

# POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.

**Policy Title:**

Staffing- Child care worker

**Chapter:**

10

**Effective Date:**

10/25/1999

**Revision Date:****Policy Number:**

10-112-005

Executive Director

## SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

## INTRODUCTION:

1. There shall be one child care worker present with the children for every eight children who are 6 years of age or older; during awake hours.
2. There shall be one child care worker present with the children for every 16 children who are 6 years of age or older; during sleeping hours.
3. There shall be one child care worker present with the children for every 4 children who under 6 years of age, during awake hours.
4. There shall be one child care worker present with the children for every 8 children who are under 6 years of age, during sleeping hours.
5. If there are children who are 6 years of age and 6 years of age and older in the same group, the ratio specified in subsections and (d) apply.
6. The child care worker shall be responsible for implementing daily activities and for supervision of the children.
7. The child care worker shall have a high school diploma or general education development certificate.
8. A child care worker who is counted in the worker to child ratio shall be 18 years of age or older if all the children served in the Keystone facility are under 18 years of age. A child care worker who is counted in the worker to child ratio shall be 21 years of age or older if one or more children served in the Keystone facility are 18 years of age or older.

## **DISCUSSION:**