

Five-Acre Farm Academy Working Draft of Standards & Best Practices

As an afterschool program that serves children aged 13 and older, FAFA is not required to be licensed by the State or County nor is it regulated by the State or County. However, our Working Draft of Standards and Best Practices adopts applicable NYS standards and practices for School-Aged Child Care (SACC) programs as a sensible guide to creating a safe atmosphere for our students.

STAFFING

General The program director will be present at the facility at least 50% of the time children are present. At least one staff person who holds a current CPR card will be present at all times. Any volunteers engaged with the program will be directly supervised by adult staff in a ratio of one to one for each volunteer.

Background Checks and Appropriate Clearances Any new individuals regularly present will submit to a criminal history background check prior to working with children in the Afterschool Child Care Program.

Staff Development Every employee will receive orientation training before they are left alone with children. Training will cover basic knowledge of child growth and development; routine and emergency health protection of children; prevention of spread of infectious disease; nutrition and food safety; requirements for administration and storage of medication; response to allergic reactions; two-way communication with families; recognizing and reporting child abuse and neglect; policies and procedures for reporting a missing child; safety and sanitation requirements; storage of hazardous materials; emergency response plans and procedures; use of fire extinguishers.

Staff/Child Ratios The maximum number of children in an identified group is 30. The staff/child ratio shall not exceed 1:15. When the number of children exceeds 10, another member of the staff must be within immediate proximity on site in order to provide prompt assistance in the event of an emergency. Staff shall be counted in the staff/child ratio only when working directly with children.

SUPERVISION OF CHILDREN

General Standards Children must be supervised at all times by staff as appropriate for the age of the child. Children Grades 6 and over may be out of direct supervision within the confines of the licensed space for not more than 10 minutes at a time, with staff knowledge and permission. The staff member giving permission for children to be out of direct sight shall ensure that the children have returned to the group before the stated time has elapsed. Outdoor play

areas will be under the supervision of staff physically present and interacting with children. Children will be protected at all times from the harmful acts of other children.

Behavior Management Staff will use positive methods of guidance that meet the individual needs of each child and encourage self-control, self-direction, self-esteem, and cooperation, including: redirection, problem prevention, discussion, and reinforcement of appropriate behavior. There will be no use of corporal punishment or other forms of inappropriate discipline. Staff should act as positive models and set limits for children in areas of health, safety, and personal interactions. Staff should encourage and guide children to resolve their own conflicts.

Child Pick Up After a child has checked into the program, that child will not exit the program unless accompanied by a parent or authorized person, with the exception of a child who has written parental permission to exit the program on his or her own at a specified time. No person other than program staff shall be left alone with children except when the child is with his or her parent or guardian.

FACILITIES

General Standards The program will provide a pleasant, safe, and clean, environment suitable for children and will provide at least 35 square feet of safe, usable space per child inside the facility, excluding areas where children's personal belongings are stored and areas primarily used for hallways, bathrooms, offices and the food preparation area in the kitchen. There should be a safe outdoor play area which provides a minimum of 75 square feet of space per child. The play area must include provision for shade and be fenced or otherwise separated from traffic and other hazards. The program must have adequate general liability insurance.

Indoor space for children should have sufficient lighting, comfortable temperature, and adequate ventilation. The facility and its grounds, fencing and equipment will be well-maintained. Air conditioners, electric fans and heaters must be mounted out of children's reach or have safeguards that prevent injury. Garbage must not exceed the limits of its container and must be removed once full, malodorous, or a possible health risk.

Bathrooms One toilet and one sink must be available for every group of 20 children. A screened window that opens or an operating electric exhaust fan must ventilate each bathroom to the outside air. Sinks used for hand washing must have hot and cold running water. Toilet paper will be available and dispensed within children's arm reach. Liquid soap and disposable paper towels, or properly functioning electric air hand dryer, will be available and accessible to the children at each hand washing area. Bathrooms will be kept in good repair with adequate lighting.

Plumbing and Water All plumbing will comply with the applicable federal and state plumbing codes. Private water systems must be capable of furnishing an adequate supply of potable water at pressure necessary to sustain equipment during all hours of operation.

EMERGENCY PROCEDURES

At least one first aid kit will be readily available wherever children are in care, including one for field trips and outings away from the facility. Staff must have ready access to a list of emergency information and phone numbers for each child.

When a child has an emergency medical device or medication, such as an EpiPen, all staff who interact with that child must be trained in its appropriate use. A child who is injured will receive immediate attention and the child's parent(s) will be notified. A plan must be in place for responding to sick or injured children. When children and staff travel off-site, staff must carry a first aid kit, working cell phone, water, and any emergency medication/devices for those with prescriptions.

Programs should develop and practice emergency response plans for fire and other emergencies, including notification of local authorities and parents. During evacuation drills, a system should be in place to account for all children and staff in a predetermined place. The exit route must be varied to ensure that all approved means of egress are practiced.

SAFETY STANDARDS

Indoor Safety Furniture and equipment will be clean, sturdy, without sharp edges, and present minimal hazards. Bookcases and other shelving units above 3 feet in height must be secured. Other shelving units must not present a tipping or falling hazard. Hazardous substances will be in their original container, stored separately and inaccessible to children. Closet and bathroom doors which can be locked must have an unlocking device readily accessible to staff. A locking or fastening device must not be used on the outside of the door which would prevent free escape from inside.

Fire Safety All buildings must have at least two adequate and well-marked points of egress remote from each other. Evacuation routes must be posted in a conspicuous place and practiced quarterly by staff and students. Fire detection equipment appropriate to the type of building constructions, size, height, and occupancy must be provided, maintained, and must operate as designed. All staff must be instructed in the operation of fire suppression equipment.

Outdoor Safety Children will be provided with a variety of outdoor play experiences daily when weather does not pose a significant health risk. Children will be properly attired for the weather and be outfitted with coats, hats, boots, gloves, etc. when appropriate. All outside equipment, materials, furnishings and play areas will be sturdy and safe.

Food Preparation and Safety The program staff will follow food safety practices when preparing and serving food. Kitchen facilities will be kept in a clean and sanitary condition. Live animals will not be kept or allowed in any rooms where food or drink is being prepared.

When a child has a medically diagnosed food allergy, a special care plan from the child's health care provider will be readily available and should describe steps to take in the event of exposure. Children with food sensitivities or allergies will be offered an alternative snack. All staff and

volunteers must be aware of a child's food allergy and of the emergency steps to be taken should an allergic child be exposed to the problem food.

All readily perishable food or drink, including that brought by children or parents, will be refrigerated. Fresh fruits and vegetables will be thoroughly washed before use. All non-perishable foods will be stored in rodent proof containers.

HEALTH STANDARDS

General Standards Staff will take precautions when in contact with all blood and other body fluids that are potentially infectious (saliva, nose and eye discharges, vomit, urine, feces) and will clean and then disinfect any surfaces coming into contact with bodily fluids and dispose of contaminated materials and will wash hands thoroughly with soap and water.

Children will have access to clean, sanitary drinking water which is readily available in indoor and outdoor areas throughout the day. Children will have free access to toilet facilities.

Devices that diffuse or emit airborne chemicals, such as anti-pest strips, ozone generators, plug-in air fresheners, nail polish, nail polish remover, and aerosol sprays will not be used in the facility.

Nutrition Children will be served a meal or snack at least every three hours. Children who have attended school for the full day should be offered a snack within one hour of their afternoon arrival at the program. No child will be forced to eat. The program will make an effort to accommodate special dietary requests only upon direction from the child's parent(s), unless the parent has given permission for the child to self-monitor their appropriate food intake.

Hand Washing Staff and children will wash their hands with soap under warm, running water: before they eat or prepare food, after they use the toilet, after handling animals, and after playing outside. Staff will also wash their hands with soap under running water: before and after giving medication, after eating, after cleaning up after a sick child or injured child, after handling items soiled with blood or body fluids. Hand sanitizers will only be used when running water is not available, such as during outdoor play or on field trips.

Medications and Topical Applications All medications must be inaccessible to children but immediately accessible to designated staff. A child with parent permission to self-medicate may do so under direct supervision of staff. Written parental permission will be obtained before administering any medication. The permission statement will include the name of the child, name of the medication, dosage, the date and time to be given and how the medication is to be given (mouth, ear, etc.). No staff, employee, or volunteer will administer medicines, drugs or herbal or folk remedies except as prescribed by a health care provider with specific written instructions and parental permission.

All prescription medication will be kept in the original containers and be clearly labeled with children's name, dosage, medication name, and administration schedule. The program will keep a record of medications given, including the name, date, dosage, and time.

Written general permission for oral over-the-counter medications will be obtained from parents before giving to a child. Written general permission will also be obtained from parents prior to the application of non-prescription topical medications and products, such as ointments, creams, sunscreens, tick and insect repellants, and other topically applied ointments and lotions. Such general permissions will be updated annually.

Cleaning Practices Bathrooms, toilets and sinks will be cleaned daily. Light switches and doorknobs will be disinfected daily so as to minimize the spread of illness. The tops of tables used for eating snacks or meals or other surfaces coming in to contact with food will be washed and sanitized prior to eating. Hard floors and carpets will be cleaned or vacuumed daily.

Animals & Pets Any animal present at the program must present no evidence of disease or parasite and pose no threat. All animals that require a license must be licensed. All required vaccinations must be kept current. The license and record of vaccinations must be available when requested. The program must provide parents with a written description of all animals present at the program prior to a child's enrollment in the program.

Use of Tobacco, Alcohol and Illegal Drugs The use of tobacco and tobacco substitutes (including e-cigarettes), alcohol and illegal drugs is prohibited on the premises of the program (both indoor and outdoor environments) and in any vehicles used by the program at all times. Program staff, activity specialists, and volunteers will not smoke or use tobacco or tobacco substitutes (including e-cigarettes) on or off the premises during the hours that children are present. Program staff will not use or be under the influence of alcohol or drugs while working at the program, including break time. Medication prescribed by a physician or over-the-counter medication that does not impair the ability of staff to adequately supervise and care for the children may be taken.

TRANSPORTATION

The program director will ensure that written permission is obtained from parents prior to providing transportation for children. Parents must be informed of and agree to a transportation plan before a child can be transported by the program. Parents will also be notified when someone not employed by the program may transport their child. This written permission will be retained in each child's file. Any vehicles used for transporting children must be registered, inspected, and insured according to New York State Law. The operator of any motor vehicle who is transporting children shall hold a valid operators license that is appropriate for that vehicle. If 15 or more persons are transported at one time, the driver must hold a valid commercial driver's license with a passenger endorsement as required by New York State Law.## ## When being transported in a motor vehicle, all passengers, except children who have physical conditions which prevent the use of a child safety seat or seat belt, shall be properly restrained in accordance with New York State Law.

Sources NY State Child Day Care Regulations, Office of Children & Family Services
<https://ocfs.ny.gov/programs/childcare/regulations/414-SACC.pdf>

Vermont Agency of Human Services Department for Children & Families
https://dcf.vermont.gov/sites/DCF/files/CDD/Docs/Licensing/AS_Regulations_Final.pdf

