

CHAPTER 122
MANUAL OF REQUIREMENTS FOR
CHILD CARE CENTERS

Authority

N.J.S.A. 30:5B-1 through 15.

Source and Effective Date

R.1994 d.231, effective May 16, 1994.
See: 25 N.J.R. 4987(a), 26 N.J.R. 2100(a).

Executive Order No. 66(1978) Expiration Date

Chapter 122, Manual of Requirements for Child Care Centers,
expires on May 16, 1999.

Chapter Historical Note

Chapter 122, Manual of Requirements for Child Care Centers, was
filed and became effective prior to September 1, 1969 (July 23, 1948, by
the Department of Education). The chapter was amended by R.1969
d.15, effective November 17, 1969. See: 1 N.J.R. 7(a), 1 N.J.R. 28(d).
The chapter was further amended by exempt rule R.1971 d.127, effec-
tive July 23, 1971. The rules, then at N.J.A.C. 6:26-1, were transferred
to the Department of Human Services on July 27, 1972, pursuant to
N.J.S.A. 30:1-25. Chapter 122 was repealed and new rules were
adopted as R.1989 d.261, effective May 15, 1989. See: 20 N.J.R.
3079(b), 21 N.J.R. 1431(b).

Chapter 122 was repealed and a new Manual of Requirements for
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Effective Date.

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1. The administrative records specified in (b)2 and 3 below shall be maintained by the center until the end of the current licensing period.

2. The following records shall be maintained in files located either at a central administrative office or at the center:

i. Comprehensive general liability insurance, as specified in N.J.A.C. 10:122-3.4;

ii. A record of:

(1) Monthly fire drills, as specified in N.J.A.C. 10:122-5.2(m)3; and

(2) Training sessions for staff members on the use of fire extinguishers and fire alarms and evacuation procedures, as specified in N.J.A.C. 10:122-5.2(o); and

iii. If the center provides transportation:

(1) Vehicle insurance, as specified in N.J.A.C. 10:122-9.6; and

(2) Transportation records, as specified in N.J.A.C. 10:122-9.7.

3. The following records shall be maintained in files located at the center:

i. A current manual;

ii. The building's fire safety inspection certificate, as specified in N.J.A.C. 10:122-5.1(b);

iii. The center's certificate or statement of satisfactory health approval, as specified in N.J.A.C. 10:122-5.1(c);

iv. The Life/Safety and Program Inspection/Violation and Complaint Investigation Summary reports from the Bureau, as well as any letters of enforcement or other actions taken against the center, that cover the current licensing period;

v. The documents providing information to parents, as specified in N.J.A.C. 10:122-3.6(a) and 7.11;

vi. A record of each parent's signature attesting to the receipt of the Information to Parents document, as specified in N.J.A.C. 10:122-3.6(a) and (b);

vii. Documentation of the use of extermination services, if applicable, as specified in N.J.A.C. 10:122-5.2(a)7;

viii. Signed blanket permission slips for walks and signed individual permission slips for field trips, outings or special events involving transportation of children away from the center, as specified in N.J.A.C. 10:122-6.8(d) through (f);

ix. A written policy on the disciplining of children by staff members, as specified in N.J.A.C. 10:122-6.6(d);

x. A written policy on the release of children, as specified in N.J.A.C. 10:122-6.5(a);

xi. A written policy providing for the direct involvement of parents of enrolled children in the center's operation and activities, as specified in N.J.A.C. 10:122-6.8(h) and (i)1; and

xii. A written outline of the center's daily activities, as specified in N.J.A.C. 10:122-6.1(e).

(c) The requirements for staff records are as follows:

1. The staff records specified in (c)2 and 3 below shall be maintained by the center for one year after the staff member has stopped working at the center.

2. The following records for the sponsor, director and all staff members shall be maintained in files located either at a central administrative office or at the center:

i. Applications for employment, as specified in N.J.A.C. 10:122-4.1(b)1 and (c);

ii. References on the director and staff members, as specified in N.J.A.C. 10:122-4.1(b)2;

iii. Documentation of applicable education and experience, as specified in N.J.A.C. 10:122-4.5(a) through (d);

iv. A record of each staff member's signature attesting to the receipt of the policy statement on the disciplining of children by staff members, as specified in N.J.A.C. 10:122-6.6(e);

v. A record of each staff member's signature attesting to the receipt of the Information to Parents document, as specified in N.J.A.C. 10:122-3.6(b); and

vi. Health information for staff members, as specified in N.J.A.C. 10:122-7.4.

3. Staff attendance sheets, as specified in N.J.A.C. 10:122-4.4(b)3i, shall be maintained in files located at the center.

(d) The requirements for children's records are as follows:

1. For children currently enrolled in the center, the records for each child, as specified in (d)3i through vi below, shall be maintained in files located at the center.

2. For children no longer enrolled in the center, the records for each child, as specified in (d)3i through vi below, shall be maintained for one year in files located either at a central administrative office or at the center.

3. The following records shall be maintained for each child by the center:

i. A signed application for enrollment, as specified in N.J.A.C. 10:122-6.8(a)1;