

~~Minimum Standards for Local Agency Operated Volunteer Respite Child Care Programs~~

~~22VAC40-790-10. Definitions.~~

~~The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise:~~

~~"Adult" means any individual 18 years of age or over.~~

~~"Agency" means the local welfare or social service agency.~~

~~"Child or children" means any child who needs services and seeks assistance in meeting those needs from the local welfare or social service agency.~~

~~"Child Protective Service Central Registry" means the centralized system in Virginia for collecting information on complaints and dispositions of child abuse and neglect.~~

~~"Client" means any adult or child who needs services and seeks assistance in meeting those needs from the local welfare or social service agency.~~

~~"Corporal punishment" means any type of physical punishment inflicted in any manner upon the body of a child including but not limited to hand spanking, shaking a child, forcing a child to assume an uncomfortable position, or binding a child.~~

~~"Infant" means any child from birth up to two years of age.~~

~~"Respite child care" means nonresidential child care provided to children of agency clients who have been identified as needing occasional relief from continuous child care responsibility. This relief is designed to enhance parental functioning.~~

~~"Staff" means paid employees of the agency.~~

~~"Volunteer" means any person providing direct or indirect services on behalf of the agency who has registered with the local agency by completing a Volunteer Services Application.~~

Part II Standards

~~22VAC40-790-20. Standards for volunteers.~~

~~A. Age. Volunteers who are considered in the children to adult ratio shall be 18 years of age or over.~~

~~B. Criminal records.~~

~~1. Volunteers who come in contact with children shall identify any criminal convictions and be willing to consent to a criminal records search.~~

~~2. Volunteers who come in contact with children shall not have been convicted of a felony or misdemeanor which jeopardizes the safety or proper care of children.~~

~~C. Child abuse or neglect records.~~

~~1. Volunteers who come in contact with children shall consent to a search of the Child Protective Services Central Registry.~~

~~2. The agency shall not permit contact between children and volunteers who have a founded or unfounded or reason to suspect child abuse or neglect record in the Child Protective Service Central Registry.~~

~~D. Interviews and references. The agency shall assure through interviews and reference checks that the volunteer:~~

~~1. Is knowledgeable in and physically and mentally capable of providing the necessary care for children;~~

~~2. Is able to sustain positive and constructive relationships with children in care, and to relate to clients and children with respect, courtesy and understanding;~~

~~3. Is capable of handling emergencies with dependability and good judgment; and~~

~~4. Is able to communicate and follow instructions sufficiently to assure adequate care, safety, and protection for children.~~

~~E. Training. The volunteer shall attend any orientation and training required by the agency.~~

~~F. Medical requirements.~~

~~1. Any volunteer who comes in contact with children shall submit a statement from the local health department or licensed physician that he is free from tuberculosis in a communicable form.~~

~~2. The volunteer shall submit the results of a physical or mental health examination, or both, when requested by the agency based on indications of a physical or mental health problem.~~

22VAC40-790-30. Standards for care.

~~A. Nondiscrimination. Respite child care shall be provided which does not discriminate on the basis of race, color, sex, national origin, age, religion, or disability.~~

~~B. Supervision.~~

~~1. There shall be a plan for seeking assistance from police, firefighters, and medical professionals in an emergency.~~

~~2. Children shall be supervised by an adult at all times. Volunteers under the age of 18 cannot be left in charge.~~

~~3. The ratio of adults to children shall be based on the following:~~

~~a. There shall be one adult to four infants.~~

~~b. There shall be one adult to six children two years old and older.~~

~~c. Any child with a disability which requires extra attention of volunteers counts as two children.~~

C. Food.

1. Children shall receive meals and snacks appropriate to the number of hours in care and the daily nutritional needs of each child.
2. Children shall receive special diets if prescribed by a licensed physician or in accordance with religious or ethnic requirements or other special need.
3. Drinking water shall be available at all times.

D. Transportation.

1. Transportation of clients shall be in accordance with agency policy.
2. Children shall be transported using restraint devices in accordance with the weight and age requirement of the Code of Virginia.

E. Medical care.

1. The respite care program shall have:
 - a. The name, address, and phone number of each child's physician easily accessible;
 - b. First aid supplies easily accessible in case of accidents; and
 - c. At least one staff person with a current certificate in basic first aid accessible during hours of operation.
2. The respite care program staff and volunteers shall:
 - a. Give prescription medication only in accordance with an order signed by a licensed physician or authentic prescription label and with a parent or guardian's written consent;
 - b. Give the child nonprescription medications, including but not limited to vitamins and aspirin, only with the parent or guardian's written consent;
 - c. Report all major injuries and accidents and all head injuries to the child's parent or guardian promptly;
 - d. Have authorization for emergency medical care for each child; and
 - e. Have documentation that each child in care is current with required immunizations.

F. Management of behavior.

1. The staff and volunteers shall establish rules that encourage desired behavior and discourage undesired behavior in cooperation with the parent or guardian of children in care.
2. The staff and volunteers shall not use corporal punishment.
3. The staff and volunteers shall not humiliate or frighten the child in disciplining the child.

~~4. The staff and volunteers shall not withhold nor force food, withhold nor force naps, or punish toileting accidents in disciplining the child.~~

~~G. Activities. The staff and volunteers shall provide structured activities appropriate to the children's ages as well as unstructured experiences in social interaction.~~

~~H. Abuse or neglect reporting responsibilities. Volunteers shall report any suspected abuse or neglect of any child in the program in accordance with procedures prescribed by the agency.~~

~~**22VAC40-790-40. Physical environment.**~~

~~A. Accommodations. The facility used by the respite care program shall:~~

~~a. Be in compliance with all state and local ordinances;~~

~~b. Include a working telephone; and~~

~~c. Have the phone numbers for police, fire, and rescue personnel easily accessible.~~

~~B. Space. The facility shall provide at least 25 square feet of space per child in care.~~

~~Part III
Compliance Regulations~~

~~**22VAC40-790-50. Documentation of compliance.**~~

~~Documentation of compliance with this chapter shall be the responsibility of the agency.~~

~~**22VAC40-790-60. Allowable variance.**~~

~~Variance on a particular standard may be permitted if the variance does not jeopardize the safety and proper care of children or violate federal, state, or local law. Variances shall be discussed with and approved by the state Department of Social Services.~~