



**Basis Requirements for Child Care Providers
using DOE Facilities on Furlough Days
September 2009**

I. Introduction

Private child care providers are offered the opportunity to provide child care services at DOE facilities during furlough days. This document gives basic guidelines for interested parties.

1. To provide supervision and/or child care for students kindergarten through grade six enrolled in public elementary schools on DOE furlough days.
2. To provide a stimulating and caring environment for children.
3. To reinforce and expand learning experiences of the children.

II. General Requirements for Use of DOE Facilities

1. Child care providers may be a profit or non-profit organization.
2. Child care providers must have liability insurance of \$1,000,000 per occurrence, and shall list the DOE as additionally insured. The certificate of insurance must be provided to the DOE.
3. The provider must:
 - Apply to the school for approval to use the school facility
 - Use DOE use of facility forms BO-1/BO-2
 - Providers will be considered a Type II user under Chapter 8-39, Hawaii Administrative Rules ("Use of School Buildings, Facilities, and Grounds").
 - Visit hawaiidoe.org for BO-1/BO-2 Forms and Chapter 8-39

III. Management Requirements (Minimum and/or mandatory requirements)

1. Personnel

- a) The provider shall be trained in child care and development and effective strategies of interacting with children.
- b) The provider shall conduct, at a minimum, a criminal history record check of all persons who are employed, seeks employment, or volunteers.
- c) The provider shall have at least one on-site staff person who is currently certified in First Aid and Cardiopulmonary Resuscitation (CPR) at all times.
- d) Generally, the child/adult ratio is set at 20:1.

2. Administrative

- a) The provider shall have appropriate and adequate procedures for ensuring the safety and welfare of all children.
- b) The provider shall provide curriculum supplies and materials and shall maintain school facilities in a neat and orderly manner.
- c) A child care provider shall be licensed and accredited by the Hawaii State Department of Human Services Group Care Licensing Division.

This document should be used as a reference for PTSA and PTO groups for planning purposes only. PTSA and PTO groups will be considered as Type II user under Chapter 8-39. PTSA and PTO groups are not licensed child care providers.



FAQs for PTSA and PTO groups September 29, 2009

Afterschool Programs

Q 1. Will afterschool tutoring or enrichment programs run by the school be offered on furlough days?

A 1. No.

Q 2. Will the DOE A+ Program be available on furlough days?

A 2. No. Private providers may apply for Use of Facilities and run their own programs at parent expense on furlough days. Principals will continue to approve/disapprove Use of Facilities requests for their school.

Payroll

Q. A PTSA/PTO group is planning to offer a program to students on furlough days on a school campus. Can the PTSA/PTO group donate or give money to the school to process payroll for PTSA/PTO employees?

A. No. The employer (PTSA/PTO group) assumes all responsibility for payroll and program liability.

For other FAQs related to School Programs & Operations and Furloughs, visit hawaiidoe.org.