



New Jersey, Department of Institutions and Agencies.

Division of Public Welfare.

[Proposed]

MANUAL OF STANDARDS FOR

CHILDREN'S INSTITUTIONS.

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CHILDREN'S INSTITUTIONS

TABLE OF CONTENTS

- 00 CHILDREN'S INSTITUTIONS
 - 01 DEFINITIONS
 - 02 LEGAL BASE
 - 03 PRINCIPLES AND GOALS
- 10 GENERAL REQUIREMENTS
- 20 ORGANIZATION AND ADMINISTRATION
 - 21 STATEMENT OF PURPOSE
 - 22 GOVERNING AUTHORITY
 - .1 General Requirements
 - .2 Duties
 - .3 Committees
 - .4 Meetings
 - 23 FINANCIAL RESPONSIBILITY
 - .1 General Requirements
 - .2 Budget
 - 24 VENDING OF SERVICES
- 30 SERVICES AND PROGRAM
 - 31 PROFESSIONAL SERVICES
 - .1 Social Services
 - .2 Psychological and Psychiatric Services
 - .3 Health Services
 - .4 Other Professional Services
 - 32 OTHER SERVICES
 - 33 PROCEDURES
 - .1 Intake and Admission
 - .2 Continuing Service
 - .21 Social Services
 - .22 Medical Examinations and Treatment
 - .3 Service at Time of Discharge
 - 34 PROGRAM
 - .1 Clothing
 - .2 Food and Nutrition
 - .3 Personal Hygiene
 - .4 Education
 - .5 Recreation
 - .6 Religious Training and Counseling
 - .7 Visiting by Parents and Others
 - .8 Household Duties and Work Program
 - .9 Discipline and Privileges

- 40 STAFF
 - 41 GENERAL REQUIREMENTS
 - 42 ADMINISTRATOR
 - .1 Duties
 - .2 Qualifications
 - 43 ASSISTANT ADMINISTRATOR
 - 44 SOCIAL SERVICE STAFF
 - .1 Social Service Workers
 - .2 Social Service Supervisor
 - 45 OTHER PROFESSIONAL STAFF
 - 46 CHILD CARE STAFF (Houseparents, Child Care Workers)
 - .1 Child Care Staff - Child Ratio
 - 47 CLERICAL STAFF
 - 48 DIETARY STAFF
 - 49 OTHER STAFF
- 50 PHYSICAL ACCOMMODATIONS
 - 51 GENERAL REQUIREMENTS
 - 52 GROUNDS
 - 53 BUILDINGS
 - .1 General Requirements
 - .2 Office Space
 - .3 Staff Quarters for Resident Employees
 - .4 Children's Quarters
 - .5 Sanitary Facilities
 - .6 Dining Areas
 - .7 Educational Facilities
 - .8 Laundry and Sewing Rooms
 - .9 Medical Facilities
- 60 TRANSPORTATION
- 70 RECORDS AND REPORTS
 - 71 GENERAL REQUIREMENTS
 - 72 CONTENTS OF RECORDS

The following regulations and recommendations are applicable to all sectarian and non-sectarian institutions for dependent, neglected, predelinquent and emotionally disturbed children.

01 DEFINITIONS

For the purpose of these regulations:

- A. Institution means a twenty-four-hour group care facility which provides care, treatment, and rehabilitation for children whose patterns of behavior constitute a problem to themselves or to the community.
- B. Facility or Residential Facility or General Statement shall be used to refer jointly to an institution and shelter unless otherwise indicated by specific reference to institution or shelter.
- C. Recommendation means a goal which is proposed for attainment but which is not now mandatory.

02 LEGAL BASE

In accordance with statute (N.J.R.S. 30:1-14-17) and Administrative Order 1:15 of the Department of Institutions and Agencies, the following rules and regulations are established for services rendered by facilities in New Jersey for children: A facility for children is any public or private establishment which provides residential congregate maintenance and personal care for children unrelated to the operator. A child is defined as any person who is under 21 years of age. Congregate maintenance is defined as food and shelter for dependent, neglected, pre-delinquent, and emotionally disturbed children. This shall exclude special hospitals or facilities for the physically handicapped and chronically ill, facilities for the blind and deaf, institutions for the mentally retarded and psychiatric in-patient facilities inspected by the Division of Mental Health and Hospitals, penal and correctional facilities, day care centers and residential schools in which the primary function is the education of normal children and foster and group care homes under the jurisdiction of BCS or an approved adoption agency. Personal care is defined as the full-time supervision of children's activities, including personal hygiene, clothing, health, education, and intersocial relationships.

In order to be eligible to receive in-residence children, a child-care institution shall demonstrate to the satisfaction of the Bureau of Children's Services, Hospital Licensing Board and the Board of Control, through such methods and procedures as may be prescribed, that it complies with each of the following rules and regulations, which shall be interpreted as constituting minimum standards only.

03 PRINCIPLES AND GOALS

- A. Children do not ordinarily require group care away from their own homes unless there has been great difficulty in their lives; family breakdown by illness, death, or desertion; family strife; serious personal problems of adjustment at home, school, or in the community; or delinquency.

The facility should plan its program carefully, select the type of staff needed to carry out the program, and maintain a suitable physical environment.

- B. Placement of children in a facility is an integral part of a comprehensive child welfare program.

03 PRINCIPLES AND GOALS

- C. The unique characteristics of group living need to be recognized and the impact on the individual child understood. Every child must be given the help he needs to accommodate to group living, which offers less intimacy than family life.
- D. Institutions, with their responsibility for educating and rehabilitating children, must develop treatment programs which minimize the damaging effects of confinement and which help each child resolve problems that have caused socially unacceptable behavior.
- E. The ultimate goal of a facility is to return the children to normal family and community life, either in their own homes or in substitute settings.
- F. Since everyone who works in the facility influences the lives of the children, all staff should demonstrate personality and temperament suitable for close association with children.

10 GENERAL REQUIREMENTS

- A. Residential facilities shall conform to all public health, safety and fire codes, applicable laws, and regulations set forth by the State of New Jersey, the county and municipality in which it is located.
- B. Emergency evacuation drills shall be carried out at least once every two months and a record kept and periodically evaluated as to the length of time it takes to evacuate the buildings. These drills shall be scheduled to cover varying times and hours, including hours when children are sleeping.

Staff shall meet with local fire officials at least once a year for training in the use of fire equipment and emergency removal of children.
- C. The facility shall maintain cooperative relationship with community agencies toward rehabilitation of the child.

20 ORGANIZATION AND ADMINISTRATION

21 STATEMENT OF PURPOSE

The purpose or purposes for which the facility was established shall be set forth in the charter or articles of incorporation; or if the facility is unincorporated, in the written policy statement or statutes under which it is operated.

22 GOVERNING AUTHORITY

.1 General Requirements

- a. The governing authority of the facility shall be a board of directors or a designated governing group responsible for the continued operation of the facility.
- b. When the facility is a unit of a parent organization with multiple services, it shall have an advisory committee. One member of such committee shall be the liaison with the governing authority, and the committee shall advise the governing authority on matters requiring its action.

22 GOVERNING AUTHORITY

Recommendation

The governing authority should be large enough to discharge its responsibilities effectively and efficiently. The membership should include lay and professional men and women representing the social and economic cross section of the community and having an interest in the work of the institution and concern for social conditions affecting the welfare of children in the community. There should be a plan for rotation on an overlapping basis.

.2 Duties

The governing authority shall

- a. establish written policies defining the purpose and objectives of the facility, services offered, eligibility requirements, admission policies, and financial arrangements for care and treatment;
- b. select and appoint an executive to administer and give professional leadership to the facility and its program;
- c. assure adequate financial support for the facility;
- d. approve an annual budget for services and program for the ensuing year prior to the end of each fiscal year, based on anticipated needs and projected plans;
- e. maintain systems and procedures for the management of funds, real properties, and securities, according to accepted business and accounting practices, and in the case of an unincorporated facility, establish a trusteeship for funds, property, and investment securities;
- f. appraise continuously the adequacy and quality of the services of the facility;
- g. keep a written record of official actions, including those pertaining to administration of funds and development of program and services;
- h. report annually to the public regarding the facility and its program, including information about services offered, numbers of persons served, financial data, and other pertinent matters;
- i. provide for adequate legal services to the facility.

Recommendation

The governing authority should take part in community planning for welfare services, modify their program in response to the needs of children and the community, and interpret to the community the needs of the facility and the use the community can make of its services.

.3 Committees

Recommendation

It is suggested that the institution establish specialized committees to facilitate the operation of the institution. Most institutions, varying according to

22.3 Committees

Recommendation

their size and complexity, designate the following committees:

- Executive
- Finance
- Personnel
- Children's Services
- Public Relations
- Nominating
- Property

Each committee established should be chaired by a member of the governing body.

.4 Meetings

The governing authority shall meet regularly enough to effectively and efficiently carry out the duties enumerated in section 22.2.

23 FINANCIAL RESPONSIBILITY

.1 General Requirements

- a. The facility shall determine and review periodically, at least annually, the per capita cost of care, defining the various items included.
- b. All financial records shall be audited annually by a certified public accountant. Receipted bills shall be secured for all cash payments, and receipts shall be given for all fees collected.
- c. Persons responsible for handling funds shall be bonded.
- d. The facility shall carry adequate insurance to protect the children served from damage resulting from injury sustained while under the care of the institution.

Recommendation

The governing authority should use the assistance of an insurance consultant in determining adequacy of coverage.

.2 Budget

The budget shall include provisions for:

- a. Salaries and costs of staff development
- b. Cost of food
- c. Cost of clothing
- d. Cost of medical, dental, and related services
- e. Cost of psychological and psychiatric services

23.2 Budget

- f. Personal allowances for children receiving care
- g. Adequate physical facilities and equipment and maintenance of same
- h. Such special services as may be required.

NOTE: If any of the aforementioned costs are provided by another source, they should be included and an appropriate value ascribed.

24 VENDING OF SERVICES

The following system governing the vending of the facility's services shall apply:

1. An agreement, descriptive of the services to be provided, shall be signed by both parties setting forth the terms of the agreement, including the amount of the fee, dates upon which payments are due, and the services to be included in the fee.
2. The conditions pertinent to the manner in which services will be provided shall be defined.
3. The responsibility of each party for professional services shall be defined.
4. The facility shall report in writing to the purchasing agency, at least semi-annually, the nature and extent of services provided and the child's progress.
5. The facility and the purchasing agency shall plan jointly for any change in type of service and for discharge of the child from the care of the facility.

30 SERVICES AND PROGRAM

31 PROFESSIONAL SERVICES

The facility shall have available the following professional services essential to the well-being of children:

.1 Social Services

Social services shall be provided at an institution by staff qualified by training or experience in the child welfare field or through purchase of service from a qualified social service organization.

.2 Psychological and Psychiatric Services

Psychological and psychiatric services shall be provided at an institution by purchase of service, arrangements with mental health resources in the community or direct employment of staff. Such services are recommended for shelters.

.3 Health Services

- a. The facility shall provide a program of health supervision and medical, dental and related care for children in residence.
- b. Responsibility for health supervision at the facility will be lodged with one physician, who is licensed to practice medicine in the State of New Jersey.

31.3 Health Services

- c. The facility's physician shall:
 - 1. Participate in the establishment of the facility's written medical policy and supervise the medical and general health program of the facility.
 - 2. Be on the premises at reasonably regular intervals to observe and evaluate, personally, the health program.
 - 3. Provide appropriate consultation, instruction and education for the institutional staff.
 - 4. Have knowledge of and establish procedures for storage and dispensing of all medication to children at the facility.
 - 5. Consult on the staffing of the nursing program and give general directions for performance of nursing duties.
- d. The state inspecting agency, through its authorized representative, may request reports from the physician outlining the health program of the facility.
- e. A dentist shall be available to review records and consult on dental problems as needed.

31.4 Other Professional Services

Educational, vocational, recreational, legal, and religious counseling services at the facility shall be provided by qualified staff or by arrangements with appropriate community resources.

32 OTHER SERVICES

Child care and other services shall be provided along with professional services to carry out the program of the facility.

33 PROCEDURES

.1 Intake and Admission

- a. The decision to accept a child for care shall be in keeping with the general intake policies established by the governing authority of the facility.
- b. The institution shall not admit a child unless he has had a comprehensive psychiatric, and/or psychological examination including recommendations for any necessary treatment.
- c. The facility shall not admit a child unless he has had a medical examination.
- d. Admission procedures outlined below shall be followed:
 - 1. Parents shall be informed about the general program of the facility and, insofar as possible, shall share in planning for the child.

33.1 Intake and Admission

2. A social study shall be made immediately after placement except in instances when a referring social agency or court has provided such a study. The study shall include a thorough review and evaluation of the family situation and of the child's behavior and special needs.
3. Each child shall have an intradermal test for tuberculosis on admission to the facility unless the physician accepts the results of a recent test. Children with positive reactions shall receive appropriate follow-up either by the physician in charge or by referral to a clinic.
4. Each child shall be immunized against diphtheria, whooping cough, measles, tetanus, poliomyelitis, and small pox. When a child comes to the facility without having these immunizations, the physician shall prescribe a proper immunization schedule.
5. There shall be clarification of the responsibilities to be assumed by parents and referring agencies during the period of the child's stay in the facility.
6. A staff member shall inform the child what is expected of him and shall acquaint him with who will be providing service to him and what he can expect from them.

33.2 Continuing Service

33.21 Social Service

Professional staff shall

- a. have regular and frequent contacts with the child and his parents to help them maintain their relationship with each other and to plan for the future care of the child;
 - b. help the child with personal problems that affect his ability to have satisfying personal relationships and to develop inner controls needed for socially acceptable behavior;
 - c. confer with child care staff, providing specific information about the child and his family situation so that they may understand the child's needs and help him in his adjustment to group living;
 - d. make appropriate referrals to community resources needed by the child and his parents;
 - e. review each child's status and progress at least quarterly and more frequently as needed for the purpose of evaluating the need for continuing or different forms of care;
 - f. maintain a continuing relationship with appropriate community agencies which share responsibility for providing services to institutionalized children and their parents (refer to items a. and e.).
-

33.22 Medical Examinations and Treatment

- a. Each child shall have every two years an intradermal test for tuberculosis and appropriate follow-up.
- b. Each child shall have an eye examination annually.
- c. Each child shall have a hearing test annually.
- d. Each child shall have a medical recheck annually and more often when necessary.
- e. Each child shall have a dental examination annually.
- f. Provision shall be made for needed psychiatric and psychological services.
- g. Provision shall be made for needed medical and dental services.
- h. Staff shall have guidance in recognizing indications of illness and shall have responsibility for reporting illness promptly to the administrator, nurse, or physician in charge.
- i. If children attend school in the community, appropriate staff of the institution shall have regular contacts with the school nursing staff in order to make full use of their knowledge of the child's physical condition, and shall take into account the school's recommendations for corrective treatment.

33.3 Service at Time of Discharge

- a. Professional staff shall work directly with the child, his parents, and the responsible agency in preparing for the child's return to the community.
- b. Unless otherwise provided, professional staff shall be available when the child is being discharged either to his own home or elsewhere to assist with problems of adjustment to the new situation.

Recommendation

Whenever practical, arrangements should be made for the child to visit the place where he will be residing after discharge.

34 PROGRAM

.1 Clothing

- a. Children shall be provided with adequate, comfortable, and well-fitting clothes for indoor and outdoor wear, appropriate in style to that generally worn by children of their age in the community.
- b. Each child shall have clothing exclusively for his own use.
- c. Children shall have an opportunity to participate in the selection of their clothing and, when possible, in the purchase of clothing.
- d. An adequate supply of clothing shall be provided when the child leaves the institution.

34.2 Food and Nutrition

- a. Meals shall be planned to provide well-balanced, appetizing, and varied diet sufficient to meet nutritional needs.
- b. Special diets shall be provided as directed by the physician or as required by the child's religious beliefs.
- c. Meals shall be attractively served, and mealtime a pleasant occasion in which normal conversation is encouraged. Staff shall eat with the children whenever practicable.
- d. Seating arrangements shall be for small groups.
- e. A record of menus as served for a period of not less than the past thirty days and a record of food purchased and donated for the past twelve months shall be kept on file.
- f. In-between meal snacks of nourishing quality, that help to meet nutritional and emotional needs, shall be available but shall not replace regular meals.
- g. Children shall have an opportunity to express food preferences and be helped to learn good eating habits.
- h. Only pasteurized milk and U.S. Government inspected meat shall be used.

34.3 Personal Hygiene

Each child shall have his own clearly identified toothbrush, comb, towel, and washcloth for attending to his personal hygiene and shall have access to facilities for hair cuts and hair grooming.

34.4 Education

- a. Children shall attend school in conformity with the school code of the State of New Jersey. Previous school records shall be secured. The child's grade placement and academic schedule shall be planned by institution and school personnel and be related to his needs and abilities.

When children attend schools in the community, facility staff shall have regular contacts with school personnel to review each child's school progress and program.

A school program operated within a voluntary institution shall possess a license issued by the New Jersey Department of Education.

- b. Appropriate staff shall participate in school activities and attend school functions in which children participate.
- c. Children shall have an opportunity for an academic or vocational education in line with ability and aptitudes.
- d. Remedial education shall be provided for children who need it.

34.5 Recreation

- a. Appropriate games and other leisure time activities, both indoors and outdoors, shall be included in the program, with diversification according to age groups.
- b. If volunteers are used as leaders or are responsible for developing recreational programs and activities, a member of the professional staff or a director of volunteers shall be responsible for the orientation of volunteers to the overall program of the institution and for their training and supervision.
- c. Time shall be allowed in the daily program of the institution for the personal individual interests of the child.
- d. The institution shall plan social activities such as parties and dances, so that children may learn the social amenities and thus participate with ease and enjoyment in these activities.

34.6 Religious Training and Counseling

- a. Every child shall have the opportunity to participate in religious activities and services in accordance with his background. If attendance is compulsory, the institution will state this clearly to all applicants.
- b. Religious counseling shall be made available through clergymen from without the institution or through qualified religious advisors employed by the institution.

34.7 Visiting by Parents and Others

- a. Parents and other individuals important to the child shall have the right to reasonable visiting privileges at the discretion of the administrator; or in cases of a purchasing agency, at the joint agreement of the administrator and purchasing agency.
- b. Visiting hours shall be flexible.

34.8 Household Duties and Work Program

- a. Work assignments shall be made in relation to the age, abilities, and interests of the child and shall be planned so as not to interfere with his daily study and recreational program. In order to afford the child opportunities to develop good work habits and learn new skills, these work assignments shall be changed periodically.
- b. Children shall not have exclusive responsibility for any phase of operation such as cooking, laundry, housekeeping, farming, or repair work.
- c. There shall be adequate adult supervision and protective measures while children are near equipment or machinery where they might be injured.

34.8 Household Duties and Work Program

Recommendation

Whenever possible older children should have an opportunity to earn money on job assignments either inside or outside the institution in accordance with provisions of the New Jersey Child Labor Law.

34.9 Discipline and Privileges.

- a. The authority of staff for administering discipline and privileges shall not be delegated to children.
- b. Discipline administered shall be for the purpose of helping the child to conform to established standards of behavior and to develop his own inner controls. It should be related to the misbehavior.
- c. Corporal, degrading, or vindictive punishment is prohibited.
- d. Food shall not be withheld as punishment.
- e. The privilege of receiving visitors shall not be denied solely as a disciplinary measure.
- f. Isolation of a child shall require the approval of the administrator or his designee. In all instances the administrator shall be notified of the child's isolation. At any time the child is confined to his quarters, he shall not be without means of communicating with staff.
- g. Each child shall be allowed to bring personal possessions with him to the institution and to acquire belongings of his own.
- h. Each child shall have the experience of handling money or a money substitute.

40 STAFF

41 GENERAL REQUIREMENTS

- A. The institution shall have written personnel policies covering salary ranges, hours of work, living arrangements, vacation, sick leave, overtime, retirement plan, insurance coverage, definition of duties, and performance standards and evaluation. These shall be made known to all staff and to all applicants seeking employment.
- B. All staff who have regular contact with children or whose duties include food handling shall have medical examinations prior to employment and annually thereafter. A medical statement from a licensed physician shall be on file for each staff member, certifying that he is in good health as well as the results of an annual TB test.
- C. Staff shall not bring fire-arms or other dangerous materials onto the grounds of the institution, without the knowledge and consent of the director. When such material is permitted on the grounds of an institution, provision shall be made for storage in an area that is kept locked and the use of such material for recreation shall be carefully supervised by adults, qualified to handle such material.

41 GENERAL REQUIREMENTS

- D. A personnel file shall be kept for each employee. The file shall contain a statement of the employee's qualifications, references, dates and terms of employment, periodic written evaluation of job performance, and when employment is terminated, a statement regarding the reason for termination. After an employee leaves the institution, his file shall be retained for at least five years.
- E. Provision shall be made for a program of staff development for all members of the staff.

Recommendation

Staff development should include access to a library, in-service and academic training programs, and participation in professional conferences, institutes and workshops.

- F. There shall be a person or persons designated to be responsible for first-aid and maintenance of and accountability for medical and first-aid supplies.

Recommendation

Persons responsible for first-aid should possess current American Red Cross First-Aid Certificates.

- G. At least one person within the institution shall be awake all night and in frequent contact with areas in which children are sleeping
- H. Sufficient staff shall be available to provide continuous day and night supervision of the children and protection of the facility, as well as to allow resident staff relief from duty.

42 ADMINISTRATOR

.1 Duties

Under the general direction of the governing authority, the administrator shall perform the following duties:

- a. develop and suggest to the governing authority for its review and appropriate action, matters of general policy for the efficient operation of the program.
- b. prepare the budget and present it to the governing authority for its review and approval.
- c. administer the budget and maintain accurate financial records.
- d. employ and discharge members of the staff according to the established personnel policies.
- e. be responsible for overall supervision of the program.

42 ADMINISTRATOR

.1 Duties

- f. hold staff meetings at regular intervals to discuss plans and to interpret policies to the staff.
- g. organize a program for the continued training and development of the staff.
- h. establish and maintain working relationships with other social agencies within the community and interpret the program to professional and lay groups.
- i. designate a staff member to be in charge at all times during his absence, if the institution is small and there is no assistant administrator.

42.2 Qualifications

- a. The administrator of the institution shall be a person of integrity, maturity, and sound judgment, and shall be capable of providing leadership and consistent direction to staff in the interest of developing and maintaining a sound program.
- *
- b. If employment begins after (date standards are adopted), the administrator shall have a minimum of graduation from a four year college and four years of experience in an institution or agency serving children, two of which must have been in a supervisory or administrative capacity.

Recommendation

The administrator should have a master's degree in social work, psychology, sociology, or education, and should have had experience in a specialized institution for children with behavior problems.

43 ASSISTANT ADMINISTRATOR

- A. In institutions whose population exceeds fifty, the position of program director or assistant administrator shall be established.
- B. If employment begins after (date standards are adopted), the assistant administrator shall have the same educational qualifications as the administrator, as outlined in section 42.2b.

Recommendation

The assistant administrator should have had experience in an institution or agency serving children.

44 SOCIAL SERVICE STAFF

.1 Social Service Workers

- a. Each institution will employ at least one social service worker. The following ratio of social service workers to children shall exist:
 - 1 - 30 children - 1 worker
 - 31 - 60 children - 2 workers
 - 61 - 90 children - 3 workers
 - 91 - 120 children - 4 workers
 - 121 - 150 children - 5 workers

44.1 Social Service Workers

- b. The minimum qualifications for a social service worker shall be a Bachelor's Degree. Where an institution employs only one social service worker, this worker, in addition to holding a Bachelor's Degree, shall have completed at least two years of paid experience in a recognized child welfare agency.
- c. The institution shall employ or otherwise make available the services of a person holding a Master's Degree in Social Work or a related social science for each two social service workers. This person should have responsibility for continuous supervision of the social service workers.

Recommendation

- a. All persons employed to provide treatment for institutionalized children should be qualified by education in the social sciences, beyond the Bachelor's Degree, and previous experience in working with children.
- b. The specialized knowledge and skills of a social group worker should be utilized in planning for and providing meaningful group experiences and activities.

.2 Social Service Supervisor

- a. If more than four social service workers are employed, a social service supervisor shall be provided in the ratio of one to five workers.
- b. The social service supervisor shall have a Master's Degree in Social Work, Psychology, Sociology, or Education, and two years of professional experience including one year in work with children.

45 OTHER PROFESSIONAL STAFF

- A. A physician, licensed to practice in the State of New Jersey, shall be designated to assist the administrator or his designee in planning and coordinating the medical program.
- B. A psychologist and a psychiatrist shall be available for diagnosis, treatment, consultation and staff training.
- C. A nurse shall be available for the care of sick children, assistance to physician in providing continuous health supervision, and interpretation of medical, dental and nutritional recommendations to other staff and children. It is recommended that this person be an R.N.
- D. Specialists shall be available to establish sound educational, vocational, and recreational programs.

46 CHILD CARE STAFF (Houseparents, Child Care Workers)

- A. Under the general direction of the administrator, the child care staff shall plan, supervise, and participate in all children's activities in daily living, including work, recreation, and study.

-
- 46 B. If employment begins after (date standards are adopted), child care staff shall be high school graduates and shall have had one year of experience involving the supervision of a group of children, or experience of a practical nature with children in the home. Additional experience may be substituted for the required education on a year for year basis up to a maximum of four years.

Recommendation

A child care worker should have had courses in child care or child development.

- C. Child care staff shall be at least twenty-one years of age if they are assigned full responsibility for the care and supervision of a group of children. Younger employees may be assigned as assistants.

46.1 Child Care Staff - Child Ratio

- a. The ratio of child care staff on duty to children during waking hours shall be a minimum of one adult to six children, 6 years of age and under, and one adult to twelve children over 6 years of age.
- b. The ratio of child care staff to children during sleeping hours shall be one adult awake and on duty to twenty-four children or fewer.
- c. At least one person shall be on call during waking and sleeping hours to assist the on-duty (person(s) in case of emergency, regardless of the number of units.
- d. The ratios stipulated in 46.1a, b and c are minimum requirements. The ratio of child care to children should ultimately be based on the specialized needs of the institution's population. Facilities, such as infant shelters and those serving physically handicapped children, shall establish ratios that adequately meet the special needs of their population.

47 CLERICAL STAFF

The facility shall have adequate clerical staff to keep correspondence, records, accounts, and files current and in good order.

48 DIETARY STAFF

- A. The facility shall designate a competent person to direct and be responsible for the total food services.

Recommendation

If the person directing the food service is not a dietitian, it is advisable to have regularly scheduled consultation from a dietitian or nutritionist.

- B. There shall be a sufficient number of competent cooks and food service personnel to prepare and serve meals that meet the nutritional needs of the children.

49 OTHER STAFF

The facility shall employ or otherwise make available persons in sufficient number depending upon the size of the facility, the number of persons served, the number of buildings, and the ground area to be maintained, to be responsible for maintenance and housekeeping and for protection of the facility and its residents.

50 PHYSICAL ACCOMMODATIONS

51 GENERAL REQUIREMENTS

- A. The site shall, prior to approval by the Division of Public Welfare, be inspected for environmental hazards and approved by the local Department of Health or a county or joint county Department of Health, and be inspected and approved by the appropriate fire department.
- B. Plans for new and remodeled buildings shall be approved by the Department of Institutions and Agencies.

Recommendation

All new facilities hereafter built should be located in areas easily accessible to transportation facilities, schools, churches, and medical, psychiatric, and recreational facilities.

52 GROUNDS

- A. The grounds shall be well-kept and suitably landscaped, free from insect breeding places, marshes, swamps, poisonous plants, broken glass, and debris.
- B. Outdoor activity space shall be provided. It shall be sufficient in size to accommodate the different age groups served; shall have playground equipment, in good repair, for organized group games and for free play; and shall be adequately protected from traffic and other hazards.

Recommendation

A portion of the outdoor play area should be paved to allow for sidewalk games.

53 BUILDINGS

.1 General Requirements

- a. Buildings shall be kept in good repair and in clean, sanitary condition and shall consistently conform to standards set forth by the local department of health.
- b. New buildings shall be constructed of fire-resistive materials and shall accommodate no more than sixteen children per living unit.
- c. All reception rooms, hallways, and stairways shall be adequately lighted.

53.1 General Requirements

- d. Doors and windows shall be screened.
- e. Heating equipment shall be in good condition, vented, and shall be capable of maintaining constant uniform temperatures, odor control, and elimination of drafts. A minimum daytime temperature of 70° Fahrenheit shall be provided in all rooms occupied by children.
- f. The facility shall have a telephone accessible to all staff on duty.
- g. There shall be an adequate communication system between administration and all activity and living areas.

.2 Office Space

- a. Offices, separate from living quarters, shall be provided for administrative staff and for maintenance of records and business files.
- b. A reception room shall be part of the administrative unit.
- c. Space which affords privacy shall be provided for the use of the professional staff, and rooms for private interviews shall be available.

.3 Staff Quarters for Resident Employees

If staff quarters are provided in the facility, they shall be comfortable and attractive and shall provide for privacy and relaxation. Bathroom facilities shall be conveniently located to the living quarters. Adequate closet space for storage of personal belongings shall be provided.

.4 Children's Quarters

a. Living Room

There shall be living rooms for the regular free and informal use of the children suitable for general relaxation and entertainment. These shall be furnished with comfortable chairs, tables, lamps, pictures, books, bookshelves, radio, television, etc. Furnishings shall be durable and adapted for the use of children.

Facilities based on the cottage plan shall have a living room in each cottage.

b. Visiting Room

Space shall be provided where children may receive and talk with visitors privately.

c. Study Area

Space shall be provided where children can study without interruption and without interfering with the play of other children. Rooms used for this purpose shall have adequate lighting, table space, and chairs.

53.4 Children's Quarters

d. Indoor Activity Space

1. Well-lighted and ventilated indoor activity space shall be provided. It shall be sufficient in size to accommodate the different age groups served; shall have equipment, in good repair, for active indoor games and free play; and shall be adequately protected from hazards.
2. When hobby and craft rooms are available, they shall be equipped with benches, tools and materials with space for storage, and proper safety devices to protect children from injury.

e. Sleeping Rooms

1. Existing institutions should provide a sleeping area for each child which is properly ventilated and well lighted. There shall be at least 3 feet of space between single beds and 5 feet where bunk beds are used.
2. Institutions built or remodeled after (date standards are adopted) shall provide 74 square feet of floor space in the sleeping area for each child, including that which is occupied by furniture.
3. No child shall be placed above the second floor in buildings of less than fire resistive construction. In buildings of wood frame construction, occupancy shall be limited to the first floor.
4. Beds shall be equipped with comfortable mattresses, plastic covers, sheets, pillows and pillow cases, and blankets. Bed linens shall be changed at least once a week.
5. Rooms shall be equipped with tables and comfortable chairs.
6. Walls, floors, and ceilings shall be washable and cheerful in color and shall be kept clean.
7. Provision shall be made in sleeping rooms for the proper use and daily storage of clothing and personal belongings. Ample drawer space and well-lighted closet space shall be provided for each child. Clothes racks and shelves shall be within easy reach of child using them.
8. In new or remodeled buildings sleeping rooms shall accommodate no more than four children. Provision shall be made for several single sleeping rooms.

Recommendation

There should be more than one light to ensure that all lighting is not controlled centrally for the room.

53.5 Sanitary Facilities

- a. Bath and toilet rooms shall be located near sleeping rooms and recreation areas. They shall provide privacy and shall be kept clean, ventilated and in good repair.
- b. There shall be at least one toilet, and one bathtub or shower for each six children and one wash basin for every four children. Bathtubs and showers shall be equipped to prevent slipping.

Recommendation

Both bathtubs and showers should be available.

Special provisions should be made for handicapped children.

- c. Each child shall be provided with a clean washcloth and towel at least twice a week.
- d. Mirrors, preferably unbreakable, at proper levels and in sufficient quantity to be easily accessible to all children shall be provided in the bathrooms.

.6 Dining Areas

- a. Dining rooms shall be attractive, well-lighted, and properly ventilated.
- b. Dishes and all eating utensils shall be attractive and in good condition.
- c. The kitchen area shall be convenient to the dining room. If on a different floor or in a different building, provision shall be made for transporting prepared food and keeping it at proper temperatures.

.7 Educational Facilities

All rooms used for vocational or academic training shall meet the requirements of the appropriate state regulating agency.

.8 Laundry and Sewing Rooms

- a. If laundry or mending is done on the premises, adequate room and equipment shall be provided.
- b. Equipment shall be in good repair, with protective safety devices. All electrical equipment shall be properly grounded.
- c. Space shall be provided for sorting and mending of linens and children's garments.

Recommendation

Labor-saving devices such as electric sewing machines, electric darners, automatic washers, driers, and ironers should be used.

.9 Medical Facilities

- a. Space shall be available for physical examinations conducted within the institution.

53.9 Medical Facilities

- b. Space shall be provided for the care of ill children who require separation from the group.
- c. A locked cupboard inaccessible to children shall be provided for the storage of all medical supplies recommended by the institution's physician. First-aid and splint kits as approved by the physician shall be readily available.

60 TRANSPORTATION

When transportation is provided by the institution or by volunteers, the following conditions shall be met:

- A. There shall be no more than four children in an automobile licensed as a standard passenger car, and in station wagons there shall be sixteen inches seating space per child.
- B. At no time shall there be more than three persons on the front seat of a vehicle.
- C. The licensed driver of the car must be at least twenty-one years of age.
- D. Automobile insurance covering the vehicle with special passenger carrying permits shall be carried at limits of bodily injury liability of not less than \$50,000/\$100,000 and property damage liability of \$10,000.
- E. Children shall not be transported in truck bodies without proper safeguards and supervision.
- F. The institution's motor vehicles shall conform to applicable provisions of the Vehicle Code.

70 RECORDS AND REPORTS

71 GENERAL REQUIREMENTS

- A. Records shall be maintained and reports submitted as required by the Department of Institutions and Agencies.
- B. Deaths of children in the care of the institution shall be reported to the Department within twenty-four hours of the occurrence as well as injuries to children which, in the opinion of the physician, may cause death or serious disability or disfigurement.
- C. A record shall be maintained for each child accepted for care. This record shall be kept for at least five years after the child's release from the institution.
- D. Records are confidential, and employees shall not disclose or knowingly permit the use of any information concerning the child or his family, directly or indirectly, except in the performance of official duties.

Exception: Material from records may be used for teaching or research purposes, development of governing authority's understanding and knowledge of services, or similar educational purposes, provided that the name and other identifying information are disguised.

- A. The child's record shall reflect from point of intake until termination of services a clearly defined plan for services, implementation of the plan, and evaluation of the effectiveness of the services.
- B. The record shall also contain the following:
1. Identifying information: name, sex, birthdate and birthplace of child; name, address, marital status and religion of parents or guardian; date of admission and source of referral; date and name of person or agency to whom the child was discharged.
 2. A report of the original social study of the child and his family situation and the factors that led to his admission to the institution.
 3. The application and other appropriate documents showing custody and legal responsibility for the child.
 4. A copy of the birth certificate or proof from the referring agency that the birthdate has been verified. If the birth has not been officially 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, Department of Health.
 5. Consent for necessary medical or surgical care, signed by parent or person acting in loco parentis.
 6. Health record, including admission examination, report of any illness or injuries and treatment given, dental examination and treatment given if any, psychological tests or psychiatric examination, other pertinent health data, and recommendations for follow-up medical, dental, or psychiatric care.
 7. A record of the child's school placement and school reports, including grade, progress, and adjustment.
 8. Three months' reports concerning the child's progress and development.
 9. A report of family contacts.
 10. A record of the plan for the care of the child at discharge and any after care supervision that was provided.