use charge may be allowed on any assets that would be considered as fully depreciated, provided, however, that reasonable use charges may be negotiated for any such assets if warranted after taking into consideration the cost of the facility or item involved, the estimated useful life remaining at time of negotiation, the effect of any increased maintenance charges or decreased efficiency due to age, and any other factors pertinent to the utilization of the facility or item for the purpose contemplated.
13. Disbursing service. - Allowable disbursing services cover the processing of checks or warrants, from preparation to redemption, including the necessary records with related cash accounts.
14. Employee fringe benefits. - Costs identified under a. and b. below and reflected in the agency's PS schedules referred to in section 3 or 7 of the agreement are allowable.
- a. Employee benefits in the form of regular compensation paid to employees during periods of authorized absences from the job, such as for annual leave, sick leave, court leave, military leave, and the like, if they are (1) provided pursuant to an approved leave system, and (2) the cost thereof is equitably allocated to all related activities.

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- b. Employee benefits in the form of employers' contribution or expenses for social security, employees' life and health insurance plans, unemployment insurance coverage, workmen's compensation insurance, pension plan, severance pay, and the like, provided such benefits are granted under approved plans and are distributed equitably to all related activities.
15. Employee morale, health and welfare costs. - The costs of health or first-aid clinics and/or infirmaries, recreational facilities, employees' counseling services, employee information publications, and any related expenses incurred in accordance with general State or local policy, are allowable. Income generated from any of these activities will be offset against expenses.
16. Exhibits. - The cost of exhibits relating specifically to the agency's programs described in the agreement is allowable.
17. Insurance Costs. - Costs of insurance required by DYFS standards or otherwise necessary pursuant to the agency's agreement with the Division is allowable. Costs of insurance in connection with the general operation of the agency's program is subject to the following conditions:
1. Types of coverage will be in accordance with sound business practices.
  2. Costs of insurance or of contribution to any service covering any State property is not allowable unless the Division has specifically approved such costs.
18. Legal Expenses. - The cost of legal expenses required in the administration of the program is allowable. However, legal services furnished by the chief legal officer of a State or local government or his staff solely for the purpose of discharging his general responsibilities as legal officer are not allowable.

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19. Maintenance and repair. - Costs incurred for necessary maintenance, repair, or upkeep of property which neither add to the permanent value of the property nor appreciably prolong its intended life, but keep it in an efficient operating condition, are allowable.
20. Materials and supplies. - The cost of materials and supplies necessary to carry out the program is allowable. Purchases made specifically for the Agency's program should be charged thereto at their actual prices after deducting all cash discounts, trade discounts, rebates, and allowances received by the agency. Withdrawals from general stores or stockrooms should be charged at cost under any recognized method of pricing consistently applied. Incoming transportation charges are a proper part of material cost.
21. Management Studies. - The cost of management studies to improve the efficiency and effectiveness of an agency's program is allowable.
22. Memberships, subscriptions and professional activities.
  - a. Memberships. - The cost of membership in civic, business, technical and professional organizations is allowable provided: (1) the benefit from the membership is related to the Agency's program, (2) the expenditure is for agency membership, (3) the cost of the membership is reasonable related to the value of the services or benefits received, and (4) the expenditure is not for membership in an organization which devotes a substantial part of its activities to influencing legislation.
  - b. Reference material. - The cost of books, and subscriptions to civic, business, professional, and technical periodicals is allowable when related to the Agency's program.
  - c. Meetings and conferences. - Costs are allowable when the primary purpose of the meeting is the dissemination of technical information relating to the Agency's program and when they are consistent with regular practices followed for other activities

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23. Motor pools. - The costs of a service organization which provides automobiles to user agencies at a mileage or fixed rate and/or provides vehicle maintenance, inspection and repair services are allowable.
24. Payroll preparation. - The cost of preparing payrolls and maintaining necessary related wage records is allowable.
25. Personnel administration. - Costs for the recruitment, examination, certification, classification, training, establishment of pay standards, and related activities for Agency's programs, are allowable.
26. Precontract costs. - Costs which were incurred prior to the effective date of the agency's agreement with the Division are allowable when specifically provided for in Annex B to the agreement.
27. Printing and reproduction. - The cost of printing and reproduction services necessary for program administration, included but not limited to forms, reports, manuals, and informational literature is allowable.
28. Procurement services. - The cost of procurement services, including solicitation of bids, preparation and award of contracts, and all phases of contract administration in providing goods, facilities and services for the program is allowable.
29. Professional services. - The cost of individual professional services, or those of a service organization or associates are allowed when these services are specifically agreed to in the agreement.
30. Taxes. - The cost of taxes, or payments in lieu of taxes which the agency is legally required to pay is allowable.

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31. Training and education - The cost of in-service training, customarily provided for employee development which directly or indirectly benefits the agency's program is allowable. Out-of-service training involving extended periods of time is allowable only when specifically authorized by the Division.
32. Transportation - Costs incurred for freight, cartage, express, postage and other transportation costs relating either to goods purchased, delivered, or moved from one location to another are allowable.
33. Travel - Travel costs are allowable for expenses for transportation, lodging, subsistence, and related items incurred by employees who are in travel status on official business incident to the Agency's program. Such costs may be charged on an actual basis, on a per diem or mileage basis in lieu of actual costs incurred, or on a combination of the two, provided the method used is applied to an entire trip, and results in charges consistent with those normally allowed in like circumstance in non-publically sponsored activities. The difference in cost between first-class air accommodations and less-than-first-class accommodations is not allowable except when less-than-first-class air accommodations are not reasonably available.

C. Costs Not Allowed For Inclusion in Per Diem Rates

1. Capital Expenditures - The cost of facilities, equipment, or other capital assets which materially increase the value or useful life of an agency's assets are not allowable costs. This includes all major expenditures in excess of \$200 that are not repairs or replacement of plant or equipment necessary to delivery of contract services, occupancy of space under rental-purchase agreements, and re-arrangements or alteration of facilities that materially add to the value of life of the building structure.
2. Interest and other financial costs. - Interest on long or short term debt, bonds, notes or debentures is a non-allowable cost, as are the costs of financing and re-financing operations and any legal or professional fees paid in conjunction with fines and penalties are also not allowable.

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3. Mortgage payments - Mortgage payments on any land or facility owned or purchased by the agency are not allowable costs unless authorized specifically by the Division.
4. Bad Debts - Any losses resulting from uncollected accounts, disallowed claims, or other related losses, are not allowable costs.
5. Indemnification. - Actual losses which could have been covered by permissible insurance are not allowable costs, as are any payments to secure the agency against liabilities to persons or other losses not compensated by insurance or otherwise.
6. Contingencies. - Contribution and donations are not allowable cost.
7. Contributions and Donations - Contributions and donations are not allowable in any form.
8. Entertainment. - Cost of amusements, entertainment or social activities, such as meals, beverages, lodgings, rentals, transportation, and gratuities for staff or guests are not allowable. Entertainment on holidays and special occasions for children served by the agency, is allowable if specifically provided for in the agency's work program of care and treatment.
9. Fines and Penalties. - Cost of traffic tickets and fines resulting from violation or failure to comply with Federal, State and local laws and regulations is not allowable.
10. Payments to Directors. - Payments to members of the governing board of the agency for their services as directors are not allowable costs.

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4.4 Financial Requirements

The agency will have financial statements prepared annually, by an independent accounting firm, in accordance with generally accepted accounting principles.

4.5 Audit and Control Procedures

The agency's records and financial information shall be made available to the Division as established in the agency's contract with the Division.

<b>MANUAL OF STANDARDS for RESIDENTIAL CHILD CARE FACILITIES</b>	<b>Section</b>  V
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5.0 Program Description.

The agency shall maintain a written program plan which describes the various components and modalities of treatment which are provided by the institution. The plan shall include a description of the agency's plan for the provision of services required in this manual of standards, as well as the assessment and evaluation procedures used in treatment planning and delivery. The plan shall make clear which services are provided directly by the facility and which will be provided in cooperation with a community resources, such as public school or mental health center.

5.1 Admissions and Intakes.

A. General Requirements.

1. Each agency shall have specific intake, admissions, and discharge policies which shall be maintained as part of the agency's written program plan. The policy shall include age, sex and characteristics of children that shall be eligible for admission, as well as other criteria for admission and discharge that may be established by the institution. These criteria shall be reviewed and approved by the Division at the time an agreement is signed, per the stipulations contained in Section III, 3.10. These policies shall be reviewed at least annually and changed as the needs and conditions within the State change.
2. An agency shall not admit a child to the facility without evidence in the child's referral material that institutional placement is the most appropriate plan for the child. Such referrals shall include evidence of previous attempts to provide preventive services or alternative treatment or a statement by the Division or referring agency as to why institutional care is warranted without such attempts being made.

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3. The Agency shall admit only those children who have had a comprehensive intake evaluation by qualified agency staff covering the psychological, family, developmental, social, and chronological age factors affecting the child. The major areas of the assessment shall include:
- a. Development and Chronological history. A history of the child including major milestones and events from prenatal period to present shall be considered. This shall include both the healthy aspects of the child's situation as well as the pathological aspects and their impact and relationship to each other. The assessment shall also include an evaluation of the child's current age needs; his or her sexual development and activity; the effect and impact of any prior institutional experiences; an evaluation of peer or group activities and relationships; and an assessment of the child's ability to cope with normal life situations and problems.
  - b. Social and Family history. The intake evaluation shall assess the child's functioning at home, school, and in the community. The evaluation should examine the characteristics of the child's family group, their current living situation, and all social, economic, ethnic, health, or other factors affecting the child. The assessment should determine areas of family strengths, and include an evaluation of the family's potential in contributing to the treatment and education of the child. The social evaluation should examine the child's capacity to form relationships with adults and peers, and the quality and characteristics of these involvements. The expectation of the child's parents or guardian concerning the placement, the extent to which they will be involved in treatment, and their expectation in terms of type of treatment and treatment goals shall also be included in the intake evaluation.
  - c. Education. A complete assessment of the child's current educational level shall be made. This shall include review of current educational strengths and deficiencies as well as future potential. When appropriate, the review shall include any assessments and testing made by the local or regional child study team pursuant to the

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provisions of New Jersey's special education laws.

- d. Psychiatric and Psychological history. The evaluation shall include direct psychiatric or psychological evaluations and behavioral assessments as may be included in the child's record, including a history of any previous treatment for mental, emotional, or behavioral disturbances, the nature of treatment, and the results. Psychological assessments may include both intellectual, projective and personality assessments as well as evaluations of language, cognitive, visual functioning, and social development which affect the child's social and educational development.
  4. The agency shall admit only those children who have had a physical examination by a licensed physician within 30 days prior to admission.
  5. Necessary documents such as birth certification, child developmental history and, school records, shall be obtained from the Division or from a child's parent or guardian, or other individual or agency prior to admission.
- B. Placement Preparations
1. Prior to admissions the parents or legal guardians of the child shall be informed about the general program of the agency and shall share in planning for placement.
  2. Prior to admissions, the child shall have a pre-placement visit to the institution, and if appropriate shall be accompanied by a parent or legal guardian. During this visit the child shall have the opportunity to visit the living unit in which he/she is likely to be placed and if feasible meet the staff and children with which he/she will be in most intimate contact.
  3. The agency shall establish procedures to familiarize the appropriate staff and the children in the living unit of the new child's arrival, and shall arrange for the admission in a manner consistent with the child's age, characteristics, and ability to understand the need for the placement and adjust to the agency's program.

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4. The agency shall, consistent with the child's maturity and ability to understand, make clear its expectations and requirements for behavior, and provide the individual with an explanation of the agency's criteria for a successful completion of its program.
5. A pre-placement interview shall be scheduled within 7 days of receipt of a completed referral package from the Division, and a decision on intake shall be made within 21 days thereafter.

5.2 Plan for Treatment and Services

A. Formulation of Plan.

Within 30 days of admissions, the agency shall, consistent with generally accepted clinical practices, assess the needs of the child and prepare a written, individual, goal-oriented plan. Treatment planning shall take into consideration the child's developmental level, the need for adult support and control, peer group relationships, the child's family structure, and the long term prospects for the child either returning home, or preparing for independent community living or a foster care situation.

1. The treatment plan should make clear the primary and secondary diagnosis of the child's condition. It should include psychiatric, social, vocational, educational, and physical assessments, with elaborations on the child's specific strengths and weaknesses in order to provide a basis for measuring progress and change during treatment.
2. The plan shall be developed by a team which includes staff responsible for implementation of the plan on a daily basis. The team shall include at least one member with an advanced degree in social work, staff responsible for the daily supervision of the child and a teacher or educational specialist.
3. The treatment plan shall establish specific long and short term treatment goals for the child with anticipated time required to reach those objectives.

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4. The treatment plan shall include the specific services to be provided by the agency and shall delineate all specific therapeutic services such as individual, group or family therapy, education programs and tutoring, medications, speech, hearing, or other physical therapy, and family therapy. The plan shall also identify the staff or consultants responsible for the implementation of the plan.
5. Treatment plans shall designate the means and criteria to be used by the facility in measuring the progress of the child and the extent to which objectives set in the treatment plan are achieved.
6. The agency shall establish procedures for explaining the plan for treatment, education and services to all staff involved in its implementation, and to the Division or agency which referred the child. All entries shall be signed and dated by the staff member making the entry.
7. The treatment team shall consult with the child on the development of the treatment plan, and shall explain the plan developed to the child in a manner consistent with the child's age maturity and ability to understand.
8. Treatment planning shall include appropriate collaboration with the child's family or guardian, and with the DYFS District Office, as well as significant community resources and programs to promote continuity of care after completion of the program.
9. The use of any form of electroconvulsive therapy or any other form of convulsive therapy in treatment is prohibited in any institution not accredited as a Psychiatric Institution by the Joint Commission on Accreditation of Hospitals, and if prescribed in such an accredited institution shall be administered in strict adherence to the protocols regulating such therapy established by the JCAH.

B. Periodic Review.

1. The agency shall review the treatment plan for the child within 90 days of the time it is formulated and at least semi-annually thereafter.

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2. The periodic review shall be the responsibility of those staff described in Section V: 5.2 A. who are responsible for formulating the plan.
3. The program planned for the child shall be revised as necessary to meet the changing needs of the child,
4. The team shall specifically review the child's home situation and shall examine such appropriate alternatives to institutional care as would be warranted by a change in the child's legal or family status, or by individual maturation or the progress in treatment.
5. The agency shall establish procedures for explaining revisions in the treatment plan to all staff involved in its implementation.
6. The agency shall discuss any revisions in the treatment plan with the child and to the extent necessary to explain revisions to the child's family or guardian. The District Office caseworker shall be apprised of all changes in the treatment plan for District placements.

C. Termination of Placement.

1. The agency shall, except in case of emergency, prepare in consultation with the child and placing agency an aftercare plan at least 45 days prior to discharge. A District Office caseworker shall be involved in the after-care planning for all Division placements.
2. The aftercare plan shall assess the child's continuing needs and recommend a plan for provision of follow-up services in the child's new environment.
3. The agency shall explain the aftercare plan to the child's parent or legal guardian, and to the Division or Agency responsible which will assume custody of the child. The child and family should have help in preparing for the termination whether the individual is to return home, or to an independent situation in the community. The Agency staff should coordinate closely with community resources and the agency sponsoring the placement in preparing for the move of this child's new situation in order to assure proper continuity of care.

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D. Treatment Records

Clinical Records shall be maintained for each child enrolled in the program. The Records shall be sufficient to:

- 1) provide a chronological Record of the child's activities in the program;
- 2) serve as a basis for planning for the child;
- 3) provide a means of informing staff on child's progress and problems;
- 4) furnish documentary evidence of the implementation of the treatment plan and the provision of program services;
- 5) describe significant changes in the child's condition, and his or her response to treatment;
- 6) include a medication history and record, all medications prescribed, the amount of dosage, and frequency of administration;
- 7) serve as a basis for review and evaluation of the services provided to the child;
- 8) provide a clear picture of the child's condition on discharge, and a summary of the specific area of progress or change since admission to the program.

5.3 Provision for Child Care Services

A. Program Requirements.

The agency shall provide a child care program which shall provide a structural living environment to meet the individual and group needs of children. The program should be structured to provide not only for the physical care and daily living needs, but for the emotional support and guidance needed to promote a sense of security, belonging, and self worth in each child.

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1. Groups of Children

The number and composition of groups of children in residential units shall be determined by the children's problems, sex, age, and the availability of supervisory personnel. Living units should be small enough to provide a homelike environment and sense of security and comfort for the children; allow for meaningful group interaction and development of individual responsibility for daily living needs; and provide for sufficient individual attention for each child and flexibility in handling of daily routines. The size of rooms within living units will vary, but unless there is a specific justification for it in the program's protocol there should be no more than eight children in a room.

2. Limitations on Size of Living Units.

The agency shall adhere to the following limitations in the size of groups in the living units:

- a. Living units composed exclusively of children 12 and over shall contain no more than 25 in a group.
- b. Living units with two or more children between 6 and 12 shall not contain more than 16 in a group.
- c. Living units with two or more children between 2 and 6 shall not contain more than 10 in a group.
- d. Living units with 2 or more children 2 years of age or less shall not have more than 6 in a group.

3. Agencies shall comply with standards for physical care as set forth in Section VII, and for physical facilities as set forth in Section VIII.

5.4 Provision of Social Services.

A. Program Requirements.

Social Services shall be available to all children in care as an integral part of the treatment program. Services shall be rendered through various social work functions which

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may include casework, group work, social service administration, research and community organization. Appropriate social services shall be included as part of the treatment plan developed for each child upon the recommendation of the treatment team. The plan shall include specific goals for the adjustment of the child's emotional and behavioral problems.

1. Casework Services

Casework Services shall be provided as prescribed in the treatment plan to give children and their parents the individualized assistance needed for successful institutional placement, and to prepare for the child's return to the community. Casework services may include the following:

- a. Determining the need for specialized service for individual children;
- b. Utilizing appropriate community resources in providing services needed by a child;
- c. Maintaining ongoing liaison with other agencies sharing responsibilities for providing services to children and their parents;
- d. Helping children and their families deal directly with the problems necessitating their institutional placement in group living situations;
- e. Maintaining regular and frequent contacts with the child and his/her parents to assist in maintaining family relations and planning for the future care of the child;
- f. Assisting parents with problems affecting their relationship with their child and their ability to maintain a home for the child; and
- g. Planning for the child's aftercare or discharge by preparing the child for return home or for independent living in the community, or other residential care.

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2. Therapy Services.

Social service workers having adequate training or experience in casework therapy, may provide direct treatment for children with behavioral or social problems. In providing such treatment the caseworkers should work in conjunction with a psychologist or psychiatrist to assist the child in understanding his own feelings and behavior, and to strengthen the child's confidence and ability to function as a productive, self-reliant individual.

- a. The need for casework therapy shall be determined by the treatment planning team, and specified in the treatment plan. The specification shall include a detailed description of the types, methods and objectives of the therapy, and the frequency of its scheduling.

3. Group Services.

Agencies shall make available planned group activities within the institution as part of the program for the care and treatment of children. These groups shall be scheduled at the discretion of the agency according to its particular program needs. They shall be designed to provide children with direct help with problems, and to involve them in a variety of activities which will provide maximum benefit from group living situations. Agencies shall provide a description of the types, methods and objectives of groups in the agencies' written program. These groups may include, but not be limited to:

- a. House meetings or classroom groups, to deal with daily living problems, and assist in planning weekly activities schedules. These groups should be structured to provide the staff an opportunity to communicate information about program and activities, and offer children an opportunity to air their feelings and dissatisfactions with the institution and the program. Such groups may also be used to confront behavioral problems, set individual behavior goals, and provide children the opportunity to participate in decisions made on events which affect their community life.

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- b. Treatment Groups, in which trained group leaders will encourage children to relate to one another and develop inner group communications, discuss or act out problems, or confront negative behavioral activity. A variety of group techniques may be used depending on the modality of the treatment program and the qualifications of the group leader. Psychiatric or psychological consultation and training in group processes shall be made available to the group leader as needed.
  
- c. Parent Discussion Groups, involving the families of children in treatment. Among other objectives, these groups may be used to assist parents in developing an understanding and concern for the problems of their children; dealing with the problems of abuse or neglect; fostering more positive family relationships; and preparing for the child's return home or transition to independent living in the community.

5.5 Recreation

A. Program Requirement

The agency shall provide an appropriate range of indoor and outdoor recreational activities which are structured to meet the needs of children of varying ages, interests, and capacities. Recreational activities should provide a balance of group play, competitive games, and quiet individual activity. Participation should be encouraged on the basis of individual treatment planning and interests. Recreational activities shall be scheduled throughout the week to provide a balanced leisure time program.

B. Coordination with other activities

The recreation program shall be correlated with other group living activities. Recreation staff should be apprised of and, when appropriate, involved in the planning and review of treatment plans.

C. Free Time

Children shall be provided ample free time in the daily program to pursue personal interests.

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5.6 Health Care

A. Program Requirement

The agency shall provide a program of preventive health care, medical and dental treatment for all children in residence or attending as day students. The agency shall maintain access to qualified medical care and have provisions for medical emergencies on a 24 hour, seven day a week basis.

B. Preventive Health Services

The agency shall provide or arrange for preventive health services which shall include the following:

1. Examination on entry for communicable diseases or signs of physical injuries. Examination shall include routine urine analysis; Tyne test for T.B.; blood sugar evaluation; liver function; serology; CBC electrolite; test for sicklecell anemia as appropriate; and other medical tests as may be prescribed by the examining physician.
2. Annual physical examination for children 6 years of age or older, including eye and ear examinations as appropriate.
3. When an agency has children under six years of age under care it shall provide physical examinations at the following intervals by a qualified pediatrician.
  - a. children under one year, monthly;
  - b. children one to two, every two months;
  - b. children two to six, every six months.
4. Bi-annual dental examination for all children three years of age and older.
5. Immunizations on admission as required by the New Jersey Public Health Department and booster shots in accordance with the recommendation of the physician. Tetanus toxoid shall be provided all children on admission if they have not been recently immunized.

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6. Examination by nurse or physician in case of any symptom of illness such as skin rashes, inflamed eyes, coughing or elevated temperature; or when child complains of illness or pain even when there are no apparent symptoms.
7. The Agency shall arrange for follow-up care for any ailments discovered during physical examinations.

C. Health Care and Medical Treatment.

1. Medical Treatment shall be administered only by a licensed physician and shall be provided promptly as diagnosis and conditions warrant.
2. Dental treatment shall be provided promptly as needed, to all children three years of age or older.
3. Children in need of glasses shall have annual eye examinations and be supplied with new glasses as required.
4. Professional nursing services shall be available for children confined or isolated because of illness.
5. Children with handicapping orthopedic defects shall be treated for the conditions which can be corrected and shall be supplied with the appliances prescribed.
6. Psychiatric and psychological services shall be provided as required by individual treatment plans.
7. Medication prescriptions shall be reviewed by the medical director or psychiatrist a minimum of once per month.

D. Medical Emergencies and Equipment.

1. Each agency shall maintain a written policy to follow during medical emergencies, which shall be posted and explained to staff and children.
2. Each institution shall maintain sufficient first aid equipment for the treatment of minor injuries and medical emergencies.

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E. Medical Records

1. A separate medical record shall be maintained for each child and shall be sufficient to keep a complete health record of the individual while he/or she is at the facility. These records shall contain a complete record of all immunizations provided, any medications (which shall also be recorded in the clinical record of behavioral medications prescribed), records of physical or dental examinations and eye checks, and a complete record of any follow-up treatment provided for specific illnesses of medical emergencies.

5.7 Education

A. Program Requirement.

Children shall attend school in accordance with the provisions of NJSA title 18A: 46-1 et seq and appropriate other New Jersey statutes. Instruction shall be appropriate to the needs of the pupil, and a course of study or special education or training shall be provided according to the needs and abilities of the child. This education may be provided either in a public school setting or by an approved non-public school operated by the agency or an educational institution in the community.

B. Criteria for Special Education.

Special Education for handicapped children shall be provided by an appropriately certified teacher who provides regular instruction for the child, and shall implement an education program which may include instruction by other teachers.

C. Eligibility to Receive Pupils.

In order to be eligible to receive pupils from a pending school district pursuant to the provisions of N.J.S.A. 18A:46-1 et seq an agency must provide special education services, and be certified as eligible to receive funds by the New Jersey Department of Education.

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1. Rate Payment.

An agency providing special education services may not charge a rate which exceeds the maximum day class cost per pupil established by the Department of Education.

2. Department of Education Certification.

In order to be certified as eligible to receive pupils an agency must file an affidavit with the Department of Education which certifies its services are non-profit, non-sectarian and that its program complies with the provisions of NJSA 18A: 46-1 et seq and the rules and regulations of the State Board of Education.

D. Class Sizes.

1. Class sizes and grouping shall be appropriate to the disability and needs of the children involved. In the following categories or sub-categories, set by the Department of Education, the maximum class size shall not exceed:

- a. Chronically ill - 20
- b. Orthopedically handicapped - 15
- c. Educable mentally retarded - 15
- d. Trainable mentally retarded - 10
- e. Socially maladjusted - 12
- f. Emotionally disturbed - 8
- g. Visually handicapped - 8
- h. Chronically handicapped - 10
- i. Auditorially handicapped - 8
- j. Multiple handicapped - 8

2. The above maximum may be increased by no more than 1/3 with the addition of teacher aides or auxiliary teacher aides with advance approval from the Bureau of Special Education and Pupil Personnel Services, New Jersey Department Education.

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3. No class shall have on roll more than 1-1/2 the maximum class size for that classification, for departmentalized programs.

E. Class Formation.

Factors of chronological and mental age, as well as social adjustment, shall be weighted in the formation of special classes. The age span shall not exceed four (4) years except upon the approval of the Bureau of Special Education and Pupil Services, New Jersey Department of Education.

F. Special Activities.

All services, for example, shop, art, music, etc; extended for so-called normal children within a public school setting, shall be provided for the handicapped child by agencies operating approved school facilities.

G. Coordination with Public Schools.

When a child attends school in the community, the agency shall maintain regular contact with the teachers and other appropriate personnel concerning the child's treatment plan and progress. The agency shall obtain a written report from the public school 90 days after the child has been placed, and instructional progress reports thereafter.

H. Records.

The agency shall secure education records used in the identification, classification and instruction of the child placed at the institution prior to developing a course of study or training to meet the individual's academic or vocational needs.

I. Exceptions.

Exceptions regarding group size, age range and classification restrictions for experimental purposes may be made with prior approval of the Bureau of Special Education and Pupil Personnel Services, New Jersey Department of Education.

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5.8 Vocational Services.

A. Program Requirement.

The agency shall provide appropriate vocational services for children preparing for independent living in the community. These services shall be based on an evaluation of the child's school performance, interest and abilities, and where appropriate shall include arrangement for vocational training or job placement services.

B. Service Elements.

As appropriate to the needs of the child vocational services shall include the following:

1. Vocational evaluation.
2. Formulation of vocational goals.
3. Development of vocational training plan.
4. Provision of skill training, employment counseling, job development and placement services or referral to appropriate sources providing these services.

C. Staff Responsibility.

Vocational services shall be provided by Social Service Staff, or the staff of an appropriate human service, employment, or training program in the community.

5.9 Mental Health Services.

A. Program Requirement.

1. Psychiatric Services shall be available to assist staff in diagnosis of children with evidence of emotional or personality difficulties; in the preparation and review of treatment and aftercare planning; and in the provision of an individual treatment as part of the agency's overall plan for the child. Psychiatric services should also be available for staff training and consultation, and in the evaluation of the agency's program of care and treatment.

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2. Psychological Services shall be available to assist in the diagnosis and formulation of treatment plans and for direct work with children when indicated. These services shall include:
  - a. administration and interpretation of psychometric and projective tests;
  - b. evaluation of educational potential and achievement, and provision of specialized education services;
  - c. consultation on the development and modification of treatment plans;
  - d. provision of direct psychotherapy; and
  - e. staff training and consultation to help staff understand symptomatic behavior and develop clinical techniques,

5.10 Medication Administration.

A. Program Requirements.

Medication orders shall be written only by physicians who are associated with the Agency's program and approved by the Medical Director. Telephone orders for the administration of medication shall only be given by an authorized physician, and accepted and written by those members of the staff authorized by the Medical Director to dispense such medication. Telephone orders shall be limited to emergency situations.

Each facility shall make arrangements for such pharmaceutical services as are needed, and shall maintain written regulations governing the prescription, dispensation, and storage of drugs in accordance with appropriate Federal, State and Local regulations.

1. Procedures.

Procedures for the Administration of medication shall include:

- a. The name of physicians authorized to prescribe medication.

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- b. List of staff members authorized to dispense medication.
- c. A written schedule for drug dispensation for each child receiving medication is dictating dose level, type of medication and the times the dosage is to be administered.
- d. Written procedures governing telephone orders.
- e. Documentation of medicine administered, dated and signed by an authorized staff member.
- f. Procedures for immediate reporting of medication errors and drug reactions to the administering physician.

2. Storage of Medication

Each facility shall maintain space for the storage of prescription drugs accessible only to persons authorized by the medical director. All prescription drugs shall be kept under lock and key with poisons, external, and internal drugs stored on separate shelves. Antidote charts and telephone of the regional poison control center shall be kept at all dispensing stations. In addition the following requirements shall be met:

- a. Biologicals and other drugs requiring special storage shall be stored in a separate refrigerator compartment within a refrigerator maintaining the proper temperature.
- b. Outdated stocks or prescriptions no longer in use should be destroyed or returned to the dispensing pharmacists.
- c. Documentation shall be maintained on the distribution of all prescription per requirement listed in Section V: 5.10.1.C

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5.11 Religion

A. Program Requirement.

Every child shall have the opportunity to participate in religious activities and services in accordance with the individual's own faith or that of the child's guardian or parents.

1. Attendance at services in the community.

Children shall be permitted to join in religious services or training programs with their peer groups, and shall be permitted to attend religious activities and services in the community.

2. Religious Counseling.

Religious counseling shall be made available as there is a need and interest by qualified lay persons or clergy on staff or from the community.

5.12 Participation in Community Life.

A. Program Requirement.

The agency shall provide children the opportunity to participate in activities and utilize resources and facilities in the community outside the institution in order to encourage self-reliance and expand the children's developmental experiences.

5.13 Aftercare Services

A. Program Requirement.

Aftercare services shall be an integral part of treatment. The agency shall maintain a written plan describing its aftercare services and requirements. The resources and staff available to the agency for aftercare services should be described in detail. Agency staff shall establish contact with appropriate community mental health resources, and shall be encouraged to communicate with other programs to learn about similar aftercare efforts. The agency shall be encouraged, in conjunction with the Division of Youth and Family Services or other referral agencies, to establish cooperative ties with agencies and organizations.

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1. Service Planning.

Before the time of discharge there shall be an assessment of each child's need for aftercare services, and the availability of services to meet these needs. When necessary the program shall communicate in writing after obtaining authorization from the Division or the child's parents or guardians, the information necessary to assist them in preparing for the role they will play in the aftercare process.

2. Examples of Activities.

Aftercare services may include provision for the child to obtain ongoing therapy from an appropriate community resource, and for arrangements for continuing casework services for the child's family. Older adolescents may require vocational assistance, or help in securing independent living accommodations in the community. Follow-up activities may include assessing whether aftercare plans are being followed, and where possible, providing assistance in the continuing treatment process. Since the extent of an agency's aftercare program will be influenced by both geographic factors and the availability of funds, participation of referring agencies such as the Division of Youth and Family Services, will be essential to the delivery of these services.

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VI. STAFFING REQUIREMENTS

6.0 General Considerations

- A. Staff size and composition - the number and qualifications of staff should be determined by the size and purpose of the agency. Not all institutions will require a full range of staff skills, and the scope of services provided will depend at least in part on the number of characteristics of children in residence. To provide appropriate treatment services the agency must employ persons who are qualified to assume the responsibilities listed for the position the individuals are hired to fill.
- B. Staff Training and Professional Development - Agencies should provide all staff with sufficient opportunity for upward career mobility within the program. There shall be provisions for in-service training and the opportunity for the staff to attend academic training conferences, professional conferences and workshops.
- C. Physical Examinations - All staff employed in a residential or day treatment facility shall have a pre-employment physical examination, and an annual check-up thereafter, including a test for TB. A copy of the results of the physical examination, and a statement from a licensed physician certifying the staff member is in good health, shall be included in the individual's personnel file.

6.1 Administration:

- A. General Requirements - The agency shall employ an Administrator qualified by training and experience to provide the leadership and consistent direction necessary to operate a responsible and cohesive treatment program for children. The individual filling the position should have a knowledge of the theory, practices, and management of institutional child care agencies and broad exposure to the various treatment modalities employed in the treatment of youth with emotional and behavioral problems. Other administrative and fiscal personnel shall be employed as may be required to maintain sound management practices, and to provide for the orderly and efficient operation of the Agency's administrative business.

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B. Administrator (Executive Director)

1. Responsibilities - Reporting to the board of directors, the administrator shall have responsibility for the overall administration and direction of the agency's program, facility and fiscal management. The administrator shall have the responsibility for the planning, implementation and operations of programs and services within the framework of policies set forth by the board; and for the design and implementation of the fiscal and management controls necessary to assure fiduciary and program accountability. The administrator shall also have the responsibility for maintaining a continuous assessment of the effectiveness of services provided to children and their parents, and for identifying and seeking new approaches to child care.
2. Qualifications
  - a. A degree from an accredited college or university and a minimum of five years of increasingly responsible experience in the human service, mental health or health care field, at least three of which shall have been in a supervisory administrative or clinical position; or
  - b. A masters degree in social work, psychology, or related field and a minimum of three years experience in human service, mental health or health care, at least two of which shall have been in an administrative or supervisory position.

In larger programs, with a separate clinical director, an individual may substitute a masters degree in business administration, hospital or public administration for the education requirements.

C. Assistant Director/Unit Director.

1. Responsibilities - The assistant director/unit director shall have responsibility for such administrative and management duties as are assigned by the administrator. During the

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administrator's absence the assistant director may have authority for assuming responsibility for the operation of the facility. A unit director may be appointed in larger agencies to supervise the operation of a facility or specific facilities within the overall agency program.

2. Qualifications

- a. A bachelors degree from an accredited four year college or university and three years of progressively responsible experience in the human service or mental health field at least one of which has been in a supervisory position; or
- b. A masters degree in social work, sociology, psychology, or education and two years experience in the human service or mental health field; or
- c. Two years of college or five years experience in human services or mental health field, at least two of which shall have been in a supervisory position.

3. Staffing Ratios - Agencies with more than 75 children should consider establishment of the Assistant Director position, depending on the structure and administrative requirements of the program. Agencies with large residential units with 25 or more children or which have a clearly definable program component within a larger program, may appoint a unit or facility director,

D. Comptroller/Chief Fiscal Officer

1. Responsibilities - The comptroller or chief fiscal officer shall be responsible for the overall fiscal management of the program, for the establishment and maintenance of the proper internal fiscal controls, and for receiving, maintaining, and controlling expenses according to the budget. Responsibilities shall include but not be limited to payment of bills, maintenance of payroll, the preparation and filing of tax reports, the investment of funds and the supervision of agency endowment funds; the collections of accounts receivable, and the preparation of the annual budget in conjunction with the other management and program personnel.

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2. Qualifications

- a. A degree from an accredited college or university with a major in accounting and at least two years of related financial or accounting experience; or
  - b. A high school diploma and four years of increasingly responsible experience in the accounting field with at least one year in a supervisory position; or
  - c. License to practice as a certified public accountant.
3. Staffing Ratios - all programs with an annual budget in excess of \$300,000 shall employ a full-time chief financial officer meeting the qualifications prescribed for the position.

E. Accountant

1. Responsibilities - An accountant shall be responsible for the agency's fiscal and budgetary matters if the agency is not large enough to have a full-time fiscal director. The responsibility of the accountant shall be identical with those of the Fiscal Director, or shall include such financial and accounting assignments as may be determined by the fiscal director.
2. Qualifications - A degree from an accredited college or university with a major in accounting and one year's work experience; or five years of related accounting experience; or a license to practice as a certified public accountant.
3. Staffing Ratios - All programs shall employ sufficient accounting services to maintain accurate books and records. Programs with budgets in excess of \$200,000 shall employ a minimum of one full-time accountant.

F. Bookkeeper

1. Responsibilities - under the supervision of an accountant or the chief fiscal officer, the bookkeeper shall be responsible for the maintenance of books and ledgers for the program's fiscal affairs; for disbursements and payments as authorized; and for the maintenance of payment records and the preparation and filing of reports,

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2. Qualifications - A high school diploma and two years work experience as a bookkeeper or junior accountant.
3. Staffing Ratio - Agencies with budgets in excess of \$100,000 may employ a bookkeeper on a part-time basis to assist in the work of the fiscal department. Programs in excess of \$200,000 may establish this position on a full-time basis.

G. Clerical Staff

The agency shall employ sufficient clerical staff with necessary skills to keep correspondence, records, book-keeping and files current and in good order.

H. Housekeeping and Maintenance

Domestic and maintenance staff shall be employed to carry on everyday housekeeping and maintenance functions. There shall be sufficient numbers of these staff so that the operation and maintenance of the facilities shall not be dependent on children and shall not interfere with the social service and child care responsibilities of staff.

6.2 Social Service/Clinical Staff

- A. General Requirements - Social and clinical services shall be provided at the agency by staff qualified by training or experience or through purchase of service or arrangement with a qualified social service or mental health organization.
- B. Social Service/Clinical Director
  1. Responsibilities - The social service/clinical director shall supervise the provision of case-work and family services. In the absence of a more senior staff person specifically qualified for and assigned the responsibility, the individual filling this position shall have responsibility for the implementation and operation of the clinical portions of the program. In carrying out these responsibilities, the social service director shall supervise the development, implementation and modification of treatment plans, and be responsible for the maintenance of adequate clinical records for

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each child in the facility. In the absence of a training director, the social service/clinical director shall generally have a responsibility for identifying the need for and developing in-service clinical training for all staff with specific treatment responsibilities. The social service/clinical director shall have primary responsibility for maintaining liaison with psychiatric or psychological staff and for the dissemination of diagnostic and clinical reports to staff involved in the implementation of individual treatment plans.

2. Qualifications - The social service/clinical director shall have a minimum of a masters degree, from an accredited graduate school, in sociology, psychology, social work or education and two years paid clinical experience in the human services, mental health field. The social service/clinical director shall be thoroughly familiar with the various treatment modalities employed in institutional child care institutions and must have the ability to work compatibly in a multi-disciplinary team process.
3. Staffing Ratio - When two or more social caseworkers or therapists are employed, one shall fulfill the responsibilities of a social service/clinical director if (1) the executive director cannot meet the qualifications of this position, or (2) the total number of persons the executive director supervises would exceed five. The ratio of social service/clinical director to staff supervised shall not exceed an average of one to five.

B. Social Service/Clinical Caseworker

1. Responsibilities - Working under the general direction of the social work/clinical director, a social service/clinical caseworker shall be responsible for the provision of caseworker services including individual, group, and family services.. The social service/clinical caseworker must be capable of working as a member of an interdisciplinary team and must have the experience and training necessary to supervise the preparation and implementation of individual treatment plans. A social service caseworker

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will have responsibility for serving as liaison between the program and the community; and of identifying and securing the education, vocational, and professional resources which may be required to successfully implement the treatment plan. Social service/clinical caseworkers shall have primary responsibility, for the maintenance of up to date case records and compilation of written reports and evaluations of all children placed by the Division.

2. Qualifications

- a. A minimum of a masters degree in social work, psychology, sociology or education, or a bachelors degree from an accredited four year college plus two years counseling experience in the human services or mental health field; or
- b. A high school degree of equivalency and a combination of five years counseling experience or training in the human service or mental health field, at least two years of which shall have been in treatment of children with behavior problems or emotional disturbances.

3. Staffing Ratios - An agency shall have social service staff available on a full or part-time basis. Staffing patterns may vary depending on the makeup of the program and the characteristics of the children in residence, but in general there should be a minimum of one social service staff available for each 20 children. In smaller agencies, with less than 20 children, the social service worker may also have the title of social service director and shall meet the personnel requirements prescribed for that position.

6.3 Child Care Staff

- A. General Requirements - The agency shall employ sufficient child care staff to supervise the residential portions of the program and to provide for the implementation of individual treatment programs on an ongoing basis.

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B. Child Care Director ( Residential or Group Living Director)

1. Responsibilities - The director of child care shall supervise the agency's child care staff and program. The individual holding this position will be responsible for the development of the daily living program within the units, and training staff necessary to carry out that task. The child care director shall be responsible for supervising the implementation of significant portions of the treatment plans for children in the program, and for providing an on-going staff evaluation of children's personal and social development.
2. Qualifications
  - a. A bachelors degree in the field of education, liberal arts, sociology, or psychology, and 3 years paid experience in the human service or mental health field, at least one of which should have been in a supervisory position in a child care institution, group home, or shelter; or
  - b. A high school equivalency diploma and a minimum of five years paid experience in the human service or mental health field, with at least two years in a supervisory position in an institutional child care, group home or shelter.
3. Staffing Ratio - All programs with more than 20 children shall designate a person to fill the position of child care director.

C. Child Care Worker

1. Responsibilities - The child care worker carries responsibility for daily care and supervision of the living group to which he/she is assigned, and the individual children in it. The primary responsibility of the child care worker shall be the care of the children individually and as a group and this shall have precedence over any other duty he/she may perform. While the scope of responsibility will vary depending on the size and organization of the agency, the child care worker shall function as a key member of the treatment team. As a member of the team, the child care worker shall take part in the

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discussion of treatment plans for, and evaluation of, individual residents in the group living units under his/her jurisdiction and shall participate on a regular basis in such decisions as intake screening, groupings, and discharge. The child care worker shall be responsible for providing counseling and other social services as are determined by the framework and priorities of the agency.

2. Qualifications - The child care worker shall show ability to understand and be comfortable with children in an intimate group living situation, and shall have evident ability to further develop their knowledge and skills in working with children they serve. The specific qualification for child care workers shall be:
  - a. a degree from an accredited four year college; or
  - b. a high school equivalency degree and at least one year's paid experience involving the supervision of children in the human services or mental health field.

Relief staff shall have the same qualifications as regular assigned child care staff.

3. Staffing Ratios - The ratio of child care staff on duty to children during the waking hours shall be a minimum of one staff member to every six children from 3 to 6 years of age, one staff member to every 12 children from 6 to 12 years of age, and one staff member to every 15 children 12 years old and older.
  - a. The ratio of child care staff awake and on duty to children during sleeping hours shall be sufficient to provide for the safety and welfare for all children in residence, and shall be reviewed and approved in writing by the Division.
  - b. There shall be sufficient back-up persons on call at all times to provide assistance in case of emergencies.
  - c. Facilities serving children 3 years old or younger, or non-ambulatory children, shall establish staffing ratios which are sufficient to meet the needs of their populations and which shall be reviewed and approved in writing by the Division.

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- d. Agencies whose population is composed primarily of children with serious psychiatric disturbance social behavior should increase the ratio of staff to children accordingly to assure proper adult support and treatment.

6.4 Recreation Staff

- A. General Requirements - The Agency shall employ sufficient staff to develop and administer a recreation program for active children of different ages, interests, recreational needs and abilities.
- B. Recreation Worker
  - 1. Responsibilities - A recreation worker shall have the ability to develop and operate a child centered recreation program which correlates with other program activities and interest levels within the institution.
  - 2. Qualifications - A recreation worker shall be capable of motivating children to participate in constructive activities, and shall have the ability to lead and supervise children in organized games and informal, individual play or hobbies.  
The worker shall possess a high school degree and shall have appropriate work experience in the recreational or physical education field.
  - 3. Staffing Ratios - The number of recreation workers hired will be determined by the needs and structure of the program.

6.5 Cook/Dietician

- A. Responsibilities - The cook/dietician will be responsible for the planning and preparation of menus and meals for the agency; will have responsibility for assigning and supervising kitchen staff including residents who are assigned to kitchen duty; and will counsel individuals in matters relating to nutrition and food preparation.

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B. Qualifications

1. Bachelor of Arts or Bachelor of Science degree from an accredited four year college or university with specialization in food service or home economics, nutrition, or a related field; or
2. two years paid experience as chef or restaurant cook with experience in the planning and preparation of nutritional menus and meals, providing there is regular scheduled consultation from a dietician or a nutritionist in planning and organizing menus.

6.6 Health Services

A. General Requirements - A medical director, responsible to the administrator shall be appointed to assure that an adequate program of medical and health care is available for both children and staff, and to insure that health services are properly delivered. There shall be sufficient nursing staff employed to provide for the implementation of the health services program.

B. Medical Director

1. Responsibilities - Reporting to the Executive Director or Administrator, the medical director shall be responsible for the administration of a comprehensive program of preventive health care, which is planned according to the needs of the children and staff of the institution. The Director shall be responsible for the establishment of medical policies within the facilities and supervise the medical and preventive health program of the agency. The Medical Director shall be on the premises at reasonable and regular intervals to observe and personally evaluate the health program, and shall provide appropriate consultation, instruction, and education on health matters for appropriate agency staff. The medical director shall have knowledge of all medication dispensed to children in the institution, and shall be responsible for insuring that children receive proper medical care and treatment as it is required.

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2. Qualifications - The Medical Director must be a physician licensed to practice medicine in the State of New Jersey.

C. Nurse

1. Responsibilities - A nurse shall be assigned duties by the Medical Director in the implementation of the agency's program of preventive health and health care commensurate with the individual's status as registered or licensed practical nurse.
2. Qualifications - Nurses shall be licensed to practice in the State of New Jersey as registered or practical nurses.
3. Ratio - There shall be (1) full-time nurse at each institution with 35 or more children. Additional nursing coverage shall be provided at the discretion of the medical director.

6.7 Mental Health Services

- A. General Requirements - Psychological or psychiatric services shall be provided by the agency for children requiring those services. Services shall be provided by qualified staff, or through consulting or purchase of service arrangements with physicians, psychologists, or mental health institutions in the community.

Programs which augment mental health services through use of behavior therapy shall describe the goals and techniques of such services in the treatment plan of children receiving these services.

B. Psychiatrist

1. Responsibilities - Psychiatrists shall perform such services as may be required in the diagnosis of individual cases, the prescription and review of medication, and the provision of direct clinical services. Psychiatric staff or consultants may also, depending on the agency, play a substantial role in staff training and consultation, the evaluation of treatment services and the planning and development of the agency's treatment program.
2. Qualifications - Psychiatrists used by the child care agency shall be qualified and licensed to practice in New Jersey.

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3. Staffing Ratio - The availability of psychiatric services shall be determined by the nature, size, and make-up of the program.

C. Psychologist

1. Responsibilities - Psychological responsibility shall include the testing and diagnosis of children's emotional, learning and behavioral problems; the planning and review of treatment plans; staff training and consultations; and the provision of individual and group therapy.
2. Qualifications - Psychologists providing services shall have a Masters Degree in Psychology from an accredited college or university, and one year's supervised internship.

- D. Ratio - The staff ratio and use of psychological services shall be determined by the agency.

6.8 Education

- A. Eligibility of Teachers - Each teacher employed by an agency operating an eligible non-public school in a position comparable to that in a New Jersey public school shall provide evidence of eligibility for an appropriate New Jersey certificate of teaching. This evidence shall be maintained by the agency in the teacher's personnel file.
1. Teachers employed by the facility for the purpose of an augmented or remedial education program, i.e. vocational training, crafts, shall have evidence of possessing the necessary skills for their specific assignments.
- B. Staffing Ratio - Staffing ratios shall be sufficient to meet the limitations on class sizes set in Section 5.7 on education.

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6.9 Volunteers.

A. Program Requirement

If volunteer staff are used in any aspect of an agency's program, they shall be under the supervision of a paid member of the Agency's staff who is qualified to oversee the work they are performing.

Volunteer staff shall not be used to replace paid agency staff in meeting required staffing ratios, and if they perform specific teaching, social service or casework duties, or child care assignments normally assigned to paid staff, they shall meet the job qualifications required for the position they fill. In general it is anticipated that volunteers will be used to supplement an agency's recreation staff, or to provide tutoring assistance, or to assist child care staff, providing individual adult attention and supervision for children during the course of the program.

Programs which are able to attract qualified persons may also wish to employ volunteers to provide specific drama, music, or craft instruction that are not provided by paid program staff. An agency may also wish to make use of volunteers in the development of aftercare plans, particularly in situations where children need extra adult support and guidance in making the transition to independent community living.

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VII: PHYSICAL CARE OF CHILDREN

7.0 Clothing

- A. Children shall be provided with an adequate supply of clean, comfortable, and well-fitting clothes and shoes for indoor and outdoor wear, appropriate in style to that generally worn by children of their age and sex in the community.
- B. Children shall have the opportunity to participate in the selection of their clothing and when possible, in the purchase of clothing.
- C. Children shall be provided with an adequate supply of clothing when discharged from the institution.

7.1 Personal Care and Hygiene

- A. Children shall be supplied with the necessary personal effects to help them establish good habits of personal care, grooming and hygiene.
  - 1. Items such as combs, toothbrushes, towels, soap, and washcloths shall be provided for children's individual use.
  - 2. Sanitary supplies shall be provided.
- B. There shall be personal supervision by staff, as needed, to provide for proper grooming and physical cleanliness.

7.2 Bedding

A comfortable mattress, mattress cover, sheets, pillow cases, and blankets shall be provided each child. A clean sheet and a clean pillow case shall be provided weekly.

7.3 Sleep

- A. Routines in respect to getting up in the morning and going to bed shall be planned to insure that children have the opportunity for 8 to 10 hours uninterrupted sleep each night. Schedules should be adapted according to the ages, physical condition, and characteristics of the children in each group.

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- B. Children who need extra sleep, or who need greater privacy because of their age, emotional upset, or adjustment problems, should be provided single bedrooms.
- C. All children shall have ready access to staff during the night.

7.4 Work and employment

- A. Tasks and unpaid work assignments within the agency shall be planned with a focus on the treatment or vocational needs of the child rather than the work requirements of the agency.
- B. Work assignments shall be made according to the ages and abilities of the children expected to perform them.
- C. Work assignments shall not interfere with regular school programs, study periods, recreation or sleep.
- D. Work programs outside the institution arranged for older children shall be sanctioned by the program administrator who shall know the employer and specifics of the work, the conditions of employment, and the hours.
- E. To the extent feasible, children should be given jobs where they perform a useful function, and where it is possible for them to earn money. These jobs should be clearly differentiated from duties expected of a child in relationship to residential living responsibilities.

7.5 Visiting

A. General Requirements

Parents and other individuals important to the child shall have the right to reasonable visiting privileges at the discretion of the administrator. Visiting hours shall be flexible and scheduled to encourage maximum contact between the child and his parent.

1. Staff Participation

Sufficient staff, familiar with the child's treatment plan, shall be available during visiting hours to meet with parents as needed and discuss the child's progress and adjustment at the agency.

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7.6 Discipline

A. General Requirements

Discipline shall be an educational process by which the staff assists children in developing the experience and self-control necessary for children to gradually assume responsibilities, make daily living decisions, and to learn to live in reasonable conformity to accepted levels of social behavior. All programs shall maintain a written statement defining their disciplinary policies which shall be promulgated and explained to staff and children.

B. Staff Intervention

Staff intervention in situations in which children are unable to exercise appropriate self-control, or fail to behave in a way that is expected or required, shall be determined by an understanding of the particular child, the immediate situation, the child's residential group, capacity to learn from the experience, and the child's treatment plan.

1. Well defined rules that set the limits of behaviors required shall be established by each agency, both for the protection of the group and the individual(s) within the group. These policies shall be written and promulgated to both staff and children.

C. Punishment

1. Punishment should only be used in those situations where other means would be ineffective, and as part of a learning process. Staff shall have clear reasons for the selection of punishment as the preferred approach for controlling unacceptable behavior. Penalties for specific offenses should be tailored to deal with the behavior in a manner that is appropriate at the time for the individual child.

D. Prohibited Punishments or Controls

The following types of punishments are prohibited:

1. Group punishments for misbehaviors of individuals.

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2. Humiliating or degrading punishment which subjects the child to verbal abuse, ridicule, or humiliation as punishment in the presence of staff or peers.
3. Corporal punishments including any type of physical hitting or any type of physical punishment inflicted in any manner upon the body.
4. Withholding of food.
5. Denial of visiting privileges solely as a means of punishment.
6. Isolation or confinement of a child without supervision and regular visitation at any time or for more than two hours in any 24 hour period. Isolation of children shall be instituted only on the orders of the agency head or his her designee, and a report of each incident requiring isolation shall be entered in the child's record.
7. Delegation of authority for punishment to other children or to persons on duty who are not known to the child.

7.7 Nutrition

A. Diets

1. A diet consisting of a variety of foods of good quality shall be provided. Food shall be prepared and served in a palatable manner. Special diets shall be provided when indicated and ordered by the agency's medical director.
2. The total daily diet provided shall meet the National Research Council's Recommended Daily Dietary Allowances as adjusted for age, sex, and activity of each child under care.

B. Frequency of Meals.

1. Three meals a day shall be provided unless a child obtains lunch at school. If luncheons are obtained at school, information about the general pattern of these lunches shall be obtained and other meals planned accordingly. Some type of after-school snack shall be provided, but they shall not replace regular meals.

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2. Only pasteurized milk and U.S. Government inspected meat shall be served to the children.

C. Food Service

1. Table service shall be provided for children, and meals served in a manner that makes mealtime a pleasant social experience. Tables serving no more than eight (8) children and one (1) staff are recommended for children 8 years of age and younger.
2. Staff shall be present to eat at tables with children during the noon and evening meals.

D. Menus

1. Menus shall be planned at least a week in advance, and shall be planned under the direction of, or in consultation with, a qualified nutritionist, dietician or physician.
2. Menus shall be maintained on file for at least one (1) year.

<b>MANUAL OF STANDARDS for RESIDENTIAL CHILD CARE FACILITIES</b>	<b>Section</b> VIII
	<b>Subject</b> Physical Facility Requirements

VIII. PHYSICAL FACILITY REQUIREMENTS

8.0 General Requirements

- A. The requirements listed below contain the minimum criteria for facility operations for all residential child care agencies receiving placements from the Division of Youth and Family Services.
- B. All child centers shall comply with every state, county and local law, ordinance or code governing such center.
- C. All centers shall be required to have insurance coverage as described below:
  - 1. General Comprehension Liability Insurance coverage.
  - 2. Transportation Liability Insurance (if center provides transportation) for bodily injury or death in the amount of \$300,000 for 1 person and \$500,000 for a single accident.
- D. All agencies shall maintain an emergency plan to deal with disasters such as fires or explosions which may occur at the facility. These plans shall be developed with the assistance of qualified fire and safety personnel and appropriate local officials. They should include:
  - 1. Instructions for use of fire alarm systems and fire equipment.
  - 2. Information on location of fire equipment and alarms.
  - 3. Emergency building evacuation plans.
  - 4. Plans for emergency assignment of personnel.
- E. All new construction of Residential Facilities, including alterations, renovations, or additions shall conform with section 8 of the BOCA Basic Building Code.

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8.1 Types of Buildings - Buildings shall be classified according to the type of construction:

- A. Type I - buildings that are completely constructed of non-combustible materials, with a 2-hour fire rating.
- B. Type II - buildings that are constructed mainly of non-combustible materials, but have floors, roofs and/or interior framing which is wholly or partly of wood.
- C. Type III - buildings that are constructed of wood or other combustible materials.

8.2 Limitations on the Use of Upper Levels for Residential and Treatment Purposes - The type of construction shall determine the floors that may be occupied by children:

- A. Type I - all floor levels may be used by children.
- B. Type II - residential, child care and treatment areas shall not be permitted above the sixth floor. (Children less than 2 1/2 years old shall not be permitted above the third floor.)
- C. Type III - residential, child care and treatment areas shall not be permitted above the third floor. All children less than 2 1/2 years old and all non-ambulatory children shall be limited to the first floor.
  - 1. All residential and treatment facilities providing care on more than one floor level shall arrange the children so that younger and handicapped children are cared for on the lower floor levels (exclusive of the basement) of the building.
  - 2. In type II and type III construction, non-ambulatory handicapped children not be permitted above the first floor unless there is one staff member available for each non-ambulatory child. However, in type I and type II construction, non-ambulatory handicapped children shall not be permitted above the third floor.

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3. Basement areas may be used when specifically approved by the Division.

8.3 Exit Requirements

A. There shall be at least 2 independent exits from every floor of a building:

1. These exits shall be located so that children may exit from the building or room in 2 separate directions.
2. The maximum travel distance to an outside exit door or stairway shall not exceed 100 feet. (Buildings equipped with an automatic sprinkler system may have a maximum travel distance of 150 feet.)
3. The exiting capacity of stairway and doors shall be measured in unit widths of 22 inches. Every exit unit shall accommodate 25 persons per stairway or fire escape and 75 persons per door exiting from the ground floor.
4. Exits shall not be permitted through kitchen, boiler, storage areas, or other hazardous locations.

B. Exits above or below the first floor shall provide:

1. Type I and Type II Construction- Exiting by a corridor shall be acceptable if corridors utilized lead to stairways which are completely enclosed in 2-hour fire rated materials and which exit directly to the outside.
2. Type III Construction - Each room used by children for sleeping, program or activity shall have at least one exit which opens directly to the outside or to a fire escape, exterior stairways, or enclosed stairway which exits directly to the outside. The second exit may be a corridor that leads to a stairway which is completely enclosed in a 1-hour fire rated material.

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C. Doors, Stairways, Fire Escapes and Corridors Used for Exits:

1. Doors - One of the exits shall be a minimum 30 inches wide and six feet, eight inches in height. The second exit shall be a minimum of 28 inches wide. Rooms that do not have a second exit as described above shall provide a window with a minimum clear opening of 2 feet wide by 2 feet, 6 inches high that leads directly to the outside or to a fire escape. When a window is used, stairs with handrails shall be provided for access to the exit.
  - a. In facilities where infants and non-ambulatory children are cared for or sleep, the clear door widths shall be large enough to accommodate a wheel chair and/or crib, landings or stairwells shall be large enough to accommodate a crib and/or a wheel chair.
  - b. Any door exiting directly to the outside which accommodates more than 30 children shall be required to have panic hardware.
  - c. Any door exiting directly to the outside which accommodates more than 10 children shall swing outward.
  - d. Every closet door latch shall be designed so that children can open the door from inside the closet.
  - e. Every bathroom door lock shall be designed to permit the opening of the locked door from the outside in case of emergency.
2. Corridors shall be a minimum 3 feet wide and 7 feet 6 inches high.
3. Interior Stairways
  - a. All required interior stairways shall be at least 3 feet wide with a minimum headroom of 6 and 2/3 feet.
  - b. Landings and platforms shall not be less than the clear width of the stairway and the height of rise between landings and intermediate platforms shall not exceed 12 feet.

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- c. The maximum height of risers shall be 8 inches and the minimum width of treads shall be 9 inches plus 1 inch nosing.
  - d. No winding staircases shall be permitted as required stairways for purposes of exit.
  - e. Stairways more than 44 inches wide shall have continuous handrails on both sides. Stairways less than 44 inches wide shall have a handrail on at least one side. Stairways more than 88 inches wide shall provide intermediate handrails dividing the stairway in approximately equal clear widths with a maximum lateral spacing of 66 inches. The height of handrails shall be 24 to 28 inches above the nosing of treads in all programs for children under the age of 5. In all programs for children 5 or over, the height of handrails shall be 30 to 33 inches above the nosing of the treads.
  - f. Stair doors shall swing outward and not block the exit of people utilizing floors above. All doors opening into stairways shall open onto a landing at least the width of the exit door.
  - g. All required interior stairways in Type I and Type II construction over 3 stories and 40 feet in height shall be built entirely of non-combustible materials with solid risers, treads, and landing platforms. All stairways, platforms, and landings and exit ways shall support a live load of at least 100 lbs. per square foot.
  - h. Intermediate guards spaced 5 inches apart, or screening, shall be provided on guard rails.
  - i. Storage space or closet(s) under any stairways shall be permitted only if such space is enclosed in a one hour fire rated material with thermal detector constructed at the lowest point 2 feet above the floor.
4. Exterior Stairways
- a. General - Exterior stairways conforming to the interior stairway requirements shall be acceptable as required exits in residential or day treatment

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centers not exceeding 3 stories in height, provided there is at least one additional approved interior stairway.

- b. Construction - Exterior stairways shall be constructed of wood not less than 2 inches thick or of approved non-combustible materials. Exterior stairways shall be roofed and protected along the outer sides.
5. Fire Escapes - Fire escapes shall not be permitted for use above 3 stories. Fire escapes shall provide the following:
- a. Fire escape stairs shall be a minimum 20 inches wide. Treads shall have a minimum clear width of 7 inches, in addition to 1 inch nosing. The maximum height of risers shall be 8 inches. No flight of stairs shall exceed 1 foot in height between landings.
  - b. Landings shall be provided at each story served by fire escapes and shall be at least 3 feet wide and 4 feet 6 inches long. Floor openings in landings shall be at least 22 inches.
  - c. Handrails shall be a minimum of 24 inches above the tread nosing and shall be provided on both sides of the stairs.
  - d. Guard rails shall be provided on all open sides of landings and shall be a minimum of 36 inches in height. Intermediate guards spaced 5 inches apart or screening shall be provided on guard rails.
  - e. Fire escapes shall be of completely non-combustible construction, adequately protected against deterioration, and capable of supporting a live load of at least 100 lbs. per square foot.
  - f. The lowest landing of fire escapes shall be not more than 16 feet above the ground and provided with a stair to ground level.
  - g. Wire glass shall be provided in all openings within 10 feet of the fire escape.

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8.4 Fire Protection

- A. Boiler or furnace rooms shall be separated from the child care areas by a minimum 1-hour fire rated material. If boiler or furnace rooms are in the basement, a furnace control switch shall be provided at the top of the stairs leading to the basement area. Those boilers carrying more than 15 lbs. per square inch and having a rating in excess of 100 square feet of heat transfer surface shall be enclosed in a minimum 2-hour rated material.
- B. Storage areas containing highly flammable materials shall be segregated from child care areas with a minimum 1-hour fire rated material.
- C. Existing residential and day treatment facilities should not and are discouraged from operating in the vicinity of high hazard areas (welding shops, paper storage areas, gasoline storage areas, etc.)
- D. All residential facilities regardless of construction type shall install a comprehensive automatic electrical fire alarm and detection system according to specifications issued by the State Fire Marshal. The only exception will be those buildings which are protected by an approved comprehensive automatic sprinkler system of a type specified by the State Fire Marshal's Office. However, manual fire alarm stations and/or smoke detectors may also be required.
- E. There shall be at least one 10 lb. B-C rated fire extinguisher provided for the kitchen and furnace room. All floors shall be provided with at least one 2 1/2 gallon air pressurized water extinguisher for each 3,000 sq. ft. of floor area. These extinguishers shall be serviced and inspected at least annually by an approved company or competent person. Commercial stoves, if utilized, shall have an automatic extinguishing system installed to comply with N.F.P.A. #96. All staff shall be trained in the use and operation of the fire extinguishers.
- F. Fire exit signs shall be provided at all doors used as exits, with directional signs at locations where the exit may not be readily visible or understood. Night programs shall provide luminated exit signs or an electrical light above the sign with a minimum illumination of 25 watts.

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1. Exit Signs shall be metal with red letters at least 6 inches in height on a white background. Letters on internally illuminated signs shall not be less than 4 1/2 inches in height.
  2. Any door, stair, or passageway that is not an exit, but may be mistaken for one, shall be identified with a sign that reads "NOT AN EXIT" with 2 inch red letters on a white background.
- G. Interior furnishing, drapes, curtains, etc. shall be fire retardant.
- H. Fire Drills shall be held at least once a month. At least one drill each year shall be observed by an approved local fire officer.
- 8.5 Glass Doors, Windows, Etc. All glass surfaces which are not safety glass located in areas where there may be possible impact from staff or children shall have a protective screen, guard or safety glass provided.
- 8.6 Light
- A. Natural or artificial light shall be provided in all child care areas. There shall be at least 20 foot candles of light (artificial or natural) in these areas. This illumination shall be measured at the floor at the furthest point from the light source.
1. Sleeping rooms shall be provided with windows which have an area of at least 10 percent of the floor area served.
- B. All night programs in which children are present shall have an emergency lighting system for exit signs and corridor lighting. This emergency lighting system may be provided by emergency battery packs, an auxiliary generator or wiring ahead of the main.

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8.7 Heat

- A. A minimum temperature of 68°F. shall be maintained in all rooms used by children. Residential ~~facilities~~ shall install only new heating units and shall insure that the heating capacity is calculated in accordance with the ASHRAE guide and data book, American Society of Heating, Refrigeration, and Air Conditioning Engineers, current edition.
- B. Steam and hot water pipes and radiators shall be protected by permanent screens, guards, installations, or any other suitable device which will protect children from coming into contact with a hot surface.

8.8 Ventilation

- A. Natural or mechanical ventilation shall be provided in all rooms used by children. Rooms not having windows with an openable area of at least 5 percent of the floor space shall be equipped with a ventilating or air conditioning system with a capacity equal to that required for natural ventilation. Where mechanical ventilation is provided, there shall be emergency louvers, skylights or openable windows equal to 2 percent of the floor area.
- B. Kitchens shall be provided with either natural or mechanical ventilation at the stove area. Four (4) burner stoves (normally used in homes) shall be ventilated by a mechanical exhaust system with a capacity of 2 cubic feet per minute per square foot of floor area. Larger appliances shall be vented with a system having a capacity of at least 3 cubic feet per minute per square foot of floor area but not less than 150 cubic feet per minute.
- C. Bathrooms shall be provided with mechanical ventilation having a minimum capacity of 50 cubic feet per minute when only one toilet is provided or 40 cubic feet per minute per toilet when more than one toilet is provided.
  - 1. When natural ventilation in accordance with #1 above is provided in the kitchen and bathroom areas, no mechanical ventilation is required.
  - 2. All mechanical ventilation systems shall exhaust directly to the outside. There shall be at least one inch of space between the floor and the bottom of the door.

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- D. Corridors shall be provided with natural ventilation equivalent to 2 1/2 percent of the floor area or by an equivalent mechanical means.
- E. Crawl spaces and attic spaces shall be provided with an adequate cross ventilation system, and properly protected from adjacent hazardous areas.
- F. All openable windows and doors used for natural ventilation shall be provided with insect screening.
- G. All mechanical ventilation with a capacity of 2000 CFM or more shall comply with N.F.P.A. standard 90A.

8.9 Electricity

- A. Existing Buildings - The electrical service shall comply with the requirements in effect at the time the structure first became a residential facility and shall be maintained in good operational condition. If new equipment is installed in the center, the equipment and wiring shall be in compliance with the National Electric Code of the National Electric Code. All equipment shall be inspected annually by a licensed electrician whose report shall be kept on file by the agency.
- B. New Buildings - Electrical equipment and wiring shall be in compliance with the National Electric Code and the National Electric Safety Code with the equipment approved and listed in Publications of Inspected Electrical Equipment of the Underwriter' Laboratories, Inc., or other accredited authoritative agencies.

8.10 Plumbing - All plumbing shall comply with provisions of the Standard Building Code of New Jersey, Part E. Plumbing, which are hereby adopted as a part of these rules and regulations. All plumbing shall be maintained in good orperational condition. (This code shall be available upon request).

8.11 Bathroom and Toilet Facilities

- A. Handwashing facilities for adults and children shall be conveniently located in or adjoining the toilet areas.
- B. In residential centers there shall be at least one toilet and one bathtub or shower for every six children and one wash basin for every four children. Bathtubs and showers shall be equipped to prevent slipping.

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1. Toilet rooms shall be located no more than 100 feet from sleeping rooms.
2. Mirrors shall be securely fastened to the wall.

8.12 Kitchen Facilities

- A. The kitchen and food preparation areas shall be separated from areas used for any other purpose by one of our fire rated material.
- B. Storage space shall be clean and well-ventilated, and containers of food shall be covered and stored above the floor on shelves or other clean surfaces.
- C. Refrigeration and storage of food shall be provided at not more than 45° for food requiring refrigeration.
- D. Food preparation shall be carried on in a kitchen with proper equipment and clean-up facilities.
- E. When single service utensils are used, they shall be stored and handled in a sanitary manner and shall be discarded after a single use.

8.13 Space

A. Indoor Requirements

1. All sleeping areas used by children shall provide a minimum of 74 square feet for the initial occupant, including space which is occupied by furniture. There shall be a minimum of 3 feet of aisle space between single beds. When bunk beds are used, 5 feet of aisle space shall be provided. In sleeping rooms occupied by more than one child an additional 50 square feet of floor space shall be provided per child.
2. All rooms used by children shall provide a minimum of 30 square feet per child. The space shall be determined by each room individually exclusive of hallways, bathrooms, lockers, offices, storage rooms, isolation rooms, staff rooms, furnace rooms, and kitchen areas.
3. All residential facilities shall contain living rooms for the informal use of children for relaxation and entertainment. The furnishing shall be sufficient to provide a comfortable living environment.

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4. All children's rooms shall be furnished with comfortable mattresses, mattress covers, sheets, pillows, pillow cases and blankets.
5. Rooms should contain bureaus and closet space for the storage of clothing in areas contiguous to the children's sleeping quarters. Clothing racks and shelves shall be within easy reach of the children using them.

B. Treatment and Counseling Space

All programs shall provide for sufficient space and privacy for individual counseling sessions. The space should be separate and apart from rooms used for ongoing program activities.

C. Administrative Space

Program shall maintain sufficient space for administrative activities separate from space used for program or treatment activities.

D. Indoor Recreation Requirements

All facilities shall be provided with an adequate indoor recreation area. This requirement can be provided by a gym, or a large room within the facility.

8.14 Special Requirements

The following regulations for residential facilities for specially handicapped, non-ambulatory children shall also be required:

- A. All doors, corridors, ramps, or walkways shall be wide enough to accomodate a wheelchair.
- B. Ramps with non-slip surfaces shall be provided where non-ambulatory handicapped children are given care. These ramps shall have a slope of 1 foot to 12 feet and handrails shall be provided on both sides.
- C. Grab bars shall be provided in toilet and bathroom areas.

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- D. Fire drills should be conducted at least once a year with an approved fire official present.

8.15 Maintenance and Sanitation

- A. General - The indoor and outdoor facilities of the day treatment center shall be maintained in a safe and sanitary manner.

B. Indoor Maintenance and Sanitation Requirements

1. The accumulation of garbage or waste shall be prevented. Receptacles for waste disposal shall be non-corrosive, impervious and non-combustible, sufficient in size and number to contain the accumulated waste, leak proof, and provided with tight fitting covers. Garbage containers shall be lined, and should be scalded or otherwise properly sanitized after emptying.
2. The cooking and kitchen facilities shall be kept clean and sanitary and shall comply with provisions of the New Jersey State Department of Health, State Sanitary Code; Chapter 12, Construction, Operation and Maintenance of Retail Food Establishment. The kitchen shall be separated from other rooms by door, gate, or screen, so that access may be controlled when necessary.
3. Combustible materials shall be stored in non-combustible containers out of the reach of the children.
4. Basements, cellars, and crawl spaces shall be free of moisture resulting from leakage from the exterior.
5. Floors, walls, ceilings, and other surfaces shall be kept clean and in good repair. These areas shall be covered or treated when necessary and only lead free paint shall be used.
6. Stairways shall be free of hazards such as loose steps, uneven treads, torn carpeting, raised strips, or risers which are not uniform.
7. Periodic procedures for protection from infestation by persons qualified to conduct such procedures shall be provided not less than once a year, and more frequently when there is evidence of infestation.

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8. Toilets, wash basins, kitchen sinks, and other plumbing or sanitary facilities shall be maintained in good operating condition at all times and shall be kept free of materials that might clog or impair their operation.
9. All electrical outlets within the reach of young children under five and fluorescent and incandescent fixtures in child care play rooms shall have protective covers.
10. All corrosive agents, insecticides, bleaches, detergents, polishes, any product which is under pressure in an aerosol dispensing can, or any other toxic substance, shall be stored in a locked cabinet or in an enclosure located in an area not occupied by children.
11. Lead paint shall not be used on surfaces or items with which children come into contact.

C. Outdoor Maintenance and Sanitation Requirements

1. The exterior of the premises shall be maintained free of all nuisances, unsanitary conditions, and any other hazards to the health, safety and welfare of the children.
2. The premises shall be properly graded and provided with drains to dispose of surface water.
3. The building structure shall be maintained to prevent water from entering, ~~excessive drafts~~ or heat loss during inclement weather; and to provide a barrier against infestation.
4. Parking areas, pedestrian walkways or other exterior portions of the premises subject to use by occupants at night shall be illuminated.
5. Railings of balconies, landings, porches or steps shall be maintained in good repair and capable of supporting the weight of any person leaning against it.
6. All exit doors amid fire escapes shall be kept clean of all vegetation and materials at all times.

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	<b>Subject</b>  Leasing & Rental Requirements

IX. LEASING & RENTAL REQUIREMENTS

9.0 Leasing

- A. All leases entered into by an agency shall contain the location, a description of the rented property, monthly or annual rent, the useable square footage, and the period covered in the lease.
  - 1. Rent should not exceed fair market value for comparable physical facilities within the area.
  - 2. All facilities shall be subject to appraisal by the Division as to the reasonableness of rent.
- B. Copies of leases entered into by an Agency must be maintained on file and be available for inspection by authorized Division personnel.

9.1 Disclosure

- A. An agency shall upon written request from the Division provide a disclosure of ownership on all rented property, indicating the name of the landlord's corporation, and specifying whether any member of the agency's staff, Board of Directors, or any member of their immediate family has a beneficial interest in the property.

<b>MANUAL OF STANDARDS for RESIDENTIAL CHILD CARE FACILITIES</b>	<b>Section</b>  X
	<b>Subject</b>  Transportation Requirements

X. TRANSPORTATION REQUIREMENTS

10.0 General - All agencies providing transportation of children placed by the Division shall meet the following requirements pertaining to drivers, vehicles, insurance, safety, and transportation records.

10.1 Driver Requirements

- A. The driver of a vehicle with a capacity of 12 or fewer children shall have an appropriate bus driver's license as required by the New Jersey Division of Motor Vehicles.
- B. The driver of a vehicle with a capacity of more than 12 children, shall have a school bus driver's license issued by the New Jersey Division of Motor Vehicles.
- C. The driver shall not transport more children than the capacity of the vehicle.

10.2 Vehicle Requirements

- A. General Inspection Requirements - All vehicles transporting children shall be inspected in accordance with requirements for passenger cars, vans, or busses set by the N.J. Division of Motor Vehicles.
- B. Vehicle Specifications
  - 1. All vehicles having a capacity of transporting 17 or more children shall comply with the appropriate specifications prescribed by the N.J. Department of Education or shall be licensed public carriers.
  - 2. All vehicles having a capacity of transporting fewer than 18 children shall comply with the following requirements:
    - a. The minimum seat width shall be 13 inches per child, 15 inches for each adult.

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- b. Two forwarding ~~facing mirrors~~ or opposite sides of the front portion of the vehicle shall be provided so that the driver can observe children passing in front of the vehicle.
- c. All poles, posts or guard rails in van type vehicles and buses shall be padded to minimize injury if hit against by a child.
- d. Seats and back rests shall be securely fastened. No "jump-type" or folding seat shall be approved. Seats shall face forward and shall be upholstered with spring or foam rubber ( passenger cars need not meet this requirement).
- e. There shall be an operable heater capable of maintaining a temperature of 50° fahrenheit.
- f. There shall be emergency equipment which shall include spare tire, jack, and at least 3 portable red reflector warning devices.
- g. There shall be a fire extinguisher, fully charged, with a minimum underwriters rating of B-2, C-2, (or 1/2 B.C.), located at the front and to the right of the driver.
- h. There shall be a first-aid kit meeting state specifications for small vehicles (N.J. A.C. 21-7.15). Copies of such specifications shall be available from the Division upon request.
- i. There shall be safety locking devices on doors.
- j. There shall be snow tires or chains when conditions dictate.
- k. For all van-type vehicles and buses, the following instructions should appear on the front and rear of the vehicle: CAUTION: CHILDREN. Letters should be at least 3 inches high and 2 inches wide in a color that contrasts with the color of the vehicle.

10.3 Insurance Requirements

- A. All vehicles shall have liability insurance for bodily injury or death in the amount of at least \$300,000 for 1 person and \$500,000 for 1 accident.

10.4 Safety Practices

- A. Children shall never be left unattended in a vehicle.

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- B. Children shall be loaded and unloaded from the curb side of the vehicle and on the right side of the street.
- C. The driver shall deliver the child to a responsible person designated by the parent or guardian.
- D. The interior of each vehicle shall be maintained in a clean, safe condition and no obstacle shall obstruct clear passage to operable doors.
- E. Children shall be secured in seats with safety belts anchored to the floor.
- F. All vehicles which transport more than 6 children between the ages of 2 1/2 to 6 shall be required to have one adult, in addition to the driver, in the vehicle at all times when transporting children.

10.5 Transportation Records

- A. Each agency shall keep in a file a list of children transported, the name of each driver, a photostatic copy of his or her driver's license and the year, make, and model of each vehicle used.
- B. These records shall be available upon request to any authorized representative of the Division.
- C. The Division shall be notified in writing with an accident report when there is an accident where any child is injured.

10.6 Special Regulations

- A. The following additional regulations shall be required for the transportation of children between the ages of 0 and 2 1/2:
  - 1. If children are not held by adults, the vehicle shall be equipped with car beds and/or children's car seats, meeting current federal standards.
  - 2. Car beds shall be securely fastened to the floor of the vehicles and infants shall be strapped in the car beds.

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3. Any child who has developed the skill to sit alone shall use a car seat instead of a car bed.
  4. There shall be no more than 1 child in each car bed or car seat meeting current federal requirements.
  5. There shall be one (1) adult, in addition to the driver, if three or more children between 0 and 2 1/2 years of age are transported.
- B. The following additional regulations shall be required for agencies serving specially handicapped, non-ambulatory children.
1. A ramp device to permit entry and exit of a child from the vehicle. (A hydraulic lift may be utilized provided that a ramp is also available in case of emergency.)
  2. Wheelchairs shall be securely fastened to the floor.
  3. The arrangement of the wheelchairs shall provide an adequate aisle space and shall not impede access to the exit door.