

Bright From The Start Child Care Services

Indicator Manual Webinar for Early Childcare Professionals

August 29, 2018
12:00 pm

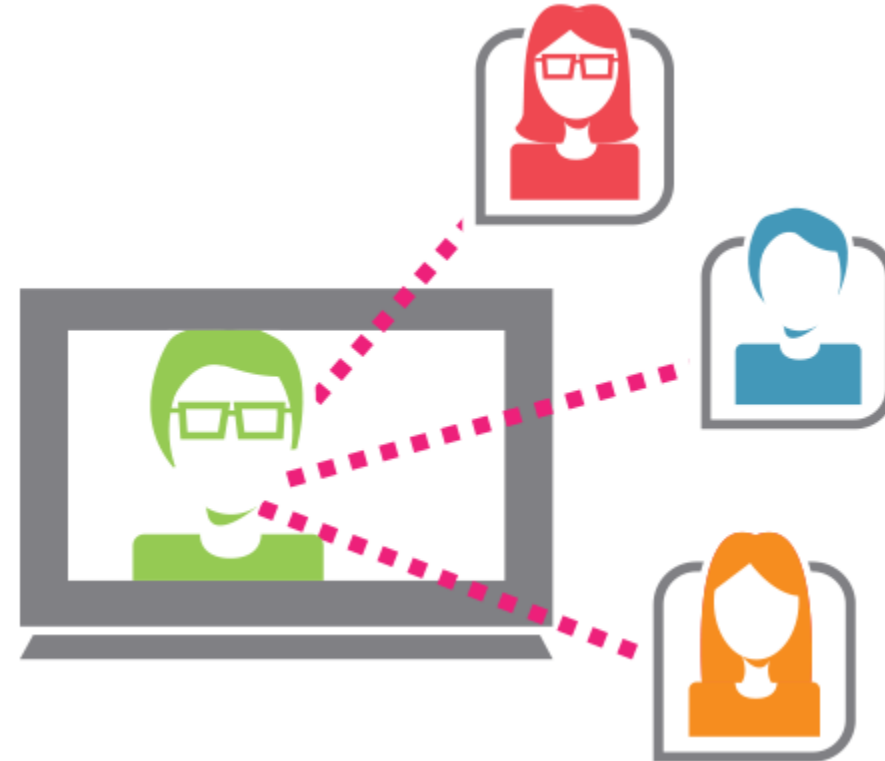


Georgia Department of Early Care and Learning

Introductions

- **Presenters for Today's Webinar:**

- Candace Gilbert
- Shannon Carroll



Welcome

- Thank you joining us today



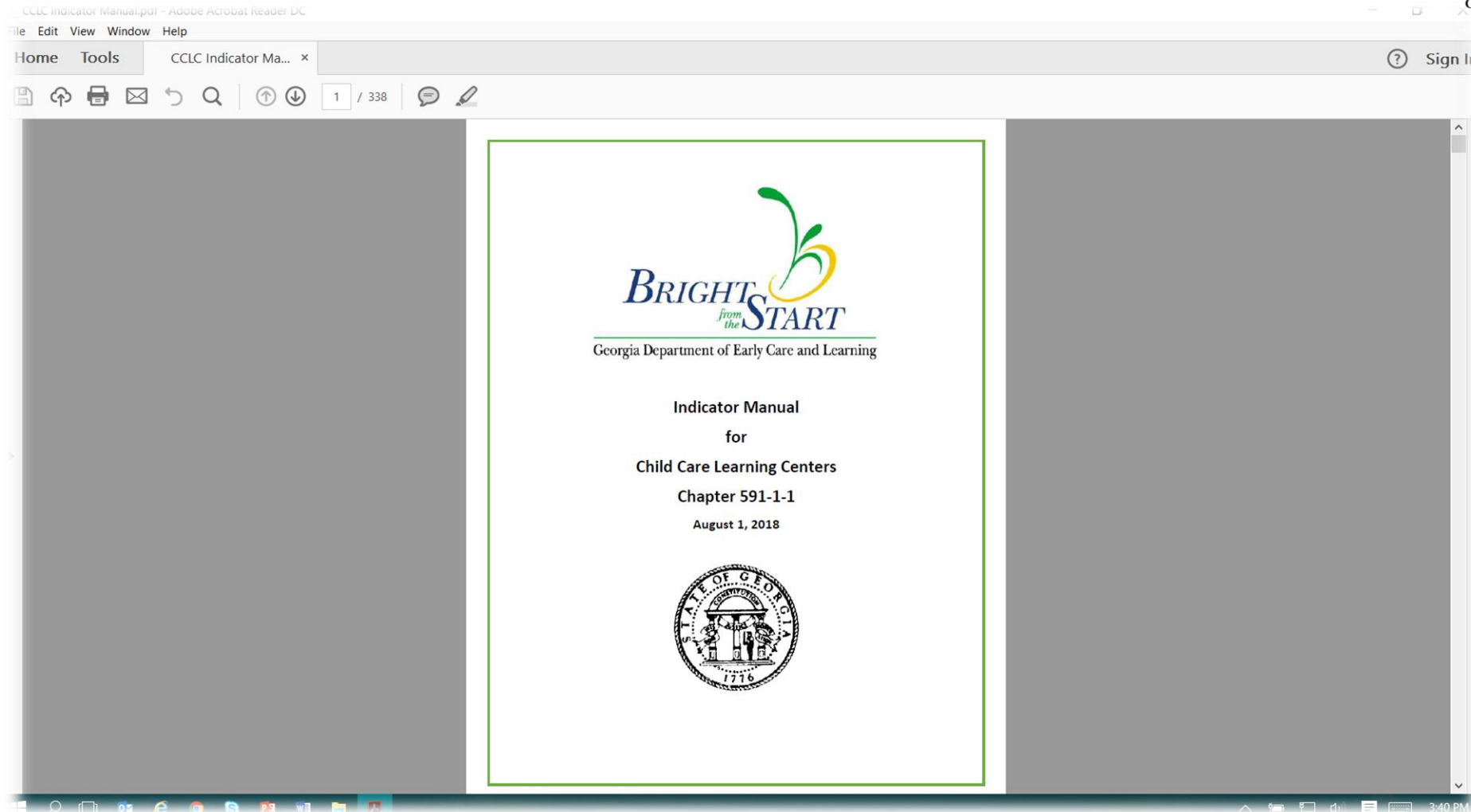
- Please hold your questions until the end of the session for Q&A

Topics of Discussion:

- What is an Indicator Manual?
- Discuss the manual's history
- The purpose of the Indicator Manual
- Discuss the parts of an indicator manual and how to use it

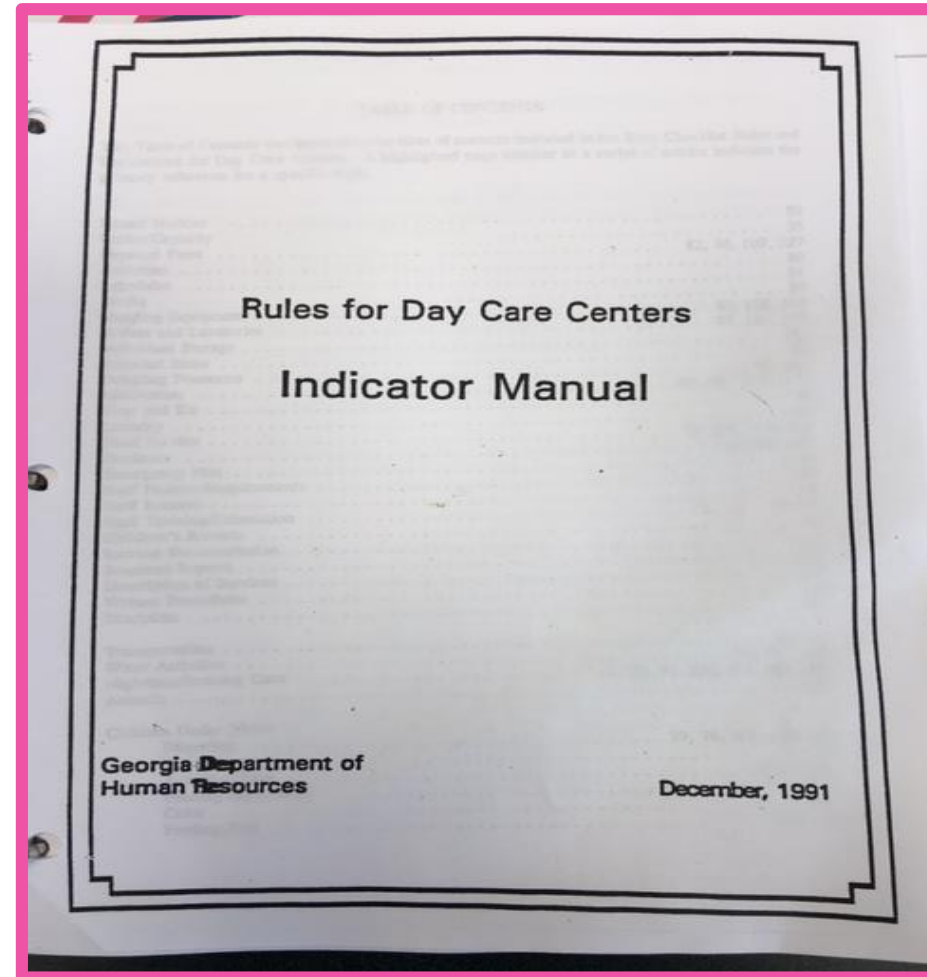


What is an Indicator Manual?



Indicator Manual History

- The original “old” indicator manual was **created in December 1991**.
- The indicator manual was created for use by licensing staff to **determine compliance** with child care **licensing rules and regulations**.
- It was also designed to **assist child care center providers** in understanding and meeting the rules and regulations.



The Evolution of the Indicator Manual

- ▶ **The process involves cross referencing information from a variety of sources such as:**
 - ▶ Child Care Licensing Rules and Regulations
 - ▶ Old Indicator Manual
 - ▶ Caring for Our Children
 - ▶ The American Academy of Pediatrics
 - ▶ United States Consumer Product Safety Commission
 - ▶ Guidance Manual Rules for Child Care Learning Centers
 - ▶ Other resource information

- ▶ **Each rule's information is written, reviewed, and approved at certain stages throughout the process before the information was finalized**

- ▶ **The work group consisted of a diverse group of regional consultants, specialty unit consultants, and management staff.**

Why revise the Indicator Manual?

- **Transparency**

- **Update content on any new rules that were added since 1991**
- **Gain a better understanding of the intent of the rules**
- **Know what to expect during inspections**
- **Create environments for children that are healthy and safe, but also nurturing and engaging for learning**



The Purpose of the Indicator Manual

- Indicator Manual is to provide licensing staff with a tool for determining compliance with licensing rules and to **assist** child care learning center **owners and staff in understanding and meeting the rules and regulations.**
- Licensing staff routinely inspect child care learning centers to ensure programs are compliant with licensing rules.

The Purpose Continued...

- Prepares us to help with **statewide consistency in the understanding and enforcement of the rules** for child care Learning Centers.
- Provides a general overview of licensing rules and gives additional information to broaden one's knowledge about **the intent and meaning of specific rules**.
- **Structured in the same order as the rule book**; however, within some rule sections, similar rule types have been grouped together.

Indicator Manual is organized by:

- Rule
- Rule Type
- Intent
- Clarification
- Indicators
- Things for childcare programs to consider (Best Practices)

Example: 591-1-1-.25(13) Indicator Manual Rule Shell

591-1-1-.25 Physical Plant

(13) **Indoor Storage Areas.** Potentially hazardous equipment, materials and supplies shall be stored in a locked area inaccessible to children. Examples of items to be stored include non-food related products under pressure in aerosol dispensing cans, flammable and corrosive materials, cleaning supplies, poisons, insecticides, office supplies and industrial-sized or commercial buckets with a capacity of three gallons or more or any other similar device with rigid sides which would not tip over if a toddler fell into the container head first.

Rule Type: Core Rule

Intent

To protect children's health and safety.

Clarification

There are over two million human poison exposures reported to poison centers every year. Children under six years of age account for over half of those potential poisonings. The substances most commonly involved in poison exposures of children are cosmetics, personal care products, and cleaning substances. Children should not have contact with items or substances that are potentially dangerous or hazardous.

Fire hazards and combustible materials should be discarded promptly or stored according to recommendations by the local fire department. Flammable liquids should be kept in tightly closed or sealed containers, should be stored only in quantities approved by the State Fire Marshal or local fire department, and should never be accessible to children. Corrosive agents, bleaches, insecticides, detergents, polishes, products under pressure in aerosol cans, and any substance that may be toxic if ingested, inhaled, or handled should be kept in locked storage, or in an area that is clearly inaccessible to children.

Staff's supplies must be kept out of reach of the children. (Examples: Teachers' purses, White-out correction fluid, adult scissors, staplers, bulletin board pins, etc.) Refer to the label of any accessible item to determine if the product is hazardous to children. Items with labels that state the product must be kept out of children's reach must be stored so they are inaccessible (see label example below).

KEEP OUT OF REACH OF CHILDREN

Indicators

- ✓ Observe the storage of hazardous equipment, materials, and supplies throughout the center. Check to ensure these items are stored in areas that are locked/latched or out of children's reach. Check product labels to ensure all items that are labeled "Keep Out of Reach of Children" are inaccessible.

- ✓ Check children's book bags, diaper bags, etc. for potential hazards if the bags are stored where children have access to them.

Things for child care programs to consider:

- Provide secure, designated spaces for staff to store potentially dangerous items (e.g., cleaning products, office supplies, handbags, personal items, etc.) to ensure children do not have access to the items.
- Remind staff to check their classroom at the beginning of each day to ensure hazardous items are not accessible to children. As children arrive for care, staff should check their bags if the bags are stored where children have access to them (this also applies to school-aged children). If a hazardous item is observed in a child's bag, it should be removed immediately and addressed with the child's parent as a reminder of the center's hazard policy.

Intent Example

- **Intent (purpose of the rule)**

To protect children's health and safety.

Clarification Example

● Clarification (Research on why we have the rule)

- There are over two million human poison exposures reported to poison centers every year.
- Children under six years of age account for over half of those potential poisonings.
- The substances most commonly involved in poison exposures of children are cosmetics, personal care products, and cleaning substances.
- Children should not have contact with items or substances that are potentially dangerous or hazardous.
- Fire hazards and combustible materials (e.g., large stacks of magazines and/or newspapers, etc.) should be discarded promptly or stored according to recommendations by the local fire department.
- Flammable liquids should be kept in tightly closed or sealed containers, should be stored only in quantities approved by the State Fire Marshal or local fire department, and should never be accessible to children. Corrosive agents, bleaches, insecticides, detergents, polishes, products under pressure in aerosol cans, and any substance that may be toxic if ingested, inhaled, or handled should be kept in locked storage, or in an area that is clearly inaccessible to children.
- Staff's supplies must be kept out of reach of the children. (Examples: Teachers' purses, white correction fluid, adult scissors, staplers, bulletin board pins, etc.)
- Refer to the label of any accessible item to determine if the product is hazardous to children. Items with labels that state the product must be kept out of children's reach must be stored so they are inaccessible (see label example below).

KEEP OUT OF REACH OF CHILDREN

Example Indicators

Indicators

- ✓ Observe the storage of hazardous equipment, materials, and supplies throughout the center. Check to ensure these items are stored in areas that are locked/latched or out of children's reach. Check product labels to ensure all items that are labeled "Keep Out of Reach of Children" are inaccessible.
- ✓ Check children's book bags, diaper bags, etc. for potential hazards if the bags are stored where children have access to them.

Example: Things for child care programs to consider

Things for child care programs to consider:

- Provide secure, designated spaces for staff to store potentially dangerous items (e.g., cleaning products, office supplies, handbags, personal items, etc.) to ensure children do not have access to the items.
- Remind staff to check their classroom at the beginning of each day to ensure hazardous items are not accessible to children. As children arrive for care, staff should check their bags if the bags are stored where children have access to them (this also applies to school-aged children). If a hazardous item is observed in a child's bag, it should be removed immediately and addressed with the child's parent as a reminder of the center's hazard policy.

Example: Multiple Rule Document

591-1-1-.25 Physical Plant

(15) **Outside Storage Area.** Any outside storage or equipment area shall be locked, separated from the children by a barrier or enclosure, and shall not be accessible to the children.

(17) **Plants and Shrubs.** The Center premises shall be free of plants and shrubs which are poisonous or hazardous.

Rule Type: Non-Core Rule

Intent

To protect children's health and safety.

Clarification

Outside storage and equipment areas usually contain potentially hazardous materials and/or equipment; therefore, children should not have access to these areas.

Plants are important to children's health and well-being and are a great lesson in learning to understand and respect the environment; however, some plants can be harmful when eaten or touched. Though steps should be taken to eliminate potentially toxic plants, staff must provide vigilant supervision while children are near plants or when they participate in gardening activities. Plants are among the most common household substances that children ingest. Children should not have exposure to poisonous/hazardous plants and shrubs. Characteristics of hazardous plants include sharp thorns, berries, prickly leaves, sharp needle-like protrusions, etc. Cuttings, trimmings, and leaves from potentially harmful plants must be disposed of safely so children do not have access to them.

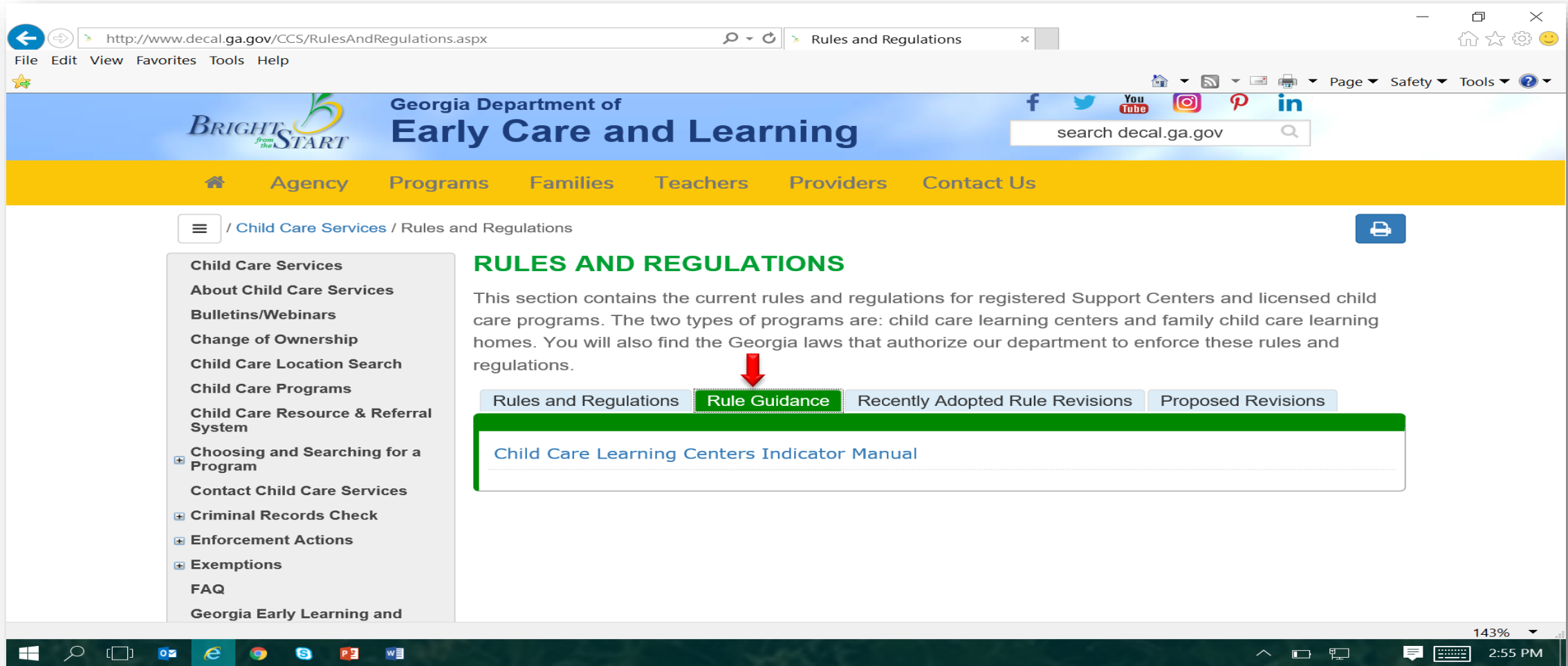
Indicators

- ✓ Observe outside storage and equipment areas. Check to ensure the areas are locked and children do not have access to them.
- ✓ Observe plants and shrubs, both inside and outside the building including the playground. Check to ensure that no hazardous plants or shrubs are accessible to children.

Things for child care programs to consider:

- The Georgia Poison Center's Poisonous Plants list can be found on Bright from the Start's website at: <http://www.dec.al.gov/documents/attachments/GAPoisonousPlant.pdf>

Where can I find the Indicator Manual?



http://www.dec.state.ga.us/CCS/Regulations.aspx

Rules and Regulations

Georgia Department of
Early Care and Learning

Agency Programs Families Teachers Providers Contact Us

/ Child Care Services / Rules and Regulations

RULES AND REGULATIONS

This section contains the current rules and regulations for registered Support Centers and licensed child care programs. The two types of programs are: child care learning centers and family child care learning homes. You will also find the Georgia laws that authorize our department to enforce these rules and regulations.

Rules and Regulations **Rule Guidance** Recently Adopted Rule Revisions Proposed Revisions

[Child Care Learning Centers Indicator Manual](#)

Any questions?



Contact Child Care Services

Bright from the Start

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