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STATE OF NEW JERSEY
DEPARTMENT OF INSTITUTIONS & AGENCIES

A MANUAL OF STANDARDS
FOR SHELTERS ACCEPTING JUVENILES
AWAITING COURT DISPOSITION

JUVENILE SHELTER FACILITIES

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A MANUAL OF STANDARDS
FOR SHELTERS ACCEPTING JUVENILES
AWAITING COURT DISPOSITION

1. POLICY

Shelter care shall be provided in small community based facilities without restriction that provide for the physical, developmental, and treatment needs of children.

2. DEFINITIONS

For the purpose of these regulations:

- A. Shelter means the temporary care of juveniles awaiting court disposition in facilities without physical restriction. A Small Group Shelter is a shelter with the capacity of 5 to 12 children. A Large Group Shelter is a shelter with the capacity of 13 to 25 children. An Institutional Shelter is a shelter with the capacity of 26 or more children.
- B. The Department means the Department of Institutions and Agencies.
- C. Recommendation means a goal which is proposed for attainment but which is not now mandatory.

3. LEGAL BASE

The following rules and regulations are established pursuant to Chapter 306, Laws of New Jersey 1973, Section 16, and are applicable solely to County established shelter facilities which serve children awaiting juvenile court disposition. (Such shelters may serve other children, as noted in Section 9C of this Manual of Standards). In order to be eligible to receive in-residence children, a child-care institution shall demonstrate to the satisfaction of the Department through such methods and procedures as may be prescribed, that it complies with each of the following rules and regulations, which shall be interpreted as constituting minimum standards only.

4. PRINCIPLES AND GOALS

- A. Children do not ordinarily require shelter care away from their own homes unless there has been great difficulty in their lives, family breakdown by illness, death, or desertion; family strife, serious personal problems of adjustment at home, school, or in the community, or delinquency. The shelter should plan its program carefully, select the type of staff needed to carry out the program, and maintain a suitable physical environment.
- B. Shelters shall not be physically restricting, offering free egress to the community.
- C. Although shelters are for short-term placement, they must have a program offering educational, recreational, religious, social, and treatment opportunities.

- D. The shelter must make a maximum effort to return the children to normal family and community life.
- E. The unique characteristics of group living need to be recognized and the impact on the individual child understood. Every child must be given the help he needs to accommodate to group living.
- F. Since everyone who works in the facility influences the lives of the children, all staff should demonstrate personality and temperament suitable for close association with children.

5. GENERAL REQUIREMENTS

- A. Shelters shall conform to all public health, safety, and fire codes, applicable laws, and regulations set forth by the State of New Jersey, the county and municipality in which it is located.
- B. Emergency evacuation drills shall be carried out at least once every two weeks and a record kept and periodically evaluated as to the length of time it takes to evacuate the building. These drills shall be scheduled to cover varying times and hours, including hours when children are sleeping.
- C. The facility shall maintain cooperative relationships with community agencies toward the best possible care, activities, education, and treatment of the child.

6. STANDARDS ON SIZE

The Department will not approve the establishment of new shelter facilities for housing more than 25 youngsters. Large Group Shelters for between 13-25 children will require special justification. Existing shelter facilities having more than 25 children will receive conditional approval if they meet all other standards.

7. SPECIFICATION AND REGULATION

- A. The following table discusses the standards to be used and the methods of specification per type of shelter that will be specified by the Department. (See Page 3 for Table)
- B. The Department shall from time to time make announced and unannounced visits to inspect the shelter. Reports and records must be available for review. The Department shall at all times be allowed to observe and interview children and staff with relation to any matter pertaining to their health, safety, treatment, training, and general well-being, or to the operation of the shelter. Specification may be withdrawn at any time should the shelter fail to comply with these rules and regulations. Specification may be made on the condition that the County meet requirements within a designated time period.

TABLE

TYPE OF SHELTER	STANDARDS	METHODS OF SPECIFICATION
Family Foster Home Shelter Care - 4 Children or Less :	Standards are contained in a DYFS outline of standards for emergency foster parents.	Specification will follow a prompt and careful screening and review of applicants by the DYFS District Office foster home finding staff.
Small Group Shelters 5-12 Children	Standards are contained in this document: Manual of Standards for Shelters Accepting Juveniles Awaiting Court Disposition.	Specification will follow careful review of the facility and its programs by the Department of Institutions and Agencies.
Large Group Shelters 13-25 Children	Standards are contained in this document: Manual of Standards for Shelters Accepting Juveniles Awaiting Court Disposition.	Need for a shelter of this size must be demonstrated. Specification will follow careful review of the facility and its programs by the Department of Institutions and Agencies.
Institutional Shelters	No new institutional shelters will be approved. Existing institutional shelters will be evaluated according to the DYFS Manual of Standards for Children's Residential Facilities. In addition, the following sections of the DYFS Manual of Standards for Children's Residential Shelters will be applied to Institutional Shelters: Section on Admissions and Return Home.	Specification will follow careful review of the facility and its programs by the Department of Institutions & Agencies.

8. ORGANIZATION AND ADMINISTRATION

- A. Counties shall operate shelters according to the provisions of this Manual and shall submit a description of their administrative structure for the operation of such shelters.
- B. Insurance - Each county must secure and maintain fire insurance on the shelter as well as comprehensive liability insurance for the house parents and/or staff, children, and guests, and workmen's compensation insurance for house parents and/or staff of the shelter.
- C. It shall be the responsibility of the County to:
 - 1. Establish written policies defining the purpose and objectives of the shelter, services offered, eligibility requirements, admission policies, and financial arrangements for care and treatment;
 - 2. Select and appoint an executive to administer and give professional leadership to the facility and its program;
 - 3. Assure adequate financial support for the facility;
 - 4. Approve an annual budget for services and program for the ensuing year prior to the end of each fiscal year, based on anticipated needs and projected plans;
 - 5. Maintain systems and procedures for the management of funds, real properties, and securities, according to accepted business and accounting practices, and in the case of an unincorporated facility, establish a trusteeship for funds, property, and investment securities;
 - 6. Appraise continuously the adequacy and quality of the services of the shelter;
 - 7. Keep a written record of official actions, including those pertaining to administration of funds and development of program and services;
 - 8. Report annually to the public regarding the facility and its program, including information about services offered, numbers of persons served, financial data, and other pertinent matters.
- D. Financial Requirements
 - 1. General Requirements
 - a. The County shall determine and review periodically, at least annually, the per capita cost of care, defining the various items included.
 - b. All financial records shall be audited annually by the County Auditor. Receipted bills shall be secured for all cash payments, and receipts shall be given for all fees collected.

- c. Persons responsible for handling funds shall be bonded.

2. Budget

The budget shall include provisions for:

- a. Salaries and costs of staff development
- b. Cost of food
- c. Cost of clothing
- d. Cost of medical, dental, and related services
- e. Cost of psychological and psychiatric services
- f. Costs to insure reasonable access to the community in which the shelter is located
- g. Adequate physical facilities and equipment and maintenance of same
- h. Such special services as may be required

NOTE: If any of the aforementioned costs are provided by another source, they should be included and an appropriate value ascribed.

9. PROCEDURES

A. Pre-Admission Procedures

The juvenile code lists specific criteria for placing a juvenile in need of supervision into shelter care. The code states in Section 14a: "Any person taking a juvenile into custody shall immediately notify the parents, or the juvenile's guardian, if any, that the juvenile has been taken into custody." The code further states in Section 15a: "Where it will not adversely affect the health, safety or welfare of a juvenile, he or she shall be released pending the disposition of a case to one or both parents or guardian, if any, upon assurance being received that such responsible person or persons accept responsibility for the juvenile and will bring him before the Juvenile and Domestic Relations Court as ordered." The code also states in Section 15c: "A juvenile may not be placed or retained in shelter care prior to disposition unless:

1. There is no appropriate adult custodian who agrees to assume responsibility for the juvenile, and the release on the basis of a summons to the juvenile is not appropriate; or
2. Shelter care is necessary to protect the health or safety of the juvenile; or
3. Shelter care is necessary to secure his presence at the next hearing; or

4. The physical or mental condition of the juvenile makes his immediate release impractical."

Accordingly, the following procedures must be adhered to before a child is accepted for shelter care:

1. A law enforcement officer taking a juvenile into custody must notify the parents of the child's apprehension. When it is not feasible to take the juvenile home the juvenile's parents must be contacted by phone immediately.
2. If a parent, guardian or other responsible adult custodian is located and agrees to accept responsibility for the juvenile, and the code's other criteria for shelter care placement are not pertinent, the juvenile should be released to the custody of such person(s).
3. If efforts to locate the juvenile's parents fail and the juvenile is placed in shelter care, the shelter staff should continue to attempt to contact the juvenile's parents or a responsible adult relative who would agree to assume responsibility for the juvenile. The shelter shall maintain a record of the efforts made to contact parents. Each shelter must have staff authorized and trained to contact parents and effectuate return.

B. Intake and Admissions

When it becomes necessary to place a juvenile in shelter care in accordance with the code's criteria for such placement outlined above, the following Intake and Admissions procedures must be adhered to:

1. Each child placed into shelter care must receive a medical examination within 24 hours following placement, noting symptoms of any communicable disease; lice, bruises or abrasions, unusual marks and general medical condition. This examination must be performed by either a physician licensed to practice medicine in the State of New Jersey, or by a nurse. When the initial examination is performed by a nurse, the child must receive a medical examination performed by a physician licensed to practice medicine in the State of New Jersey within one week following admission.
2. Upon admission, the shelter staff (preferably a member of the social work staff) should obtain from the juvenile, the law enforcement offices and the parents (if possible) pertinent factual and identifying information including:
 - a. Name (and nickname), sex, date of birth, age, date and hour of admission, person recording date;
 - b. Religion, race;

- c. Name, address, phone number and relationship to child of person with whom child was living at time of admission;
 - d. Name, address and phone number of father, mother or foster parent, if different from above;
 - e. Name, address and phone number of person to notify in an emergency;
 - f. Siblings, age and sex;
 - g. School attended, grade, employer, if any;
 - h. Name, address and phone number of person bringing child to shelter, name of agency (court or police) authorizing placement;
 - i. Reason for apprehension of juvenile;
 - j. Reason for not leaving child in custody of parents;
 - k. Date and type of petition filed against juvenile;
 - l. Dates and lengths of stay of previous admissions and releases;
 - m. Date of hearing;
 - n. Medical history, chronic conditions, past serious illnesses, allergies, special diet.
3. Following admission, each juvenile should be given a shower and clean clothing. The juvenile's own clothing should be laundered and stored, ready for the court appearance or release.
 4. Any potentially dangerous property in the juvenile's possession should be removed, signed for and stored safely until his release. The child should not be "frisked" unless there is reason to suspect that he is armed, in which case he should be searched by the law enforcement officer.
 5. Each child shall be provided a secure place to store valuables to which the child shall have reasonable access.
 6. Children shall be informed upon admission of:
 - a. House rules and regulations;
 - b. Fire exits and procedures; and,
 - c. The shelter program and the child's responsibilities.

C. Eligibility

Shelter care placement should not be utilized in instances where emergency foster family care is appropriate and available. Almost all children less than 13 years of age and a substantial percentage of children above this age, will be suitable for foster family care. The following children shall be eligible for admission to a shelter:

1. J.I.N.S. - Juveniles In Need of Supervision

JINS shall be eligible for shelter care only under the following circumstances:

- a. When there is no appropriate adult custodian who agrees to assume responsibility for the juvenile, and the release on the basis of a summons to the juvenile is not appropriate; or
 - b. When shelter care is necessary to protect the health or safety of the juvenile; or
 - c. When shelter care is necessary to secure his presence at the next hearing; or
 - d. When the physical or mental condition of the juvenile makes his immediate release impractical.
2. Abused, abandoned or neglected children and dependent children shall be eligible for shelter care when short-term or emergency care is needed pending foster placement or residential placement.
 3. Children in need of emergency or short-term care when a parent is temporarily-incapacitated due to a serious illness, hospitalization or other reasons.
 4. Children charged with a delinquent act, who would otherwise be released, except that a suitable parent, guardian or adult custodian cannot be located to accept custody.

Children undergoing severe mental or emotional disturbance; children who appear seriously ill on admission, or children in custody because of having committed serious violence upon others (e.g., unprovoked assault, rape, arson), shall not be deemed eligible for shelter care.

D. Procedures for Runaways

1. When a runaway child is presented to a shelter facility by the police for placement, shelter staff must determine whether such placement is appropriate. As with all admissions, as outlined above, every attempt must be made to release the child to his parents, guardian or an adult custodian, where such action will not adversely affect his health, safety or welfare.

2. In situations where a child refuses to be returned home, alleging parental abuse or neglect, a shelter staff member should interview the child and the parents or guardian to attempt to discover whether there is reason to believe that the child would be placed into imminent danger by returning him home.
 - a. If so, the child should not be released to the parents. The police and the Division of Youth and Family Services should be notified immediately so that appropriate legal action may be taken to insure the child's protection and to investigate the child's allegation. The emergency and night phone number of the Division of Youth and Family Services is 800-792-8610.
 - b. If there is no reason to believe that the child's health, safety or welfare would be jeopardized by his return to his parents or guardians, the child should be released to such persons.
3. If a Division of Youth and Family Services foster child has run away and refuses to be returned to his foster home, the child should be held at the shelter and the Division of Youth and Family Services should be notified as soon as possible so that the child's caseworker may intervene.

10. PROGRAM

A. Necessaries

1. Food and Nutrition

- a. Meals shall be planned to provide well-balanced, appetizing, and varied diet sufficient to meet nutritional needs.
- b. Special diets shall be provided as directed by the physician or as required by the child's religious beliefs.
- c. Meals shall be attractively served, and mealtime a pleasant occasion in which normal conversation is encouraged. Staff shall eat with the children whenever practicable.
- d. Seating arrangements shall be for small groups.
- e. A record of menus as served for a period of not less than the past thirty days and a record of food purchased and donated for the past twelve months shall be kept on file.
- f. In-between meal snacks of nourishing quality shall be available but shall not replace regular meals.
- g. Children shall have an opportunity to express food preferences. Procedures for selection, purchasing and preparing food are one of the major distinctions between the small group

shelter and the large institution.

- h. Only pasteurized milk and U. S. Government inspected meat shall be used.

2. Clothing

- a. The shelter shall insure that the child has adequate, comfortable, and well-fitting clothes for indoor and outdoor wear, appropriate in style to that generally worn by children of their age in the community.
- b. Each child shall have clothing exclusively for his own use.
- c. Children shall have an opportunity to participate in the selection of their own clothing and, when necessary, in the purchase of clothing.
- d. The shelter shall insure that the child has an adequate supply of clothing when the child leaves the shelter.

3. Medical Policies and Procedures

- a. Each shelter shall devise and submit in writing medical policies and procedures, which shall be interpreted to all personnel of the home. They shall include the name, address, and phone number of the licensed New Jersey medical doctor or doctors treating the children, and available emergency hospitals and clinics in the area.
- b. No medication may be administered to any child except by prescription or under the supervision of a licensed New Jersey medical doctor.
- c. Only minor wounds may be treated in the shelter. All other injuries must be treated by a licensed New Jersey medical doctor.
- d. Authorization for medical care must be obtained from parents or legal guardians of children to be medically treated.
- e. Staff shall have guidance in recognizing indication of illness and shall have responsibility for reporting illness promptly to the administrator, nurse, or physician in charge.

4. Personal Hygiene

Each child shall have his own clearly identified toothbrush, comb, clean towel, and washcloth for attending to his personal hygiene and shall have access to facilities for hair cuts and hair grooming.

The group care shelter must provide the facilities and example for reasonable habits and practices with regard to personal

hygiene and appearance. Reasonable standards of appearance for school, meals, and activities should be developed by the staff and children together. Individuality and personal taste must be recognized by permitting a high degree of freedom in dress and grooming.

5. Education

- a. During the first three days of placement, children should be offered stimulating educational materials.
- b. After three days in placement, or before that time if it appears that the child will remain in shelter placement for more than one week, arrangements must be made to insure compliance with the following standards.

- (1) When possible, arrangements shall be made such that children attend school in conformity with the school code of the State of New Jersey. Previous school records shall be secured. The child's grade placement and academic schedule shall be planned by Institution and school personnel and be related to his needs and abilities.

Children should be encouraged to attend schools in the community. Staff shall have regular contacts with school personnel to review each child's school progress and program.

Children not in school in the community shall have appropriate instruction in the shelter.

- (2) Appropriate staff shall participate in school activities and attend school functions in which children participate.
- (3) Children shall have an opportunity for academic or vocational education in line with ability and aptitude.
- (4) Remedial education shall be provided for children who need it.

6. Religion

All children in the shelter are guaranteed the right to practice the religious faith of their choosing or recommended by their natural parents. Opportunities and transportation to use community religious facilities must be made available by the shelters.

7. Recreation, Athletics and Leisure Time

The shelter must provide and allow for a balanced activity, athletics and leisure time program. The shelter must encourage the use of community resources and provide in-house resources.

There should be adequate staff time, materials, and equipment to permit choice and variety for the children.

These programs may include:

- (1) planned group activities in the shelter
- (2) opportunities for cultural expression
- (3) celebration of birthdays or special events
- (4) individually chosen activities in the shelter or community
- (5) opportunities for being alone or merely relaxing

8. Work and Employment

- a. No child shall be used as a substitute for staff. Work performed by children shall be only that which clearly has a constructive value. However, this section does not preclude normal household chores to be done by children.
- b. Chores and personal responsibility for health and cleanliness are desirable components of the shelter experience. Choice and rotation of duties are important elements in the housework programs.
- c. Children living in the shelter may take employment outside of the home in accordance with provisions of the New Jersey Child Labor statutes and regulations, if the staff feel it would be desirable for the child's development.

9. Money

Every child should be assured of personal spending money. Those children staying for more than one month should be encouraged to find part-time employment to provide spending money. Children should be allowed to spend these sums without accounting to staff, though help in budgeting should be offered.

10. Personal Property

Each child shall be allowed to bring personal possessions with him to the shelter and to acquire belongings of his or her own.

B. Group Living Arrangement

1. Social Development

The arrangements developed for group life must encourage independence, autonomy, and democratic participation. The basis of cooperation behavior should be the personal rewards it brings in group life rather than the fear of punishment.

2. House Rules and Government

- a. Routines of daily living should be established.

- b. Children should be encouraged to establish explicit standards for housekeeping, behavior, table manners, grooming, quiet times, use of facilities, group activities, schoolwork and weekend hours, etc.
- c. Shelters shall prepare and post their house rules and standards.

3. Discipline of Children

- a. Punishment, control and discipline of children shall be the sole responsibility of the houseparents and or staff, and shall not be delegated to children.
- b. Deprivation of meals, mail and family visits as methods of punishment is prohibited.
- c. Corporal punishment is prohibited.

4. Visiting and Mail

Shelters shall establish a written visiting policy which allows for flexible visiting hours for parents and individuals important to the child. Privacy must be maintained for mail and other communications.

C. Social Services Program

On admittance, each child should be assigned to a shelter staff member and told how to contact this person at any time. The shelter staff member should:

1. Conduct initial interview and follow-up interviews with each newly admitted child to assist him in his adjustment to shelter placement and to make the most constructive use of his stay.
2. Assess the child's problems and needs so that shelter programs and services may be planned for maximum benefit.
3. Talk with the child as often as necessary during his stay to assure him of concern for him as a person, to encourage him to express his feelings regarding his present situation, to reinforce positive behavior and characteristics, and to act as the child's advocate and confidant with regard to daily and long-range problems.
4. Coordinate and analyze staff impressions and reactions to the child for possible presentation to the Court, probation officers, or child welfare agency involved, if these are requested.
5. Work directly with the child, his parents, and the court or responsible agency in preparing for the child's return to the community.
6. Be available when the child is being discharged to his own home to help with problems of transition.

11. STAFF

A. General Requirements

1. Written Policy

The county shall insure that the shelter shall have written personnel policies. These shall be known to all staff and to all applicants seeking employment.

2. Health

All staff who have regular contact with children or whose duties include food handling shall have medical examinations prior to employment and annually thereafter. A medical statement from a licensed physician shall be on file for each staff member, certifying that he is in good health as well as the results of an annual TB test.

3. Safety

Staff shall not bring weapons or dangerous materials onto the grounds of the shelter.

4. Personnel File

A personnel file shall be kept for each employee. The file shall contain a statement of the employee's qualifications, references, dates and terms of employment, periodic written evaluation of job performance, and when employment is terminated, a statement regarding the reason for termination. After an employee leaves the shelter, his file shall be retained for at least five years.

5. Staff Development

Provision shall be made for a program of staff development for all members of the staff. Child care staff shall participate in any training and development program to be provided by the Department.

6. First Aid and Medical Supplies

There shall be a person or persons designated to be responsible for first-aid and maintenance of and accountability for medical and first-aid supplies. Persons responsible for first-aid should possess current American Red Cross First-Aid Certificates.

7. Day and Night Coverage

Sufficient staff shall be available to provide continuous day and night supervision of the children and protection of the facility, as well as to allow resident staff relief from duty.

8. Standards

Requirements for houseparents and/or staff including relief personnel. Persons may be houseparents or staff if:

- (1) They are of good character, habits, and reputation;
- (2) Their character and fitness is attested by at least three (3) satisfactory references in writing;
- (3) They have a deep respect for children and both understanding of and personal sensitivity to their needs;
- (4) Their personal or financial situation presents no problem or irregularity likely to be harmful to the interests of children to be cared for in the home.

9. Disclosure

Houseparents and/or staff working with children in a treatment program in the shelter must detail their background and qualifications for working in such treatment programs. They must make a full disclosure of their background, experience, and previous work, schooling, arrests and convictions.

10. Hiring

In hiring staff the following qualities should be considered:

- (1) a capacity to tolerate and understand a wide range of demanding behaviors of children;
- (2) a capacity to give of themselves emotionally and mentally without expecting a warm response from the children;
- (3) a capacity to work and confer with professionals, consultants, parents, and community groups.

B. Staff Patterns & Additional Requirements - Small Group Shelters - (5-12 Children)

This section shall apply only to Small Group Shelters. Section C below shall apply to Large Group Shelters.

Staffing patterns may vary from a single couple as houseparents (with adequate auxiliary staff) to more complex arrangements utilizing various manpower levels.

Adequate supervision shall be provided for the children in each Small Group Shelter. Persons caring for children shall be sufficient in number for the children under care; the number of staff must vary with the number of children served. Thus a home

for five (5) children may only require houseparents and a relief worker. Homes for twelve (12) children may require a number of full-time staff including a group worker and part-time staff including professional therapists or consultants. There shall be:

- (1) One person responsible to the county to be denominated director and to be in charge of day-to-day operations, including supervision of staff, programs, and budget;
- (2) at least two (2) houseparents and/or staff responsible for the care of children in each shelter, and who live at the home;
- (3) provisions shall be made for relief personnel as needed to allow houseparents and/or staff appropriate free time, days off, vacations, and to provide coverage in the event of an emergency;
- (4) provisions must be made for at least one adult who meets all general requirements to be on duty at all times when the group care home is in operation.

C. Staff Patterns & Additional Requirements - Large Group Shelters - (13-25) Children)

This section applies only to Large Group Shelters

The Large Group Shelters will require a relatively complex staffing pattern as follows:

k. Administration

- a. Duties - Under the general direction of the county, the administrator shall perform the following:
 - (1) develop and suggest to the county for its review and appropriate action, matters of general policy for the efficient operation of the program;
 - (2) prepare the budget and present it to the county for its review and approval;
 - (3) administer the budget and maintain accurate financial records;
 - (4) employ and discharge members of the staff according to the established personnel policies;
 - (5) be responsible for overall supervision of the program;
 - (6) hold staff meetings at regular intervals to discuss plans and to interpret policies to the staff;
 - (7) organize a program for the continued training and development of the staff;

- (8) establish and maintain working relationships with other social agencies within the community and interpret the program to professional and lay groups;
- (9) designate a staff member to be in charge at all times during his absence, if the shelter is small and there is no assistant administrator.

b. Qualifications

- (1) The administrator of the institution shall be a person of integrity, maturity, and sound judgment, and shall be capable of providing leadership and consistent direction to staff in the interest of developing and maintaining a sound program.
- (2) The administrator shall have graduated from a four year college and have two years of experience in a program or agency serving children.

Recommendation

The administrator should have a postgraduate degree in social work, psychology, sociology, education, or some similarly relevant field of human studies, and should have had experience in a specialized institution for children with behavior problems.

2. Social Service Worker

Each Large Group Shelter shall employ at least one social service worker. The minimum qualifications for a social service worker shall be a Bachelor's Degree. Where an institution employs only one social service worker, this worker, in addition to holding a Bachelor's Degree, shall have completed at least one year of paid experience in a human service capacity.

Recommendation

- a. All persons employed to provide treatment for institutionalized children should be qualified by education in the social sciences beyond the Bachelor's degree, and by previous experience in working with children.
- b. The specialized knowledge and skills of a social group worker should be utilized in planning for and providing meaningful group experiences and activities.

3. Other Professional Staff

- a. A physician, licensed to practice in the State of New Jersey, shall be designated to assist the administrator in planning and coordinating the medical program.

- b. A psychologist or a psychiatrist shall be available for diagnosis, treatment, consultation, and staff training.
- c. A nurse shall be available for the care of sick children, assistance to physician in providing continuous health supervision, and interpretation of medical, dental, and nutritional recommendations to other staff and children. It is recommended that this person be an R.N.
- d. Where specialists are required, they shall be available to establish sound educational, vocational, and recreational programs.

4. Child Care Staff (Houseparents, child care workers)

- a. Under the general direction of the administrator, the child care staff shall plan, supervise, and participate in all children's activities in daily living, including work, recreation, and study. Child care staff are not guards, and should be oriented and trained to work with children in a non-coercive manner.
- b. Child care staff shall be persons with the capacity to work with children.

Recommendation - A child care worker should have had courses in child care or child development.

- c. Child care staff shall be at least twenty-one years of age if they are assigned full responsibility for the care and supervision of a group of children. Younger employees may be assigned as assistants.
- d. At least one person within the Large Group Shelter shall be awake all night and in frequent contact with areas in which children are sleeping. At least one person shall be on call during waking and sleeping hours to assist the on-duty person in case of emergency.

5. Clerical Staff

The facility shall have adequate clerical staff to keep correspondence, records, accounts, and files current and in good order.

6. Dietary Staff

- a. The shelter shall designate a competent person to direct and be responsible for the total food services.

Recommendation - If the person directing the food service is not a dietician, it is advisable to have regularly scheduled consultation from a dietician or nutritionist.

- b. There shall be a sufficient number of competent cooks and food service personnel to prepare and serve meals that meet the nutritional needs of the children.

7. Other Staff

The shelter shall employ or otherwise make available persons in sufficient number, depending upon the size of the shelter, the number of persons served, and the ground area to be maintained, to be responsible for maintenance and housekeeping.

12. PHYSICAL ACCOMMODATIONS

A. Small Group Shelter (5-12)

1. Location

The small group shelter shall be located in a residential setting that is accessible to religious, educational, and recreational facilities and other community resources. It shall not be attached to or part of any institutional or hospital complex. No small group shelter will be approved by the Department that is part of, or a wing of a detention center, adult jail or lock-up, or other restrictive facility.

2. Building and Grounds

Buildings used wholly or in part as a small group shelter shall be in compliance with all applicable local building, fire, health, and zoning ordinances. If the building is used in part for a group shelter, it must conform to the appropriate ordinances for use.

3. Other Requirements

- a. The home shall be of sufficient size to provide adequate living accommodations for the residents and shall be suitably furnished and equipped.
- b. The home shall be kept in a safe, sanitary condition and in good repair and shall provide for the reasonable comfort and well being of the occupants.
- c. Adequate and safe water supply and sewage facilities shall be provided and shall comply with State and local laws. There shall be adequate and accessible supply of hot and cold water of safe quality.
- d. Heating, electrical, ventilating, plumbing, and other mechanical systems shall be designed and maintained so that there is no danger to the health, safety, and welfare of the residents.
- e. Rooms shall be adequately lighted and ventilated.
- f. All floors used by children shall have alternate exits remotely located from each other and readily accessible to the occupants, except that a two story detached dwelling shall have a minimum of one exit stair from the second floor and at least one additional alternate, safe means of emergency egress from the second floor.

g. In the absence of advice from, or requirements of, local building and fire authorities, the following are the major types of generally acceptable means of secondary or emergency egress to safe outdoor areas listed in relative order with the safest first:

- (1) A second interior stair, which is properly enclosed with fire resistant materials and which leads directly to the exterior at or near ground level, may be considered as an alternate exit.
- (2) An exterior door to a platform and fixed metal stairway with threads and risers, leading directly to ground level, may be considered as an alternate exit.
- (3) An exterior fire escape (fixed or gravity operated), accessible through readily operable doors or windows to platforms and stairs to permit safe landings at ground level, may be considered as an alternate exit.

4. Sleeping Rooms

- a. Every sleeping room occupied by children shall have good natural light and ventilation and shall have one or more windows opening directly to the exterior.
- b. No unfinished attic, basement, or stair hall may be used for sleeping purposes. All rooms used for sleeping purposes must be used as bedrooms and for no other purpose. All single sleeping rooms for children shall contain not less than 80 square feet of floor space and a minimum horizontal demension of 7 feet. All sleeping rooms for the accommodation of more than one child shall contain not less than 60 square feet of floor space per child, and a minimum horizontal dimension of 7 feet, 6 inches.

5. Bathing and Toilet Facilities

Each group shelter home shall meet the following bathing and toilet requirements:

- a. Minimum requirements as to lavatories, tubs, or showers, are as follows:

<u>Children</u>	<u>Lavatories (sink & commode)</u>	<u>Tub/Shower.</u>
5-8	1	1
9-12	2	2

- b. Each home must be provided with a separate lavatory and toilet facility for staff and/or house parents.

6. Living Rooms

Living room of sufficient size shall be provided to serve the needs of the residents.

7. Dining Facilities

A dining facility shall be provided with sufficient space and equipment to serve all the residents.

8. Kitchen

The kitchen shall be equipped to provide adequate food preparation, storage, and service.

9. Facilities for Storage and Laundry

Facilities for storage and laundry shall be provided and shall include space for storage of household supplies, larger personal items, seasonal clothing, and recreation equipment.

10. Safety

- a. All necessary steps shall be taken to determine and to eliminate all fire and safety hazards.
- b. Fire extinguishers shall be provided and maintained in accordance with the recommendations of the National Fire Protection Association.
- c. A telephone shall be provided with emergency instructions posted nearby for police, fire, ambulance, and medical assistance.
- d. Children and staff and/or houseparents shall be instructed at regular intervals in evacuation of the building.
- e. Emergency First Aid Kit - Each group shelter home must have a first aid kit that is easily accessible and adequately supplied.
- f. Appropriate housekeeping will be done to insure that the home is in a neat, clean, safe, and sanitary condition.
- g. Storage facilities for prescribed medication shall be locked at all times.

B. Large Group Shelter (13-25)

1. Location

The large group shelter shall be so located that it is accessible to religious, educational, and recreational facilities and other community resources. No large group shelter will be approved by the Department that is part of, or a wing of a detention center, adult jail or lock-up, or other restrictive facility.

2. Buildings and Grounds

- a. Buildings used in whole or in part as a large group shelter shall be in compliance with all applicable building, fire and health laws.

b. Grounds

- (1) The grounds shall be well kept and suitably landscaped, free from insect breeding places, marshes, swamps, poisonous plants, broken glass, and debris.
- (2) Outdoor activities shall be provided. It shall be sufficient in size to accommodate the different age groups served. It shall have play equipment in good repair and shall be adequately protected from traffic and other hazards.

c. Buildings - General Requirements

- (1) Buildings shall be kept in good repair and in clean, sanitary condition and shall consistently conform to standards set forth by the local Department of Health.
- (2) New buildings shall be constructed of fire resistive materials.
- (3) All reception rooms, hallways, and stairways shall be adequately lighted.
- (4) Doors and windows shall be screened.
- (5) Heating equipment shall be in good condition, vented, and shall be capable of maintaining constant uniform temperatures, odor control, and elimination of drafts. A minimum daytime temperature of 68 degrees Fahrenheit shall be provided in all rooms occupied by children.
- (6) The facility shall have a telephone accessible to all staff on duty, with the listed numbers for fire, medical and other emergency services.
- (7) There shall be an adequate communication system between administration and all activity and living areas.

3. Office Space

- a. Offices, separate from living quarters, shall be provided for administrative staff and for maintenance of records and business files.
- b. Space which affords privacy shall be provided for the use of the professional staff, and rooms for private interviews shall be available.

4. Staff Quarters for Resident Employees

If staff quarters are provided in the facility, they shall be comfortable and attractive and shall provide for privacy and relaxation. Bathroom facilities shall be conveniently located to the living quarters. Adequate closet space for storage of personal belongings shall be provided.

5. Children's Quarters

All quarters for children must be unrestrictive.

- a. There shall be living rooms for the regular free and informal use of the children suitable for general relaxation and entertainment. These shall be furnished with comfortable chairs, tables, lamps, pictures, books, bookshelves, radio, television, etc. Furnishings shall be durable and adapted for the use of the children.

Facilities based on the cottage plan shall have a living room in each cottage.

- b. Space shall be provided where children may receive and talk with visitors privately.
- c. Space shall be provided where children may study without interruption and without interfering with the play of other children. Rooms used for this purpose shall have adequate lighting, table space, and chairs.
- d. Indoor Activity Space

- (1) Well-lighted and ventilated indoor activity space shall be provided. It shall be sufficient in size to accommodate the different age groups served; shall have equipment, in good repair, for active indoor games and free play; and shall be adequately protected from hazards.

- (2) When hobby and craft rooms are available, they shall be equipped with benches, tools, and materials with space for storage, and proper safety devices to protect children from injury.

6. Sleeping Rooms

- a. Existing institutions should provide a sleeping area for each child which is properly ventilated and well lighted. There shall be at least 3 feet of space between single beds and 5 feet where bunk beds are used.
- b. Institutions built or remodeled after March 1, 1974, shall provide 74 square feet of floor space in the sleeping area for each child, including that which is occupied by furniture.
- c. No child shall be placed above the second floor in buildings of less than fire resistive construction. In buildings of wood frame construction, occupancy shall be limited to the first floor.
- d. Beds shall be equipped with comfortable mattresses, plastic covers, sheets, pillows and pillow cases, and blankets. Bed linens shall be changed at least once a week.

- e. Rooms shall be equipped with tables and comfortable chairs.
- f. Walls, floors, and ceilings shall be washable and cheerful in color and shall be kept clean.
- g. Provision shall be made in sleeping rooms for the proper use and daily storage of clothing and personal belongings. Ample drawer space and well-lighted closed space shall be provided for each child. Clothes racks and shelves shall be within easy reach of children using them.
- h. In new or remodeled buildings sleeping rooms shall accommodate no more than four children. Provision shall be made for several single sleeping rooms.

Recommendation

There should be more than one light to ensure that all lighting is not controlled centrally for the room.

7. Sanitary Facilities

- a. Bath and toilet rooms shall be located near sleeping rooms and recreation areas. They shall provide privacy and shall be kept clean, ventilated, and in good repair.
- b. There shall be at least one toilet, and one bathtub or shower for each six children and one wash basin for every four children. Bathtubs and showers shall be equipped to prevent slipping.

Recommendation

Both bathtubs and showers should be available.

Special provisions should be made for handicapped children.

- c. Each child shall be provided with a clean washcloth and towel at least twice a week.
- d. Mirrors, preferably unbreakable, at proper levels and in sufficient quantity to be easily accessible to all children shall be provided in the bathrooms.

8. Dining Areas

- a. Dining rooms shall be attractive, well-lighted, and properly ventilated.
- b. Dishes and all eating utensils shall be attractive and in good condition.

- c. The kitchen area shall be convenient to the dining room. If on a different floor or in a different building, provision shall be made for transporting prepared food and keeping it at proper temperature.

9. Laundry and Sewing Rooms

- a. If laundry or mending is done on the premises, adequate room and equipment shall be provided.
- b. Equipment shall be in good repair, with protective safety devices. All electrical equipment shall be properly grounded.
- c. Space shall be provided for sorting and mending of linens and children's garments.

Recommendation

Labor saving devices such as electric sewing machines, electric darning, automatic washers, driers, and ironers should be used.

10. Medical Facilities

- a. Space shall be available for physical examinations conducted within the institution.
- b. Space shall be provided for the care of ill children who require separation from the group.
- c. A locked cupboard inaccessible to children shall be provided for the storage of all medical supplies recommended by the institution's physician. First aid and splint kits as approved by the physician shall be readily available.

11. Maintenance

a. General Provisions

Person or persons who propose to operate the children's shelter shall have the duties outlined herein for the maintenance of the premises and no such person shall be relieved from any such responsibility hereunder by reason of the fact that an owner or leasee of such a building used for the purpose of child care shall have similar responsibilities or shall the operators be relieved of any responsibility by the terms or provision of any lease, contract, or agreement.

b. Discontinuances of Required Services

No person shall intentionally cause any service, facility, equipment, or utility which is required to be supplied

under these regulations to be removed from or shut off from or discontinued in, or after knowledge of the same, to allow to remain out of use or unavailable for any occupied facility used for child care except for such temporary interruption as may be necessary while actual repairs or alterations are in process or during temporary emergencies when discontinuance of service is caused by any public utility, public agency, or approved by the Department.

c. Duties of Operators

(1) Prevention of Violations

An operator shall, in addition to complying with all provisions of these regulations applicable to him, be responsible for violations of these regulations to the extent that he has the power to prevent the occurrence of a violation or abate the violation.

(2) Specific Duties of Operators - No operator or any other person shall:

- a. remove or render inoperative any self-closing device on any door which is required by any provision of law to be self-closing, or cause or permit such door to be held open by any device;
- b. place any encumbrance on or obstruct any means of egress;
- c. take down, obscure, alter, destroy, or in any way deface any notice, certificate, or sign required by these regulations to be displayed;
- d. cause any breach or substitution of materials which would impair any fire wall or partition required for fire protection;
- e. destroy safety equipment, empty fire extinguishers or remove fire hose from racks.

(3) Garbage Disposal

Operators shall place all garbage within the receptacles with covers provided for garbage disposal. Where janitorial service is not available they shall place all containers with sufficient frequency to avoid an unsanitary accumulation in the exterior area or areas set aside for the same. Garbage rubbish or other refuse shall not be thrown out of windows or down dumbwaiters, nor shall garbage and refuse be set out on stairways or fire escapes or in common hallways.

(4) Maintaining Facility

Operators of each shelter shall be responsible to the extent of their own use and activities for keeping the interior whereof safe and sanitary. Operators shall prevent any accumulation of garbage or waste matter which may become a source of infestation, a fire hazard or block access to the means of egress from the building.

- a. Plumbing - Every operator shall maintain all plumbing fixtures used by the children in a clean and sanitary condition, shall not deposit any material in any fixture or sewer system which would cause stoppage of or damage to properly maintained fixtures or sewer systems and shall be responsible for the exercise of reasonable care in the proper use and operation of such fixtures.
- b. Maintenance of Screens - Operators shall not damage, remove or destroy screens needed for the building.

(5) Eliminating Infestation

Every operator of any shelter facility shall be responsible for removing conditions resulting from his activities which may result in infestation.

(6) Uses of Cooking Equipment

No operator shall cause excessive grease, soot or other foreign matter to accumulate on side walls, ceilings or other exposed room surfaces by improper use of heating or cooking equipment. Cooking equipment shall be kept clean, free of garbage, food particles, and grease. Hoods, fans, and ducts used in conjunction with cooking facilities shall be kept free of grease and other flammable materials and shall be cleaned by the operators as frequently as is necessary to eliminate fire hazards.

(7) Use of Storage Space

No operator shall utilize any area outside of specific areas so designated for such use in accordance with these regulations. Combustible materials shall either be stored in a fire-resistant compartment with a one-hour fire rating or stored or packed in containers in such a manner as to eliminate such material as a fire hazard.

(8) Cleanliness and Freedom from Hazards

The operator of any shelter facility shall be responsible at all times for keeping all parts of the premises clean and free of infestation and hazards to the health, safety, or welfare of persons on the premises.

(9) Freedom from Nuisances

The operator of any shelter facility shall be responsible for avoiding, eliminating, or abating any noises, lights, odors, radiation, or vibrations arising out of the use or occupancy of the premises which shall constitute a nuisance that is harmful or potentially harmful to the health and well-being of persons of ordinary sensitivity occupying or using the premises.

(10) Basic Maintenance of the Facility

Every facility shall be so maintained as to be fit for children's use and to prevent progressive deterioration of the unit to the detriment of the health, safety and well being of the children.

(11) Maintenance of Exterior Grounds

The exterior of the premises and all structures thereon shall be kept free of all nuisances, unsanitary conditions, and any hazards to the safety or health of the occupants, pedestrians and any other persons utilizing the premises, and any of the foregoing conditions shall be promptly removed and abated by the operator. It shall be the duty of the operator to keep the premises free of such conditions which include, but not limited to:

- a. Refuse - Brush, weeds, broken glass, stumps, roots, obnoxious growths, filth, garbage, trash, refuse and debris.
- b. Dead and dying trees and limbs or other natural growth which by reason of rooting or deteriorating conditions or storm damage constitute a hazard to persons in the vicinity thereof. Trees shall be kept pruned and trimmed to prevent such conditions.
- c. Overhanging Materials - Loose and overhanging objects and accumulation of ice and snow which by reason of location above ground level constitute a danger of falling on persons in the vicinity thereof.
- d. Ground Surface Hazards of Unsanitary Conditions - Holes, excavations, breaks, projections, obstruction, litter, icy conditions, uncleared

snow, and excretion of pets and other animals on paths, walks, driveways, parking lots and parking areas, and other parts of the premises. Holes and excavations shall be filled and repaired, walks and steps replaced and other conditions removed where necessary to eliminate hazards or unsanitary conditions with reasonable dispatch upon their discovery.

- e. Accumulations of water, vegetation or other matter which might serve as a source of food or as a harboring or building place for infestation.
- f. Walks, courts, and other paved areas shall be kept clean and free of litter, dirt, mud or other conditions hazardous to pedestrians.

(12) Drainage

All parts of the premises shall be so graded and, where necessary, provided with run-off drains and other means to carry off and dispose of surface waters in such a manner as to eliminate any recurrent or excessive accumulations of storm water on the premises without causing excessive accumulations of water on adjoining properties.

- a. Parts of the premises regularly used by occupants shall drain within one hour of the termination of any storm creating surface waters.
- b. Other parts of the premises not covered under (a) shall drain within six hours of cessation of any such storm.

d. Maintaining Structural Soundness

(1) Ability to Support Loads

Buildings and parts thereof shall be maintained so as to be capable of sustaining safely their own weight and the loads to which they may be subject so that loads are transmitted to the soil without undue differential settlement, unsafe deformation or movement of the building or a structural part thereof.

(2) Foundations

Foundations of all structures shall be kept, maintained and repaired to eliminate all exposed holes, cracks and other defects so that the foundation shall be at all times capable of resisting the penetration of liquids into the building and be weathertight and serve to protect the building against infestation. They shall also be maintained to prevent or correct erosion around footings.

(3) Exterior Structure

The exterior of every structure or accessory structure, fence or other improvement on the premises shall be kept in good repair and all exposed surfaces thereof subject to deterioration shall be protected against weathering or deterioration by a protective coating appropriate for the particular material involved.

- a. Fire escapes, except when constructed of atmospheric corrosion resistant metal or other equivalent material, shall be provided with two coats of paint and shall, where deterioration appears, be scraped and repainted.
- b. The exterior surfaces shall be maintained to eliminate conditions reflective of deterioration or inadequate maintenance, such as broken glass, loose shingles, crumbling stone or brick or excessive peeling of paint.
- c. The exterior of the building shall be free of loose material that may create hazard by falling on persons utilizing the premises.

(4) Weather Tightness

All exterior walls, roofs, windows, window frames, doors, door frames, skylights, foundations and other parts of the structure shall be maintained so as to keep water from entering the structure, to prevent excessive drafts or heat loss during cold or inclement weather and to provide barrier against infestation. Damaged or badly worn material shall be repaired or replaced, and places showing signs of rot, leakage, deterioration or corrosion shall be treated or restored to prevent weathering or seepage.

(5) Drainage

Leaders and drainpipes shall be securely fastened to the building and maintained in good condition, free of leaks, kept clean and free of obstructions and shall direct storm waters into draining systems and away from the foundation walls of the structure.

(6) Chimneys and Flues

Chimneys and flues and vent attachments shall at all times be maintained:

- a. Structurally sound and free from defects.

- b. To provide sufficient draft to exhaust the rated output of the connected equipment.
- c. Smoke-tight and capable of withstanding the action of flue gases to which they are subject.
- d. On a continuing basis in the condition required at the time of installation.

(7) Railings

Balconies, landings, porches or steps having more than a three-foot drop to the adjoining level shall be provided with a rail, wall or equivalent protection of at least thirty-six inches height, maintained in good repair and capable of supporting the weight of any person leaning against it. The area from the protective barrier to the floor shall be so designed as to prevent an object equivalent to a sphere six inches in diameter from passing through to the adjoining level.

e. Exterior Lighting

Common areas - Exterior parking areas, pedestrian walkways or other portions of the premises subject to regular and recurrent use by occupants at night shall be illuminated continually from one-half hour before sunset to one-half hour after sunrise to enable safe passage of persons of normal vision.

f. Maintenance of Interiors

(1) Basements, Cellars and Crawl Spaces

Basements, cellars and crawl spaces are to be free of moisture resulting from liquid penetration from the exterior and shall be provided with ventilation as required to prevent accumulations of moisture and dampness. Floors of basements and cellars shall have a permanent surface that is water-resistant and capable of being kept broom-clean so as to create a safety hazard.

(2) Surface Maintenance

All floors, walls, ceilings and other surfaces shall be kept in good repair, that is: free from cracks, breaks, split or splintering boards or woodwork, loose plaster, flaking or peeling paint or other materials. Loose or defective sections shall be removed and replaced so that the joint between the repaired and the sound material is made flush and smooth.

- a. Common Areas - Floors, walls and ceilings shall be kept clean and free from visible foreign matter, sanitary and well maintained at all times. Where necessary to accomplish the foregoing, the surface shall be kept painted, papered or covered with sealing materials or other protective coating. Except as hereinafter provided for the interior of child care space, walls, and ceilings requiring protective coatings to prevent deterioration and for proper maintenance shall be painted, whitewashed, covered or treated once every two years. The guide shall not be deemed to authorize any condition of poor maintenance or repair otherwise prohibited hereunder. Except where housekeeping services are provided, normal housekeeping as required for the maintenance of cleanliness and sanitation within individual units of dwelling space of multiple dwellings shall be the responsibility of the operator and shall not, in the absence of an order issued by the Department, be the responsibility of the owner.
- b. Child Care Spaces - Interior walls, ceiling and other exposed surfaces on the interior of child care rooms shall be kept smooth, clean, free of flaking, loose or peeling paint, plaster or paper and capable of being maintained free of visible foreign matter, vermin and in a sanitary condition. Where necessary to accomplish the foregoing or any part thereof, by reason of the nature of the surface material, such interior walls shall be painted, papered, plastered or otherwise provided with a protective coating.

(3) Means of Egress

There should be at least two independent exits remote from each other, from every floor of a building. Stairways shall be maintained to support a live load of one hundred (100) pounds per square foot and all walking surfaces shall be maintained free of hazards such as loose steps, loose or uneven treads, torn carpeting, raised strips and non-uniform risers. There shall be a railing to provide support and protect persons from falling off the stairways or landings. Hallways, fire escapes, stairs, landings and passages and other common areas shall not be used for storage or accumulations and shall be kept open for unrestricted passage.

(4) Doors

All doors shall be so maintained that they can be readily opened and closed.

g. Waste Disposal

(1) Provision of Receptacles

Except where an alternative method providing equivalent health and safety methods is utilized such as incineration or compaction, there shall be provided for each shelter facility non-corrosive, impervious and noncombustible receptacles sufficient in size and number to contain waste accumulated in each separate building pending collection either in conformance with the multiple collection schedule or in the absence thereof, twice weekly. The receptacles shall be so constructed as to hold their contents without leakage and shall be provided with tight fitting covers and handles.

(2) Location of Receptacles

Receptacles for the collection of garbage shall be located so as not to constitute a hazard and located so as to be accessible to the collecting agency.

(3) Keeping and Maintenance of Receptacles

Garbage collection receptacles shall be kept covered, shall be maintained in good repair and shall be kept in the area designated for storage of such receptacles. All such receptacles shall be cleaned and disinfected at least once a week.

(4) Waste Disposal Other Than in Receptacles

Disposal of materials not fitting into or appropriate for receptacles such as newspapers, wrapping paper and other inorganic wastes which are likely to be blown or scattered about the streets shall be secured to prevent littering. Other objects and material which because of bulk or size do not fit into receptacles, shall be placed out for collection only at such places as are designated for that purpose and at such times as shall assure their prompt removal by the collection service available to the building.

h. Screens

Screens suited to protect the interior of the building against mosquitoes, flies, and other undesirable insects shall be provided and kept in good repair for each interior door and window of the child care facility. Screens shall be installed and maintained by the owner on all such doors and windows at least from May 1 to October 1 of each year.

i. Maintenance Personnel

Obligations of Owner/Operator - The owner/operator shall have the positive responsibility of providing either by his own direct efforts or by hiring others qualified to perform janitorial services to insure that there is routine maintenance and upkeep of the premises.

j. Elevator Service

(1) General Maintenance

All elevators shall be so maintained as to meet the standards established. The elevator doors, flooring, safety devices and operating mechanisms shall be maintained in good working order and free of hazards.

(2) Servicing, Inspections and Testing

All elevators and elevator equipment and accessor devices shall be provided with preventative maintenance and inspections.

k. Extermination

(1) Duty of Owner/Operator to Eliminate Infestation

Every owner shall be responsible for the eradication of any insects, rats or other pests when the infestation exists. All buildings subject to these regulations shall be made ratproof and shall be maintained in a condition free from infestation. Such ratproofing and pest extermination shall include but is not limited to the following:

- a. Prevention of entrance by blocking off or stopping up at passages by which rats may secure entry from the exterior with rat impervious material.
- b. Prevention of interior infestation by elimination of sources of food and access thereto.
- c. Prevention of any vertical travel of vermin through pipe chases or other similar methods of travel.

(2) Duty of Owner/Operator to Prevent Infestation

All shelter facilities shall be subject to periodic procedures for the prevention and elimination of infestation by persons qualified to conduct such procedures no less frequently than once annually and more frequently where there is recurring evidence of infestation.

1. Utilities

(1) Electrical Service

- a. Maintenance - There shall be maintained in good operating condition in every shelter facility electrical service which shall comply with the electrical requirements in effect at the time the structure first became a shelter facility.
- b. Protection Against Hazards - For existing shelter facilities there shall be provided and hereafter properly maintained as required by the National Electrical Code:
 - (i) over-current protection devices for the electrical system on the premises;
 - (ii) wiring and connections conforming with the National Electrical Code;
 - (iii) under no circumstances shall the capacity of over-current protection device exceed the rated capacity of all connected wiring.
- c. Extension Lines - Extension lines not sized and protected in accordance with requirements are prohibited.
- d. Outlets in Child Care Rooms - There shall be available in each occupied room sufficient electrical outlets to enable occupants to utilize the room for functions for which it is designed, with a minimum of one per wall, without use of extension lines prohibited in (c) above.
- e. Duty of Owner/Operator of Preventive Maintenance - The electrical system over-current protection devices and all other parts thereof shall be provided with preventive maintenance and inspection by persons qualified to provide the same.

(2) Artificial Lighting

All interior common areas of the premises utilized by occupants or likely to be used by persons frequenting the premises shall be equipped with lighting so that during periods of darkness, all such parts and areas shall be sufficiently illuminated to enable persons of normal vision to traverse such areas safely and to perform therein the functions for which the parts or areas are designed. Light switches in common areas shall be of a type that may not be operated by occupants or persons frequenting the premises.

(3) Heat

- a. Heating Standard - Every unit of dwelling space shall contain facilities to provide heat sufficient to maintain a minimum inside temperature of 68 degrees Fahrenheit in all occupied rooms, measured at least one foot away from any surface at the coldest portion of the space subject to regular use by occupants of designed winter conditions. The provision shall not apply to shelter facilities which are neither occupied nor intended to be occupied between November 1 and the next succeeding May 1.
- b. Adequacy - Where the Department determines that the facilities are of inadequate size or capacity to accomplish the foregoing, the owner may be ordered to either increase the capacity of the heating system, provide additional insulation or take such other or further steps as will enable the heating system of the unit to satisfy this requirement provided; however, nothing herein shall be construed as authorizing loss of child care space to an extent that would create a violation of these regulations.
- c. Maintenance - The heating equipment, facilities and system and all parts thereof shall be kept in good operating condition, free of defects, corrosion and deterioration at all times. Heating equipment shall be installed and maintained in such a manner as to avoid leakage of or concentration of liquids, gases and solid matters which may constitute hazards or violations of these regulations. Heating equipment shall not be operated in such a manner as to impair its ability to perform as required hereunder or create a hazard anywhere in the system due to excessive temperature. The heating system, including such parts as heating risers, ducts and hot water lines shall be covered with an insulating material or guard to protect occupants and other persons on the premises from receiving burns due to chance contact.
- d. When Heating Required - From October 1 of each year to the next succeeding May 1, all child care space therein shall be maintained at least 68 degrees Fahrenheit. Whenever the outside temperature falls below 40 degrees, the minimum required temperature must be maintained in all child care rooms.
- e. Space Heaters - Space heaters shall be so installed, located and maintained so as (1) to exhaust the products of combustion as required by Articles 9 and 10, (2) to prevent a fire hazard by being sufficiently

removed or insulated from surrounding material, (3) to be permanently affixed so that the heater cannot be moved by occupants, and (4) not to constitute a hazard to persons using the premises in close proximity to the heater by reason of chance contact or by reason of lack of fresh air supply. Space heaters shall be installed in such a manner that all habitable rooms will be heated to the required temperature. For rooms more than 5°F less than the required temperature, other heaters may be installed to give uniform heating to all habitable rooms. Electric and gas space heaters shall be permitted providing they meet standards established by the Underwriters' Laboratories.

- f. Fuel Storage Facility - Storage facilities for combustible fuel shall be so located and shall utilize tanks or other containers so designed as to eliminate any hazard from fire, explosion, leakage or asphyxiation. Fuel tank installations within buildings shall be limited to two tanks, of 275 gallons each, connected in such a manner as to allow either or both to be used.
- g. Self-Inspection of Heating System - The heating system as herein defined shall be inspected annually. Such inspection shall be for the following purposes:
 - (i) To insure that the system is being maintained in accordance with the standards applicable to the system as of the time of installation.
 - (ii) To locate and remove hazards or conditions that may, if not corrected, foreseeably develop into hazards to become violations of these regulations.
 - (iii) To confirm the ability of the system to fulfill the heating requirements.

13. TRANSPORTATION

When transportation is provided by the institution or by volunteers, the following conditions shall be met:

- A. There shall be no more than four children in an automobile licensed as a standard passenger care, and in station wagons there shall be sixteen inches seating space per child.
- B. At no time shall there be more than three persons on the front seat of a vehicle.
- C. The licensed driver of the car must be at least twenty-one years of age.

- D. Automobile insurance covering the vehicle with special passenger carrying permits shall be carried at limits of bodily injury liability of not less than \$50,000/\$100,000 and property damage liability of \$10,000.
- E. Children shall not be transported in truck bodies without proper safeguards and supervision.
- F. The institution's motor vehicle shall conform to applicable provisions of the Vehicle Code.

14. RECORDS AND REPORTS

A. General Requirements

- 1. Records shall be maintained and reports submitted as required by the Department of Institutions and Agencies.
- 2. Exceptional events such as the death or serious physical injury of children in the care of the shelter shall be reported to the Department.
- 3. A record shall be maintained for each child accepted for care. This record shall be kept for at least two years after the child's release from the shelter.
- 4. Records shall be maintained in a manner to insure the privacy and confidentiality of their contents. Records are confidential, and employees shall not disclose or knowingly permit the use of any information concerning the child or his family, directly or indirectly, except in the performance of official duties.

Exception: Material from records may be used for teaching or research purposes, development of governing authority's understanding, and knowledge of services, or similar educational purposes, provided that the name and other identifying information are disguised.

B. Records

- 1. Complete records of expenditures must be maintained.
- 2. There shall be in every shelter, a formal written record of each child received for care.
- 3. In no case should a child ever be held in a shelter and not released to a parent or guardian because of the need to complete the record. For children provided care for less than a few days only, very minimal records are necessary, including name, age, condition and situation on arrival, and to whom discharged.
- 4. For children in care for more than one week, the record shall also contain the following:

- a. Identifying information: name, sex, birthdate and birthplace of child; name, address, marital status and religion of parents or guardian; date of admission and source of referral; date and name of person or agency to whom the child was discharged.
 - b. A report of the initial study of the child and the factors that led to his admission to institution.
 - c. Appropriate documents showing custody and legal responsibility for the child.
 - d. Consent for necessary medical or surgical care, signed by parent or person acting in loco parentis.
 - e. Health record, including admission examination, report of any illness or injuries and treatment given, dental examination and treatment given if any, psychological tests or psychiatric examination, other pertinent health data, and recommendations for follow-up medical, dental, or psychiatric care.
5. In addition to the above, for any child in the shelter for more than one month, the record shall contain:
- a. planning for the child's educational and social service needs;
 - b. contacts and efforts to return the child to his family or otherwise locate suitable permanent arrangements.

C. Reports

1. Each shelter will make reports as the Department deems necessary. Required reports might include:
 - a. Manner by which shelter is administered,
 - b. Operating policies and procedures,
 - c. Physical inspection reports,
 - d. Procedures and attempts to locate parents,
 - e. Supporting services provided to children by the shelter and available in the community,
 - f. Staff, names and backgrounds as well as their progress and success in working with the children,
 - g. Progress reports of children in the shelter indicating length of stay,
 - h. Use of community resources by the shelter and the children,

- i. Programs utilized and success achieved,
- j. Statements as to all sources of funding,
- k. Detailed line item budget.

15. VARIANCES AND EXCEPTIONS

If, in the enforcement of these regulations, the Department finds that to require a particular shelter or program to comply strictly with one or more of the provisions of these regulations is unreasonable, and it is shown clearly and convincingly to the Department that compliance will result in undue hardship to the programs or goals and services, and if the shelter is in substantial compliance with the regulations and its general purpose and intent and, in addition, it complies with such specific conditions as the Department may deem necessary for the protection of the health, safety, and welfare of children, an exception may be granted specifically and in writing by the Department.

END