

86522 Plan of Operation

(a)

Each licensee shall have and maintain on file a current, written, definitive plan of operation.

(b)

The plan and related materials shall contain the following: (1) Statement of purposes, and program methods and goals. (2) Statement of admission policies and procedures regarding acceptance of children. (3) Description of services to be provided. (4) Description of children to be served. (5) A copy of the admission form as specified in Section 86568.1(c)(2). (6) Administrative organization. (7) Staffing plan, description of staffing pattern, qualifications and duties.(A) The provision of care by the lead caregiver. (B) The provision for breaks, vacations, and sick days for the lead caregiver while ensuring that another qualified lead caregiver cares for the children. (C) Description of how the crisis nursery will deal with unexpected circumstances related to staffing and ensure that additional caregivers are available when needed. (8) A written staff training plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all lead caregivers, caregivers, and volunteers. (9) A sketch of the building(s) to be occupied, including a floor plan which describes the capacities of the buildings for the uses intended, room dimensions, and a designation of the rooms to be used for nonambulatory children, if any (10) A

sketch of the grounds showing buildings, driveways, fences, storage areas, pools, gardens, recreation areas and other space used by the children. (A) The sketch shall include the dimensions of all areas which will be used by the children. (11) Sample menus and a schedule for one calendar week indicating the time of day that meals and snacks are to be served. (12) A statement whether or not the licensee will handle the child's personal property, or valuables. If personal property, or valuables will be handled, the method for safeguarding that shall ensure compliance with Section 86526, Safeguards for Personal Property and Valuables. (13) Description of consultant and community resources to be utilized by the crisis nursery as part of its program. (14) A statement of the crisis nursery's policy concerning family visits and other communications with the child pursuant to Health and Safety Code Section 1512, that shall permit flexible visitation hours allowing family members' daily visitation and the opportunity to participate in caregiving. (15) Transportation arrangements for children who do not have independent arrangements. (16) Procedures for responding to complaints and emergencies on a 24-hour basis. (17) The policies and procedures for family member involvement in caregiving. (18) The toilet training policies and procedures. (19) The plan for indoor and outdoor activities designed to meet the developmental and therapeutic needs of children. (A) This plan must include quiet and active play, rest and relaxation, eating, toileting, individual attention from the lead caregiver or caregiver staff, and activities that foster the child's cognitive development. (20) The policies and procedures for discipline and guidance. (21) The policies and procedures to prevent disease and control infection. (22) The necessary steps to be taken to reduce stress to the child(ren) that may result in transfer trauma, such as admission and discharge, and changes in staffing pattern. (23) The policies and procedures that ensure consistency and continuity

of care to children by minimizing the number of different caregivers or volunteers who would provide care and supervision, including, but not limited to, developing a consistent work schedule.

(1)

Statement of purposes, and program methods and goals.

(2)

Statement of admission policies and procedures regarding acceptance of children.

(3)

Description of services to be provided.

(4)

Description of children to be served.

(5)

A copy of the admission form as specified in Section 86568.1(c)(2).

(6)

Administrative organization.

(7)

Staffing plan, description of staffing pattern, qualifications and duties.(A) The provision of care by the lead caregiver. (B) The provision for breaks, vacations, and sick days for the lead caregiver while ensuring that another qualified lead caregiver cares for the children. (C) Description of how the crisis nursery will deal with unexpected circumstances related to staffing and ensure that additional caregivers are available when needed.

(A)

The provision of care by the lead caregiver.

(B)

The provision for breaks, vacations, and sick days for the lead caregiver while ensuring that

another qualified lead caregiver cares for the children.

(C)

Description of how the crisis nursery will deal with unexpected circumstances related to staffing and ensure that additional caregivers are available when needed.

(8)

A written staff training plan for the orientation, continuing education, on-the-job training and development, supervision, and evaluation of all lead caregivers, caregivers, and volunteers.

(9)

A sketch of the building(s) to be occupied, including a floor plan which describes the capacities of the buildings for the uses intended, room dimensions, and a designation of the rooms to be used for nonambulatory children, if any

(10)

A sketch of the grounds showing buildings, driveways, fences, storage areas, pools, gardens, recreation areas and other space used by the children. (A) The sketch shall include the dimensions of all areas which will be used by the children.

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(11)

Sample menus and a schedule for one calendar week indicating the time of day that meals and snacks are to be served.

(12)

A statement whether or not the licensee will handle the child's personal property, or valuables. If personal property, or valuables will be handled, the method for safeguarding that shall ensure compliance with Section 86526, Safeguards for Personal Property and Valuables.

(13)

Description of consultant and community resources to be utilized by the crisis nursery as part of its program.

(14)

A statement of the crisis nursery's policy concerning family visits and other communications with the child pursuant to Health and Safety Code Section 1512, that shall permit flexible visitation hours allowing family members' daily visitation and the opportunity to participate in caregiving.

(15)

Transportation arrangements for children who do not have independent arrangements.

(16)

Procedures for responding to complaints and emergencies on a 24-hour basis.

(17)

The policies and procedures for family member involvement in caregiving.

(18)

The toilet training policies and procedures.

(19)

The plan for indoor and outdoor activities designed to meet the developmental and therapeutic needs of children. (A) This plan must include quiet and active play, rest and relaxation, eating, toileting, individual attention from the lead caregiver or caregiver staff, and activities that foster the child's cognitive development.

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(20)

The policies and procedures for discipline and guidance.

(21)

The policies and procedures to prevent disease and control infection.

(22)

The necessary steps to be taken to reduce stress to the child(ren) that may result in transfer trauma, such as admission and discharge, and changes in staffing pattern.

(23)

The policies and procedures that ensure consistency and continuity of care to children by minimizing the number of different caregivers or volunteers who would provide care and supervision, including, but not limited to, developing a consistent work schedule.

(c)

If the licensee intends to admit or specialize in care for one or more child(ren) who has a propensity for behaviors that result in harm to self or others, the plan of operation shall include a description of precautions that will be taken to protect that child and all other children.

(d)

If the Crisis Nursery is to provide Crisis Day Services, the plan of operation must specify the hours during which crisis day services, as defined in Section 86501(c)(16), are to be provided, not to exceed 14 hours per day. (1) The plan of operation shall assure that sleeping arrangements are available for children there after 7 p.m.

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(e)

Any changes in the plan of operation which affect the services to children shall be

subject to Department approval and shall be reported as specified in Section 86561(d).

(f)

The crisis nursery shall operate in accordance with the terms specified in the plan of operation and may be cited for not doing so.