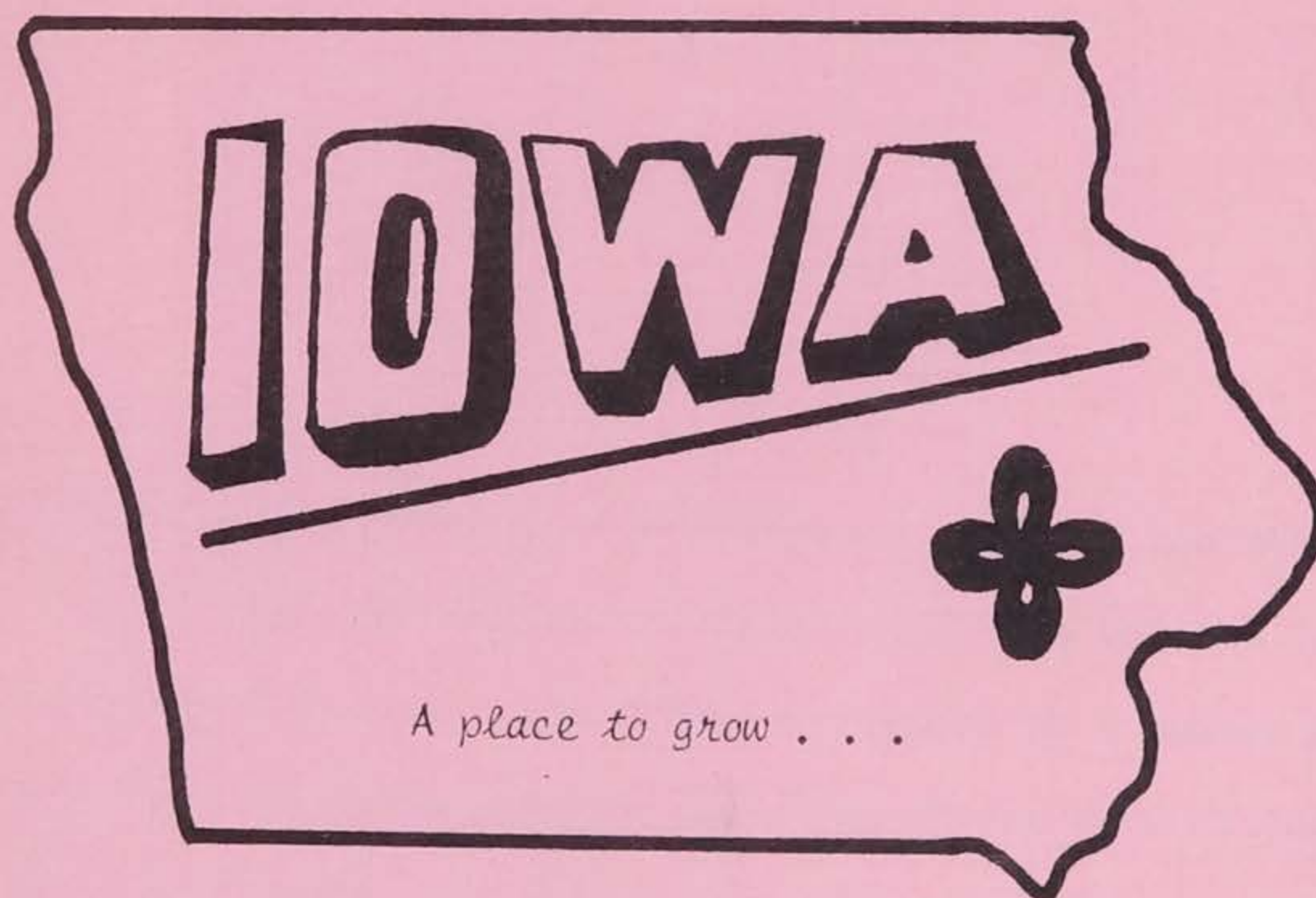


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STANDARDS AND PROCEDURES OF THE IOWA DEPARTMENT OF
SOCIAL SERVICES FOR THE LICENSING OF
CHILD DAY CARE CENTERS AND PRESCHOOLS



. . . in safety, health, and happiness.

IOWA DEPARTMENT OF SOCIAL SERVICES

Except for the comments, the following material has been taken directly from two sources -- The Code of Iowa and the Iowa Administrative Code. Any items designated by a number beginning with 237A are taken from Chapter 237A of the Code of Iowa. Those items designated by a number beginning with 109 are taken from Chapter 770--109 of the Iowa Administrative Code.

AUTHORITY

The Iowa Department of Social Services has been delegated authority in Chapter 237A of the Code of Iowa, to promulgate rules setting minimum standards for licensing of child day care facilities. The child care center minimum requirements are found in Chapter 770--109 of the Iowa Administrative Code.

RESPONSIBILITY

237A.2 Licensing of child care centers. A person shall not establish or operate a child care center without obtaining a license under the provisions of this chapter. A center may operate for a specified period of time, to be established by rule of the department, if application for a license has been made. The department shall issue a license if it determines that the following conditions have been met:

1. An application for a license or a renewal has been filed with the director on forms provided by the department.
2. The center is maintained to comply with state health and fire laws.
3. The center is maintained to comply with rules promulgated under section 237A.12.

PENALTY

237A.19 Penalty. A person who established, conducts, manages or operates a center without a license shall be guilty of a misdemeanor. Each day of continuing violation after conviction, or notice from the department by certified mail of the violation, shall be considered a separate offense.

INJUNCTION

237A.20 Injunction. Any person who establishes, conducts, manages or operates a center without a license may be restrained by permanent injunction.

DEFINITIONS

1. 237A.1 Definitions. "CHILD DAY CARE" means the care, supervision, or guidance of a child by a person other than the parent, guardian, relative or custodian for periods of two hours or more and less than twenty-four hours per day per child on a regular basis in a place other than the child's home, but does not include:
 - a. An instructional program administered by a public or nonpublic school system approved by the department of public instruction or the state board of regents.
 - b. A church-related instructional program of not more than one day per week.
 - c. Short-term classes held between school terms.

A facility which is not a child care center but which provides care, supervision, or guidance to a child may be issued a license if the facility complies with all the provisions of this chapter.

2. "CHILD" means a person under eighteen years of age.
3. "CHILD CARE CENTER" or "CENTER" means a facility providing child day care for seven or more children.
4. "LICENSED CENTER" means a center issued a full or provisional license by the department under the provisions of this chapter or a center for which a license is being processed.

LICENSING PROCEDURES

237A.2 The Department of Social Services shall issue a license if it is determined that the following conditions have been met:

1. An application for a license or a renewal has been filed on forms provided by the department. Consultive services are provided by the Day Care Consultant to applicants (237A.6). There is no charge for a license.

COMMENT: This application must be signed by the owner/operator, director, or a person with final authority for the program.

2. The center is maintained so as to comply with State Fire laws as evidenced by an inspection form signed by a designated official of the State Fire Marshal's Office. (237A.4)
3. The facility is established and maintained so as to comply with rules by the department as determined by inspections performed by the Day Care Consultant.

4. Licenses issued are valid for up to one year from the date of issuance.

The above steps shall be repeated at least annually for renewal of the license.

5. The license shall be posted in a conspicuous place in the center.

No greater number of children than is authorized by the license shall be kept in the center at any one time.

ADMINISTRATION

109.1(1) When a child care center is incorporated, a copy of said articles of incorporation shall be submitted to the Iowa Department of Social Services. In the event any amendments to the original articles or bylaws are filed, a copy of said amendment or amendments shall be transmitted to the Department of Social Services. Incorporated centers whose articles of incorporation are not definitive as to objectives and purposes, shall submit a statement of purpose.

109.1(2) Unincorporated child care centers shall submit a written statement of objectives and purposes to the Department of Social Services. The plan and practice of operation shall be consistent with this statement.

109.1(3) A nonprofit child care center shall have a governing board. The board or operating body shall formulate rules and policies within the objectives and purposes of the center.

109.1(4) The board or operating body of a nonprofit child care center shall provide for the operation of the center with staff which meets the minimum requirements established by the Department of Social Services, and shall provide for revenue for financing of the center.

109.1(5) The child care center shall establish definite financial agreements and fee policies for the children served.

COMMENT: These should be in written form and given to each family.

109.1(6) The child care center admission, intake, discharge and health policies shall be defined, formulated and commensurate with the needs of the children and with the purpose of the program.

COMMENT: These should be in written form and given to each family. Such policies should also be available to the public.

109.1(7) The child care center's preschool age program shall be appropriate to the development level of the children and the defined purpose of the program shall not be a duplication of the elementary school curriculum.

109.1(8) The child care center operator, executive or board shall provide and carry out an ongoing plan for staff training and development.

109.1(9) The child care center operator or executive shall be responsible for the center's administration and programs, and be concerned for the child's development.

RECORDS

109.2 The child care center shall keep records and reports on the staff, the children, center finances, and attendance.

COMMENT: These records may be examined by the Day Care Consultant. (237A.4)

109.2(1) Personnel records shall contain information on:

- a. Employment application, including age, education, and previous work history.
- b. Physical examination report or religious exemption waiver.

COMMENT: This shall be a pre-employment examination taken within 6 months prior to beginning employment including communicable disease tests, as reported, by a licensed physician. This shall be repeated a minimum of every three years thereafter. (237A.5)

- c. Professional growth and development.
- d. Salary and benefit records.

109.2(2) The center shall maintain a record which contains enrollment information about each child in care and the health record, including but not limited to an emergency phone number, next of kin, and who has permission to pick up the child. The child's record shall contain:

- a. Name, address and telephone number of the child's regular source of health care.

- b. Health report
- c. Emergency care plan for the child in case of accident or illness
- d. Parent permission for center-sponsored field visits
- e. Accident and incident reports for the child
- f. Signed permission to secure emergency care

109.2(3) A bookkeeping system shall be maintained, including necessary fiscal files.

HEALTH AND SAFETY POLICIES

109.3 The child care center shall establish definite health policies, including, but not limited to:

109.3(1) The child care center shall require each preschool age child to have an admission physical examination report signed by a licensed physician or designee in a clinic supervised by a licensed physician. This report shall include an immunization record and recommendations for immunization and booster shots to bring the record into compliance with state health department schedule. This written report shall include past health history, status of present health and recommendations for continued care when necessary. A new physical examination report including immunization records shall be obtained annually. For the school age child, a copy of the most recent school physical examination and immunization report shall be acceptable.

Nothing in this rule shall be construed to require medical treatment or immunization for staff or the minor child of any person who is a member of a church of religious organization which is against medical treatment for disease. In such instances, an official statement from the organization shall be incorporated in the record.

COMMENT: IAC 470--7 The State Department of Health requires that all children enrolled in a licensed child care center be immunized against polio, diphtheria, tetanus, whooping cough, measles and rubella as a condition to enrollment. Child care center officials may not allow a child to be enrolled in their program unless they present a validated and signed "Certificate".

109.3(2) The child care center shall have a written plan for medical emergencies and written consent to the parent or guardian for emergency care of the children and shall administer no medication including nonprescription drugs to any child without the parents' or guardian's written authorization. Parent authorization for administering prescription drugs accompanied by a physician's direction shall be on file for each medication administered.

- a. The director or administrator shall designate one person to administer all medications. When medications are administered, it shall be recorded in the child's record.
- b. Medications shall be kept in a locked cabinet. The medicine cabinet key shall be in the possession of the person designated to administer medications. Medications requiring refrigeration shall be kept in a refrigerator.

COMMENT: The Department of Health suggests that medicines kept in the refrigerator be kept in a glass or plastic refrigerator container. If a bottle tips over this will prevent contamination of foods in the refrigerator.

109.3(3) Each child shall have direct contact with a staff person upon his arrival for the early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group.

109.3(4) A quiet area under supervision shall be provided for a child who appears to be ill or injured. The parent or a designated person shall be notified of the child's health status.

109.3(5) Individual towels, paper or cloth, and facilities for keeping them shall be provided. If individual toilet articles are provided, they shall be kept in a sanitary manner.

COMMENT: Suggested toilet articles include individual toothbrush, comb, brush, etc.

109.3(6) Disaster, such as tornado, flood, and fire, escape procedures shall be developed, posted and practiced a minimum of quarterly.

COMMENT: The State Fire Marshal requires that fire drills be practiced a minimum of monthly. Drills should be recorded.

PERSONNEL

109.4 Personnel. In these rules qualified staff shall mean the director or administrator or person considered part of the staff ratio.

109.4(1) The director or administrator shall:

COMMENT: This person should be in the center supervising the program and the staff performance.

- a. Have two years of administrative or program experience in a child care center, or be able to demonstrate an equivalent amount of other child development related experience.
- b. Have completed high school or an equivalent program. Persons who do not meet this educational requirement, and who possess unusual qualifications or experience in the child age group with which they will be working, could be employed with the approval of the Department of Social Services.
- c. Be at least eighteen years of age.

109.4(2) Persons considered part of the staff ratio who have direct contact with the children shall meet the following requirements:

- a. Demonstrate competence in working independently with children.
- b. Be at least sixteen years of age.
- c. At least one staff member on duty shall have a valid certificate in standard first aid or documentation of equivalent training.

No staff member of a licensed center with direct responsibility for child care shall have a conviction by any law of any state involving lascivious acts with a child, child neglect or child abuse. (237A.5)

COMMENT: It is suggested that this question be included on the employment application.

109.4(3) Staff ratio shall be as follows:

<u>Age of Children</u>	<u>Minimum ratio of staff to children</u>
Two weeks to two years	One to every four children
Two years	One to every six children
Three years	One to every eight children
Four years	One to every twelve children
Five years to ten years	One to every fifteen children
Ten years and over	One to every twenty children.

- a. Regardless of the staff ratio in subrule 109.4(3), when seven or more children five years of age or younger are present, basic minimum qualified child care staff shall consist of two people on duty. Combinations of age grouping shall have staff determined on the age of the youngest child in a group.
- b. Every child-occupied program and nap room shall have adult supervision present.
- c. In transporting six or more preschool children, any child care vehicle shall have a minimum of two staff members or other adults present.
- d. Any child care center sponsored preschool aged program activity conducted away from the licensed facility shall provide a minimum of one additional responsible person over the required staff ratio for the protection of the children.

COMMENT: This includes all activities away from the center, including walks around the neighborhood and visits to a nearby park.

PHYSICAL FACILITIES

109.5 Physical Facilities.

109.5(1) The minimum program room size shall be eighty square feet.

109.5(2) The child care center shall have thirty-five square feet per child in indoor area and seventy-five square feet in outdoor recreation area per child using the space at any given time. Kitchens, bathrooms, and halls may not be counted in the square footage per child. For programs of two and one-half hours or less, outdoor space may be waived with the approval of the department providing there is suitable substitute space and equipment.

109.5(3) All stairways used by children shall be provided with hand rails within reach of the children and maintained free of all obstacles.

109.5(4) In all centers, the following minimum requirements must be met: Ceiling height shall be a minimum of seven feet, six inches for rooms above ground level, and a minimum of seven feet for rooms below ground level. Buildings not having air conditioners shall have a ratio of window area of eight percent or more and all openable windows and doors shall be screened with sixteen mesh wire. Areas used by the children shall be heated with the temperature falls below 68 degrees so a temperature of 68 degrees to 72 degrees is maintained at the floor level. Lighting with a capacity to produce a light intensity of twenty foot candles in the program area shall be provided. All rooms shall be ventilated, without drafts, by means of windows which can be opened or by an air-conditioning or ventilating system.

109.5(5) Premises used for outdoor play by the center shall be maintained in good condition throughout the year; shall be kept free from litter, rubbish, and flammable material at all times; shall be fenced off when located on a busy thoroughfare or near a hazard which may be injurious to a child; and shall be free from contamination by drainage or ponding of sewage, household waste, or storm water.

109.5(6) An area shall be provided properly and safely equipped for the use of infants and free from the intrusion of children over two years of age.

109.5(7) One toilet and one lavatory for each fifteen children or fraction thereof, shall be provided in a room with natural or artificial ventilation. The facility shall be maintained in a clean and sanitary manner. Training seats or chairs shall be allowed for children under two years of age. For children six years of age and older, the ratio shall be one toilet and lavatory for each fifteen children. There shall be handwashing facilities for child care personnel in the room where infants are housed.

COMMENT: Before a center starts a building program, or begins extensive remodeling, the proposed floor plans should be submitted to the day care consultant for approval.

FOOD SERVICES

109.6 Food Services.

109.6(1) Balanced meals. Children at the center during regular meal times shall have available to them a full balanced meal which provides at least one-third of the child's daily nutritive allowance, except breakfast which shall provide at least one-fourth.

COMMENT: Meals should be relaxed and unhurried. Children should not be forced to eat. Only one new food should be introduced at one meal. Withholding of food should never be used as a method of discipline. Breakfast should be available to children who arrive early without breakfast. Adults should sit at the table with the children.

109.6(2) Menu planning. Menus shall be planned at least one week in advance. Such menus shall be dated, posted and kept on file at the center. Notations shall be made for special dietary needs of the children.

- a. Menu planning shall include a variety of foods and varying textures, flavors, and colors that will provide children with many different food experiences, and help stimulate their interests in foods.
- b. Each noon or evening meal menu shall include a bread or cereal type food, a meat or meat substitute, a vegetable, a salad and milk. Children remaining at the center longer than two hours shall receive midmorning and midafternoon nourishment.

Meals shall consist of a variety of foods each day based on the following:

Breakfast - $\frac{1}{2}$ cup of milk; $\frac{1}{4}$ cup of juice; $\frac{1}{2}$ slice of bread or $\frac{1}{4}$ cup of cereal or equivalent.

Lunch or supper - $\frac{1}{2}$ cup of milk, 1 ounce (edible portion as served) of lean meat or an equivalent quantity of protein food; $\frac{1}{4}$ cup of vegetables; $\frac{1}{4}$ cup of fruit; $\frac{1}{2}$ slice of bread or equivalent; $\frac{1}{2}$ teaspoon of butter or fortified margarine.

109.6(3) Feeding of children under two years of age.

- a. All children under six months of age are to be held during feeding. No bottles are to be propped for children of any age.
- b. Single service ready-to-feed formulas shall be used for children three months and younger unless otherwise ordered by a parent or physician.
- c. Grade A pasturized milk shall be used for children not on formula unless otherwise directed by a physician.
- d. Special formulas prescribed by a physician shall be made available for the child who has a feeding problem.
- e. Aseptic techniques shall be used in the preparation of all milk mixtures and other foods prepared in the center.
- f. Spoon feeding shall be adapted to the developmental need of the child.

109.6(4) Food preparation and storage.

- a. Sufficient refrigeration space shall be provided for holding perishable foods at 40 degrees F.

COMMENT: A refrigerator thermometer should be placed in the refrigerator.

- b. Kitchens shall be clean, well lighted and ventilated, and free of rodents and insects.
- c. Food service personnel must maintain good personal hygiene and appropriately contained hair while preparing and serving food.
- d. A sufficient number of flytight, watertight garbage and rubbish containers shall be provided to properly store all material between collections. Containers must be maintained in a sanitary condition outside the building.
- e. No chipped or cracked dishes shall be used.
- f. Nondisposable dishes and silverware shall be properly cleaned by prerinsing or scraping, washing, sterilizing and airdrying. A dishwashing machine must provide a minimum or wash temperature of 140 degrees F. For hand dishwashing at least a two compartment sink or comparable facility must be available. Tableware shall be either rinsed in water of a minimum of 180 degrees F. or rinsed in a chemical sanitizing agent and airdried. No tableware shall be towel dried.

109.6(5) Water supply.

- a. Water for drinking and culinary purposes shall be from a public water system when available.
- b. Private water supplies for drinking and culinary purposes shall be located and constructed in accordance with recommendations outlined in the Iowa State Department of Health bulletin "Sanitary Standards for Water Wells." Water shall be of satisfactory bacteriological quality as shown by annual laboratory analysis. When the facility provides care for children under two years of age, a nitrate analysis shall also be obtained.

- c. Drinking fountains shall be of the sanitary type with guarded angular stream drinking fountain head and shall be so constructed and located as to be accessible for use by the children at all times.
- d. If drinking fountains are not available, individual single service cups shall be provided in a sanitary dispenser and used only once. When individual drinking cups are used they shall be kept in a sanitary manner.

ACTIVITY PROGRAM REQUIREMENTS

109.7. Activity program requirements.

109.7(1) The program conducted daily in a child care center shall provide:

- a. Experiences which promote the individual child's physical, emotional, social and intellectual growth and well-being and shall provide for both gross and fine motor development.
- b. A schedule of activities with sufficient flexibility to respond to the needs of the individual children.
- c. Both active and quiet learning experiences which promote the development of skills, social competence, self-esteem, positive self-identity, and creative expression.
- d. Experiences in harmony with the ethnic and cultural backgrounds of the children.

109.7(2) Play material and equipment for both indoor and outdoor play shall be in sufficient variety and quantity to meet the interests and needs of the children. Equipment and materials shall be suitable for the age range served and shall be kept in good condition, free of sharp, loose, or pointed parts, and if painted, only lead free paint shall be used. Permanent outdoor play equipment must be firmly anchored.

- a. Materials and equipment shall be provided to encourage muscular activity, social and dramatic play, intellectual growth, creative expression and shall be of safe construction and materials that are easily cleaned.
- b. The program shall provide for a nap or quiet time for all preschool age children present at the center for five or more hours.
- c. A clean washable individual cot, bed, or crib and bedding to cover both cot, bed, or crib and child shall be provided for each child who naps. Mats may be substituted for physically handicapped children.

COMMENT: Both the cots and the bedding should be cleaned thoroughly and often. Cots should be scrubbed and disinfected monthly, and bedding completely washed at least weekly.

- d. There shall be at least two feet of space on all sides of the cot except where the cot touches the wall.

109.7(3) A child care center serving children two weeks to two years old must provide an environment which protects the children from physical harm, but is not so restrictive as to inhibit physical, intellectual, emotional and social development.

- a. Stimulation shall be provided through being held, rocked, played with and talked with individually several times each day. Insofar as possible, the same adult should care for the same child. This includes care during feeding and toileting.

- b. Each infant's diaper shall be changed as frequently as needed in his own crib or on a surface which is cleaned and sanitized between each infant change. When changing diapers the infant shall be washed and dried, using his individual toilet accessories. There shall be a covered, waterproof container for the storage of soiled diapers and clothing.

COMMENT: If a hard surfaced area is used for changing, it can be sprayed with a cleaner and wiped dry between each change.

- c. High chairs shall be equipped with a safety strap and shall be constructed so the chair will not topple.
- d. Washable toys, large enough so they cannot be swallowed, shall be provided. Toys shall have no sharp edges or removable parts.
- e. (1) A crib shall be provided for each infant.
(2) Each crib shall be of sturdy construction with bars closely spaced so a child's head cannot be caught, and have clean, individual bedding, including sheets and blankets.
(3) Each mattress shall be completely and securely covered with waterproof material. When plastic materials are used, they shall be heavy, durable, and not dangerous to children. A child shall not be placed directly on the waterproof cover.
(4) A crib shall be provided for the number of children present at any one time and shall be kept in a clean and sanitary manner and always cleaned and changed upon the change of an occupant.
(5) There shall be no restraining devices of any type used in cribs.
(6) The minimum spacing between cribs shall be two feet on any side except that which is next to the wall.
- f. When play pens are provided, no more than one child shall be placed in one at any time.

109.7(4) A child care center offering night care shall provide for the special needs of children during the night.

- a. A selection of toys for quiet activities shall be available.
- b. Bathing facilities shall be provided. Comfortable individual cots, cribs, or beds, complete bedding, and night clothes shall be available.

PARENTAL PARTICIPATION

109.8 Parental participation.

109.8(1) Opportunity shall be provided for parents at times convenient to them to observe their children in the child care center and whenever possible to work with the program.

COMMENT: Parents should be informed of this opportunity in writing.

109.8(2) Whenever a nonprofit child care center provides day care for forty or more children, there shall be a policy advisory committee or its equivalent. Committee membership shall include not less than fifty percent parents or parent representatives, selected by the parents themselves in a democratic fashion. The committee shall perform productive functions which may include, but are not limited to:

- a. Initiating suggestions and ideas for program improvements.
- b. Assisting in organizing activities for parents.
- c. Encouraging parental participation in the program.

CONFIDENTIAL INFORMATION

237A.7 Confidential Information. Anyone who acquires through the administration of this chapter information relative to an individual in a child day care facility or to a relative of the individual shall not directly or indirectly, disclose the information except upon inquiry before a court of law or with the written consent of the individual or, in the case of a child, the written consent of the parent or guardian or as otherwise specifically required or allowed by law.

This section shall not prohibit the disclosure of information relative to the structure and operation of a facility nor shall it prohibit the statistical analysis by duly authorized persons of data collected by virtue of this chapter, or the publication of the results of the analysis in a manner which does not disclose information identifying individual persons.

CONSULTATIVE SERVICES

237A.6 Consultative Services. The Department shall, and the Commissioner of public health may, provide consultative services to a person applying for a license, or registration, or licensed or registered by the director under this chapter.

COMMENT: Consultative services may be provided by the day care consultant in a variety of ways, directly or indirectly, for the care of children who must spend a part of their day in a child care facility. These services shall be directed toward assisting in meeting and maintaining the minimum requirements for licensing and then proceeding beyond that level to a program of high quality.

MANDATORY REPORTING OF CHILD ABUSE

It is mandatory, under Chapter 235A of the Iowa Code, for the owner or director in charge of a child care center, to report immediately to the Department of Social Services, when in the course of working with a child, the director or an employee has reason to believe that the child has suffered a non-accidental physical injury as a result of abuse or willful neglect. This report shall be both oral and written.

COMMENT: The first step in reporting suspected child abuse is to call toll-free anytime, day or night: 1-800-362-2178, or your local Department of Social Services. If the child's life is in immediate danger, an oral report must be made to the police.

By law the oral and written reports must contain:

1. Name and home address of the child and his parents or other or persons responsible for his care.
2. The child's age.
3. The child's present whereabouts.
4. The nature and extent of the child's injuries, including any evidence of previous injuries.
5. The name, age, and condition of other children in the same home, and any other information which the person making the report believes might be helpful in establishing the cause of the injury to the child, the identity of the persons responsible for the injury, or the identity of the person providing assistance to the child.

Iowa law states that preschool and day care personnel may take, at public expense, photographs of the injured area. Those who do not report a suspected case of child abuse are guilty of a misdemeanor, and are civilly liable for the damage. Anyone making a report in good faith shall have immunity from liability, civil or criminal, which might be incurred.

PROVISIONAL LICENSE

The director may issue a provisional license for a period of time not to exceed one year if the center does not meet standards required under this section. A provisional license shall be posted in a conspicuous place in the center as provided in this section. If written plans to bring the center up to standards, giving specific dates for completion of work, are submitted to and approved by the Department promulgating the regulations, the provisional license shall be renewable. (237A.2)

LICENSE DENIAL, SUSPENSION, OR REVOCATION

License denial. A person denied a license under the provisions of this section shall receive written notice of the denial stating the reasons for denial and shall be provided with an opportunity for an evidentiary hearing.

237A.8 Suspension and Revocation. The director, after notice and opportunity for an evidentiary hearing, may suspend or revoke a license issued under the provisions of this chapter if the person to whom a license is issued violates any provisions of this chapter or if a person makes false reports regarding the operation of the child day care facility to the director or a designee.

RIGHT OF APPEAL

A person who receives notice from the Department of Social Services denying a license to operate a child care center, or to suspend or revoke such license, may appeal to the Hearing Officer of the Department within 30 days after receipt of the notice.

CIVIL RIGHTS ACT OF 1964

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the grounds of race, color or national origin in the administration of the programs under the direction of the State Department of Social Services wherein federal funds are involved. The regulations promulgated by the Department of Health, Education and Welfare, implementing the Act, provide that the Department of Social Services must administer the federally aided program in such manner that any other agency, institution, organization or person participating in the program, either through contractual or other arrangements, and receiving payment directly or indirectly from public assistance funds will comply with the terms of the Act and Regulations.

Agencies, institutions and organizations providing care for or placement of children under any program supervised by the Department of Social Services are required to abide by the terms of the Act and Regulations prohibiting discrimination on the basis or race, color or national origin. Failure to comply on the part of child placing agency, child care institution or day care center will necessitate the withdrawal of Department financial support.

The Regulations provide that any individual who feels that he or others have been the object of discrimination, contrary to the provisions of the Act, by a child

placing agency, a child caring institution or day care center may file a complaint with the County or State Department of Social Services or the Federal Department of Health, Education, and Welfare. All such complaints will be investigated and appropriate action taken when indicated.

STATE DAY CARE ADVISORY COMMITTEE

237A.21. There is an established state day care advisory committee to consist of not less than nine and not more than fifteen members from urban and rural areas across the state. The membership shall consist of one-third providers of services, one-third interested citizens, and one-third parents of children served. Members shall be appointed by the Commissioner from a list of names submitted by a nominating committee to consist of one member of the state day care advisory committee established pursuant to this section, one member of the day care unit of the Department, and one member of a professional child care organization. The state day care advisory committee shall:

1. Consult with and make recommendation to the Department in the promulgation of rules under this chapter.
2. Recommend improvements in the licensing and registration of facilities.
3. Advise the Department on licensing policy, planning and priorities.

RECOMMENDED RESOURCES

The agencies, law, etc., listed below may or may not apply to you, but should be carefully considered in each individual situation.

1. Privacy Act.
2. OSHA - (Occupational Safety and Health Act).
3. Minimum Wage and Hour Administration.
4. Child Labor Act.
5. EEOC - (Equal Employment Opportunity Commission).
6. Workman's Compensation.
7. Social Security.
8. Liability and/or Accident Insurance.
9. Professional Liability Insurance.
10. Incorporation of Business.



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