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MINIMUM STANDARDS

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NURSERY SCHOOLS, DAY NURSERIES

AND

CHILD CARE CENTERS

ISSUED BY

THE

BOARD OF STANDARDS OF CHILD CARE

STATE OF COLORADO



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OF CHILD CARE

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FOREWORD

The Colorado Board of Standards of Child Care was established in the summer of 1943 by authority of the 34th General Assembly. The Law designates that this Board shall be composed of nine members, appointed by the Governor, to serve without remuneration.

The Board recognizes the inalienable right of every agency to freedom of thought and action, and realizes that those concerned in child care will have varying methods of approach and administration in developing their principles and philosophy in matters pertaining to religion, health, education and ethics.

The Board believes that the work of the various agencies and individuals which it licenses should be judged, not by any set formula, but by its real results and accomplishments. Every effort should be made to preserve family ties and to maintain parental responsibilities. When a foster home is necessary such home should strive to attain the nearest substitute for family life.

The Board publishes these MINIMUM STANDARDS for the purpose of carrying out the intent of the law, giving guidance to those who perform the noble work of providing substitute parental care, and advancing mutual understanding among all child caring agencies.

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DEFINITIONS

- a. A Nursery School is a day school in which more than four children under kindergarten or grade school age are given pre-school training of an educational character.
- b. A Day Nursery is a specialized institution which provides group care for more than four children away from their homes any part of the day.
- c. A Child Care Center (or a Day Care Center) is an institution giving care to more than four children during the whole or any part of the day, and providing care and an appropriate program according to the ages and needs of the children.

MINIMUM STANDARDS
FOR
NURSERY SCHOOLS, DAY NURSERIES
AND CHILD CARE CENTERS

The fundamental concept of group care is the well-being of every child. Such care should provide the essential elements of home relationship and guidance for the child when he is out of his own home. This should include health supervision, educational training, social contacts, and social service. Whenever possible, existing community facilities should be used.

STANDARDS

STANDARD NO. I. LOCATION, HOUSING AND EQUIPMENT.

Every nursery school, day nursery, or child care center shall having the following:

- (1) A convenient location so as to be of the greatest assistance to parents.
- (2) Adequate drinking, washing, and toilet facilities, easily accessible and properly adjusted to suit the ages and sizes of the children.
- (3) Adequate indoor and outdoor space, equipment, and facilities for play, rest, and meals, adapted to the ages and needs of children. All equipment should be kept clean and in good repair.

- (4) Suitable housing which provides light, heat, ventilation, plumbing, garbage disposal, and rooms conforming in construction, safety and sanitary precautions to the legal regulations of Colorado and of the community where it is located.
- (5) All possible precaution should be taken against avoidable hazards. Every group center must have adequate facilities for fire protection and prevention. There shall be fire and building inspections and approval at least annually by the local fire department. Proper screens shall be provided for open fires,

STANDARD NO. II, PERSONNEL.

- (1) Staff members shall be qualified by character, temperament, training, and experience to carry out a satisfactory program of child care. Each staff member should have a sympathetic understanding of children, with a recognition of children's capabilities and limitations.
- (2) Each nursery school day nursery, or child care center shall have a director with administrative ability and experience in executing a well-rounded program for child development. The director must have ability to exercise wise discipline and to give individual guidance, as well as to afford opportunities for the development of the whole group. The director must be capable of counseling with parents.

- (3) Each nursery school, day nursery, or child care center shall employ enough assistants and other qualified personnel to permit efficient operation. Children must never be left without a competent adult in charge. Guidance should be given in indoor and outdoor group play.
- (4) The housekeeping staff shall be adequate to insure proper preparation of wholesome food, served in an orderly manner, and to maintain clean, comfortable surroundings.
- (5) All staff members must pass a medical examination annually. No person with a communicable disease shall be permitted to hold any staff position.
- (6) The staff members should cooperate with public health authorities in measures for the prevention of accidents and the spread of communicable disease.

STANDARD NO. VIII. HEALTH.

- (1) A physical examination must be given each child upon admittance.
- (2) There must be daily physical inspection and more extended medical or other care provided as conditions require.
- (3) Arrangements must be provided for isolating a child who becomes ill during the day and for immediate notification of parent or guardian.

- (4) Provisions must be made for emergency First Aid.
- (5) When needed, the services of a licensed physician, practitioner, dentist, or trained nurse must be secured.
- (6) Milk and water supply must meet standards of the Colorado State Department of Public Health. Paper cups or individual drinking cups shall be used.
- (7) All food must be wholesome, well prepared, and the diet carefully planned. Nourishing lunches shall be provided and milk or fruit shall be offered between meals.
- (8) Training must be given in health, good eating habits, good personal habits, and in development of proper social and cultural attitudes.
- (9) Each child must have individual towels, wash clothes, combs and tooth brushes. Separate space should be provided for these and also, for all other personal belongings.
- (10) Provision should be made for properly spaced rest periods and naps.

STANDARD NO. IV. DISCIPLINE.

- (1) Discipline should meet the needs of each individual child.
- (2) Authority to punish should not be delegated to older children.

- (3) Harsh discipline will not be permitted.

Note: The first requisite in dealing with a child whose behavior is not acceptable is to seek the underlying causes for the child's misbehavior. To punish unfairly or under emotional stress can only develop serious reactionary problems, because children have a keen sense of justice. The child should understand the reason for discipline. Rarity of punishment emphasizes its aims.

STANDARD NO. V. RECORDS

Records must include the following:

- (1) Name and age of child.
- (2) Name and address of person arranging for child's admittance.
- (3) Name and address of each parent or guardian, and where they may be reached.
- (4) Name, date of birth, and age of each child in family.
- (5) Daily attendance record, including date of entrance and date of leaving
- (6) Health record of each child. Authorization of parents for medical or practitioner care in case of illness or accident.
- (7) Report of child's progress, which should be accessible to parents or guardian at any time.

THESE GUIDES ARE PUBLISHED FOR THE PURPOSE
OF ASSISTING THOSE INTERESTED IN RAISING
STANDARDS FOR GROUP CARE.

GUIDE FOR SIZE OF THE GROUP

At lower age levels care is needed to avoid the over stimulation that often results from large groups of young children. Individual differences and development should be the determining factor in grouping.

The Educational Policies Commission recommends the following sizes for groups:

Age 3 - - - - 12 to 15 children
Age 4 - - - - 15 to 18 children
Age 5 - - - - 18 to 20 children

GUIDE FOR PROGRAM OF THE NURSERY SCHOOL.

A nursery school, as a highly specialized form of group care, must follow a program based on recognized educational standards for child development. The better day nurseries will be guided by many of the standards for nursery schools.*

The program for nursery school children is flexible, stimulating without being overstimulating. It should be one in which each child may go at his own pace. Children work and play individually or in small groups with their peers.

* Some Ways of Distinguishing a Good Nursery School, National Association for Nursery Education, Chicago 5, Illinois; the Association Distribution Center, Roosevelt College, 430 South Michigan Avenue; 1942

Children make their own choice of activities and move from one activity to another in small groups or one by one, without waste of time and without formal lines. For some experiences, such as music and story-telling, all are included, though none is forced to participate.

The program should have balance and rhythm-active and quiet work, indoors and outdoors. Healthful living is furthered by the morning health inspection and mid-morning snack. In the all-day program the children have the advantages of the hot, nourishing noon meal and the afternoon nap.

The Three-Year Olds enjoy experiences planned around the familiar happenings of the home, their immediate surroundings, and the children's desire to express their understanding of these experiences in different ways.

The horizon of the Four-Year Old broadens farther afield to include nearby places in the community. The Fours use the play equipment in more complex and experimental ways; their interest span is longer; their coordination is improving; they are beginning to work and play together in small groups; and they are beginning to be interested in community workers. They strive in their curiosity to find out "what makes things go."

The nursery school program should be planned for:

- (1) The development of leadership in initiative through a variety of spontaneous children's activities
- (2) The separation of children into recognized age groups to give each child a chance to develop responsibility, imagination, and simple skills

- (3) The development of muscle coordination and healthy bodies, through directed exercise and play, with proper equipment suited to the ages and sizes of the children
- (4) The learning of teamwork and recognition of the rights of others
- (5) Interpretation of the best stories and pictures for children
- (6) The teaching of simple rudiments of music and dramatic presentation on the child's level
- (7) The cultivating of appreciation of and care of property
- (8) The promotion of an interest in nature and in the proper care of pets and plants

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WELFARE
CHILDREN--FOSTER BOARDING HOMES
CHAPTER 196, SESSION LAWS OF 1943

AN ACT

CONCERNING THE WELFARE OF CHILDREN UNDER THE AGE OF SIXTEEN YEARS LIVING TEMPORARILY OR PERMANENTLY IN FOSTER BOARDING HOMES AND DEFINING FOSTER BOARDING HOMES AND CHILD PLACEMENT AGENCIES AND PROVIDING FOR THE LICENSING OF CHILD PLACEMENT AGENCIES AND THE LICENSING OF FOSTER BOARDING HOMES AND PERIODIC INSPECTIONS OF FOSTER BOARDING HOMES AND PROVIDING PENALTIES FOR THE VIOLATION OF THIS ACT.

Be it enacted by the General Assembly of the State of Colorado:

107. DEFINITIONS.

(1) A foster boarding home is defined, for the purpose of this article, as any institution, residence, dwelling or home, including nursery schools, day nurseries, and children's camps, in which is maintained a home either for the whole of the day or for any part of the day for a child or children under the age of sixteen years who are not related within the second degree to the operator of said home, dwelling, residence or institution. This article shall not be interpreted to apply to public, private, or parochial schools or colleges, or nursery schools operating under the auspices of public, private or parochial schools or colleges, or to the occasional care of children with or without remuneration; except that it shall include those schools which give twenty-four hours care to dependent or neglected children.

(2) Any corporation, association or individual whatsoever who places or arranges for placement for care of any child under the age of sixteen years with any family, individual or institution other than persons related within the second degree to said child shall be deemed for the purposes of this article to be a child placement agency; provided, however, that the natural parents of any child who places said child with any institution, corporation or association for

care licensed as a foster boarding home under the definitions of this article shall not be deemed to be a child placement agency. (L. '43, p. 652, § 1; L. '47, p. 322, § 1; L. '49, p. 295, § 1.)*

108. FOSTER BOARDING HOMES-LICENSE REQUIRED.

From and after the passage of this article no person, firm or corporation shall engage in the business of operating or maintaining a foster boarding home for the care of children under the age of sixteen years without first being duly licensed, without charge, so to do by the board on standards of child care hereinafter established or in lieu thereof hold a certificate from a duly licensed child placement agency in form prescribed by the Board on Standards of Child Care and provided by the State Department of Public Welfare to the effect that such licensed and authorized agency regards such person as maintaining a home suitable for the care of children and specifying the name and address and religious faith of the person to whom issued, the number and ages of children for whom such person is certified to care and such other information as the board may require. The agency issuing or renewing any such certificate shall forthwith transmit a copy or report thereof to the Board on Standards of Child Care. No person shall be certified by more than one licensed agency but any person so certified may receive for care at board or otherwise a child or children from other sources, upon the consent and approval of the certifying agency as to each child. (L. '43, p. 653, § 2.)

109. CHILD PLACEMENT AGENCIES-LICENSE REQUIRED-RECORDS-BOARD OF STANDARDS OF CHILD CARE-TRANSFER OF CHILD.

(1) No person, agency firm, corporation or association shall receive or accept a child under sixteen years of age for placement, or place such a child either temporarily or permanently in a home other than the home of the child's relatives within the second degree, or solicit money for the purpose of child placing without having in full force a written license, without charge, from the board on

* The 1947 amendment made subsection (1) applicable to children's camps. The 1949 amendment added the exception at the end of subsection (1). - 11 -

standards of child care.

(2) Every agency licensed as herein provided to receive, secure homes for, or otherwise care for children, shall keep a record containing the dates and places of birth, the names, ages and former residences of all such children received; a statement of the physical and mental condition of such children by a competent physician; the names, former residences, occupations, and character so far as known of the parents, the dates of reception, placing out in foster homes together with the name, occupation and residence of the person with whom the child is placed; the date and cause of any removal to any other home, and a brief history of each child and such other facts as the board on standards of child care shall require; a child placement agency shall consider the religious faith of the child and endeavor to make the placement with a home or family of the same religious belief.

(3) A board of standards of child care consisting of nine members who have a known interest and experience in administration of children's services shall be appointed by the governor. There shall be one representative of the Department of Public Welfare, one representative of the Department of Public Health, one representative of the Office of the Superintendent of Public Instruction, one representative from the Board of the State Home for Dependent Children, two representatives from rural areas, and one each from a Catholic, a Protestant and a Jewish organization sponsoring child care programs. This board shall adopt and make available minimum standards required of persons or agencies seeking licenses under this article to operate foster boarding homes or child placement agencies, and shall make rules and regulations in harmony with approved standards for the conduct of such foster boarding homes and child placement agencies as shall be granted a license as herein provided. Four members of the Board on Standards of Child Care shall be appointed for a term of one year and five shall be appointed for a term of two years; thereafter appointments shall be for terms of two years. In carrying out its functions the Board on Standards of Child Care may make use of the facilities and services of any existing State Board or Department, such as the Department of

Public Welfare, the State Board of Health, and other such agencies, or it may at its discretion appoint committees of its own membership to perform certain delegated investigations or duties.

(4) No person shall hereafter assign, relinquish or otherwise transfer to another, other than a relative of the child within the second degree his rights or duties with respect to the permanent care of custody of a child under sixteen years of age unless specifically authorized or required so to do by an order or decree of court or unless the transfer is made to or by a duly licensed placement agency or unless such child is placed in a foster boarding home duly licensed as herein provided. (L. '43, p. 653, § 3; L. '47, p. 323, § 2.)

The 1947 amendment omitted the words "but no person may serve for more than two consecutive terms" formerly appearing at the end of the next to last sentence of subsection (3).

110. INVESTIGATION OF AGENCIES-RENEWAL OF LICENSE ANNUALLY.

It shall be the duty of the Board on Standards of Child Care to pass annually the application of every agency which receives or accepts children for placement or places children in private homes. Annually, at such times as the board shall direct, every such agency shall make a report to the board, showing its condition, management and competency to adequately care for such children as are or may be committed thereto or received thereby, the system of visitation employed for children placed in private homes, and such other facts as the board may require. When the board is satisfied that such agency is competent and has adequate facilities to care for such children, and that the requirements of the statutes covering the management of such agencies are being complied with, it shall issue to the same without charge, a license to that effect, which shall continue in force for one year, unless sooner revoked by the board. The board may on its own motion inspect by its own visitation and in any event shall cause to be inspected annually, or more often if the board shall so direct, all foster boarding homes which

may be licensed or which may apply for licenses under this article. It shall be the duty of the Board of Standards of Child Care to suspend or revoke any license issued, in the event that the minimum standards provided for the operation of foster boarding homes are not maintained. Any such suspension or revocation shall be made only after a hearing by the board, at which hearing the licensee may be present in person or by representatives to hear the charges and offer defense thereto. Any licensee shall have the right to petition to the proper court for a review of any order of suspension or revocation. (L. '43, p. 655, § 4.)

111. ADVERTISING.

No person, firm, corporation, or individual subject to this article shall advertise, or solicit for either the placement or care of children under the age of sixteen years without having first secured a license or certificate as herein provided. (L. '43, p. 656, § 5.)

112. JURISDICTION-PENALTY FOR VIOLATION.

The juvenile court in such counties or municipalities as are established by statute as juvenile courts, and the county courts or districts courts in counties in which no juvenile courts are established by law, shall have exclusive jurisdiction for the hearing and disposition of cases involving violations of this article, and every person, agency, firm, corporation or association violating any one or more of the provisions of this article or intentionally making any false statement or report to the Board of Standards on Child Care or to any agency delegated by said board to make an inspection under the provisions of this article shall be deemed to be guilty of a misdemeanor and shall be punished by a fine of not less than \$10.00 or more than \$300.00. (L. '43, p. 656, § 6.)

113. BOARD TO BE FURNISHED OFFICE SPACE AND CLERICAL ASSISTANCE.

Upon a request of the Board of Standards of Child Care,

the Division of Child Welfare of the Department of Public Welfare is hereby authorized and directed to furnish such office space and clerical assistance as may be necessary to permit said board to perform the functions and duties required by this article. (L.'43, p. 656, § 7.)

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