



## Nebraska 21<sup>st</sup> Century Community Learning Centers Health and Safety Expectations

The 21<sup>st</sup> Century Community Learning Center (CLC) program at the Nebraska Department of Education (NDE) requires an assurance of compliance with all of the health and safety policies expected for programs licensed for school-age care in Nebraska, as well as for safety within a school building. If a CLC does not charge fees and chooses not to be licensed, they are still expected to meet the following requirements, either on their own or as part of their relationship with the school district. If the CLC program is administered by a school district, many of these safety assurances will be addressed by/within the district's policies and separate policies are not required.

Regulations Governing Licensure of School-Age-Only Child Care Centers, effective May 20, 2013, are available at:  
[http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health\\_and\\_Human\\_Services\\_System/Title-391/Chapter-4.pdf](http://www.sos.ne.gov/rules-and-regs/regsearch/Rules/Health_and_Human_Services_System/Title-391/Chapter-4.pdf)

The health and safety requirements include:

- Program staff identify and review incidents, accidents, complaints, and concerns, and monitor patterns and trends in overall operation and take action to alleviate problems;
- Written procedures are in place that require the reporting of any evidence of physical abuse, neglect, or sexual abuse of any student attending the program;
- Reports are filed immediately with the Child Abuse-Neglect Hotline and /or appropriate local law enforcement agency when there is reason to believe child abuse, neglect or sexual abuse is occurring in the school, program, in the student's home, or elsewhere;
- Individuals who are registered sex offenders are not allowed on the premises, with the exception that a parent who is a registered sex offender is allowed on the premises to pick up and drop off his/her child;
- Maximum capacity of the program is not exceeded at any time;
- Staff-to-student ratios are met at all times (no more than 15 students to 1 adult staff at all times in every room where children/youth (kindergarten through age 12) are present including during outdoor play);
- Adults must be 19 years of age to be left alone with children/youth;
- Parents have access to their children at all times;
- Written criteria is in place to assess the ability of staff to give or apply medication safely;
- USDA National School Breakfast/Lunch Program offers a daily, nutritious meal or snack that meets the program's requirements based on the program's hours of operation.

### **Project Director Qualifications:**

The 21<sup>st</sup> CCLC project director must be at least 19 years of age and it is preferred s/he meet one of the following requirements:

1. Hold a bachelor's degree from an accredited college or university in early childhood education, education or child/youth development;
2. Hold a bachelor's degree from an accredited college or university and at least six credit hours in early childhood education, education or child/youth development;

Adapted from Title 391, Chapter 4, Regulations Governing Licensure of School-Age Only Child Care Centers, DHHS, May 20, 2013.

3. Have an associate degree from an accredited college or university in early childhood education, education or child/youth development.

### **Staff to Student Ratio**

Program practices and policies should ensure that the staff to student ratio does not need exceed 1:15, and very few whole group activities are scheduled. Students under the age of 19 may work in a 21<sup>st</sup> CCLC program provided there is an adult present at all times.

### **Criminal History Record Check**

The project director completes a pre-employment criminal history record check on him/herself, and on each staff member and volunteer\* age 19 or older. The check is conducted through the Nebraska State Patrol or through one or more local law enforcement agencies, as appropriate to the individual's residence(s). If an individual has lived in Nebraska less than 12 months, the project director obtains documentation of a criminal history record check from the previous state(s) of residence.

\*A **volunteer** is an individual who assists in the program but does not count in the staff-child ratio and is not left alone with students.

### **Registry Checks**

The project director, staff, and volunteers are not listed as a perpetrator of abuse or neglect on the Nebraska:

1. Child abuse/neglect central register, if the individual is age 13 or older;
2. Adult protective services central registry if the individual is age 18 or older; or
3. State patrol sex offender registry.

### **Reports of Law Enforcement Contact**

The project director completes a Report of Law Enforcement Contact for him/herself, and obtains a completed report for each staff member and volunteer age 19 or older. The report is updated, signed, and dated annually.

### **Notification of Law Enforcement Contact**

As soon as the project director becomes aware of the occurrence, s/he notifies the designated program administrator of any arrest, misdemeanor ticket other than a traffic violation, pending criminal charges, and any felony or misdemeanor convictions of him/herself, staff, or volunteers. The project director requests a criminal history record check on the individual within five working days.

### **Investigations and Repeat Registry Checks**

1. Any time the project director has reason to believe that a staff member or volunteer is being or has been investigated for abuse, neglect, or sexual abuse of a child or vulnerable adult, the project director will notify the designated program administrator.
2. Any individual who is under investigation for abuse, neglect, or sexual abuse of a child or vulnerable adult is not left alone with students.

### **CPR and First Aid Training**

- Project directors, staff, and volunteers complete CPR training through an entity approved by the Nebraska Board of Emergency Medical Services.
- Project directors, staff, and volunteers complete first aid training which can be provided by any entity.

Adapted from Title 391, Chapter 4, Regulations Governing Licensure of School-Age Only Child Care Centers, DHHS, May 20, 2013.

- At least one staff member with current CPR and first aid training is on the premises at all times during program operation.

The list of automatically accepted Early Childhood Education Trainings is available online at:  
<https://drive.google.com/file/d/0B96RUsC-c8secmdyU0IHc2R4R0U/view>

The list includes conferences and trainings sponsored by the Nebraska 21<sup>st</sup> Century Community Learning Centers program.

#### **Emergency Preparedness (processes must be aligned to school-day policies and procedures)**

- It is recommended that the 21<sup>st</sup> CCLC project director is an active member of the district or school safety committee;
- Emergency numbers are posted;
- Fire and tornado drills are practiced with staff and students: Fire drills each month, tornado drills four times during March through September;
- Fire and safety diagrams are posted in each room where students are present including directions for evacuation of students with special needs.
- A written plan for disaster preparedness is in place including: evacuating children to a safe location, notification of parents in an emergency, reunification with parents in the event of an evacuation, and safety plan for children with special needs;
- Designated program administrator is notified in the case of death; accident-injury requiring hospitalization; when a child has been missing, lost, or left unsupervised; emergency or disaster that results in damage to the center or the inability of the director to comply with regulations.

#### **Medications**

Giving or Applying Medication:

All 21<sup>st</sup> CCLC programs (licensed or not) are expected to comply with the requirements listed in Medications for Child Care Centers Regulations, (391 NAC 8016 Child Health) administered by the Nebraska Department of Health and Human Services (DHHS) (4-0006.24 through 4-006.24I).

The only exception is 21<sup>st</sup> CCLC programs administered by a school district. If the district includes the 21<sup>st</sup> CCLC as one of its district programs, then the Medication Requirements for School (also administered by DHHS) apply to the 21<sup>st</sup> CCLC program.