

COMMONWEALTH OF PUERTO RICO
DEPARTMENT OF HOUSING

**Department of Housing
Daycare Center
Regulations, as amended**

DAYCARE CENTER REGULATIONS

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HOUSING DEPARTMENT
DAYCARE CENTER REGULATIONS, AS AMENDED

INTRODUCTION

The public policy of the Commonwealth of Puerto Rico is that all children and young individuals have the opportunity to be in an ideal physical, mental, social and moral condition, all in a positive and facilitating environment. As part of such efforts, the Department of Housing offers its employees, apart from the vast variety of additional benefits, a Daycare Center service for their children, as a contribution to the well-being and tranquility of their family.

This allows employees to perform their duties and responsibilities in rather high motivation by being certain that their pre-school aged children (2 to 5 years of age) obtain conscientious care at their workplace, where that get the opportunity to start their physical, mental, emotional, social and moral development in a positive environment.

SECTION I - NAME

These regulations will be known as Department of Housing Daycare Center Regulations. The Center is a Work Division for the Employee Services belonging to the Human Resources and Auxiliary Services Secretariat.

SECTION II - LEGAL TERMS

This Regulations are adopted by virtue of the Organic Law of the Department of Housing, Law n. 97, dated June 10, 1972, as amended; and Law n. 84, dated March 1, 1999. It is also governed by Law n. 3, dated February 15, 1955, as amended, which establishes a system for the licensing and supervision of current public and private childcare establishments in Puerto Rico.

SECTION III - DEFINITIONS

For the purposes of this Regulation, the following terms will have the meanings stated below:

1. Affiliated Agency - Housing Administration (AVP)
2. Supporting Agendas - Those governmental or private institutions that offer financial and technical help to the Center
3. Teacher Assistants - They assist the Pre-school Teacher in the application of integral development techniques of the child
4. Authority - Authority to finance the housing
5. Center - Department of Housing Daycare Center where daycare and integral development is provided to children from 2 to 5 years of old
6. Parents and Grandparents Association - An association made up of parents in charge of coordinating extracurricular activities

7. Department - Department of Housing
8. Administration - Administration for the employees whose children and grandchildren enjoy the Center benefits
9. Center Director - Department of Housing Daycare Center Director
10. Employee - It means any person who works for the Department, its affiliated agency, or for the Authority, whether as regular, reliable, temporary, irregular or in trial period employee.
11. Pre-school Teacher - Center Pre-school Teacher in charge of planning the children's integral development-oriented activities.
12. Parent - Father, mother, grandfather, grandmother, legal guardian or person responsible for the child obtaining the benefits of the Center.
13. Secretariat for Human Resources and Work Relations - Secretariat to which the Center is affiliated.
14. Services - Childcare and integral development services.

SECTION IV - PURPOSE

The purposes of these Regulations are the following:

1. To set the Center's objectives
2. To establish the Center's organization, administration and supervision
3. To establish the Center's operation rules

4. To determine eligibility criteria
5. To determine criteria for assessing, approving, refusing; and withdrawing applications
6. To state the criteria for discharging children
7. Parents' responsibility in child development

SECTION V - OBJECTIVES

The Center aims to accomplish the following objectives:

1. To provide employees with an appropriate place where their pre-school children can be cared for during the workday, thus contributing to their tranquility and well-being as parents.
2. To provide a supervised environment with planned activities focused on integral child development in the five (5) areas of cognitive, social, language, self-help and motor skill development in line with their individual needs.
3. To stimulate the development of healthy hygiene and nutrition habits, as well as adjusting to the transition from home to elementary school.
4. To offer a balanced nutrition program. The children will benefit from breakfast, lunch and snack benefits.
5. To offer a reliable, safe and loving environment.

6. To collaborate on Government's efforts to improve the quality of life in Puerto Rico.

SECTION VI - ORGANIZATION, ADMINISTRATION AND SUPERVISION

A. PERSONNEL

The Center will consist of one Director, one Superintendent, one Pre-school Teacher, four (4) Assistant Pre-school Teachers, one Cook, and one Food Services Worker. The Center personnel will be a part of the career staff for the Department of Housing, therefore, they will be subject to compliance with the rules, procedures and policies of the Department.

B. CENTER PERSONNEL RESPONSIBILITIES

1. Director - He/she manages and supervises the operative and administrative Center program; identifies Center needs, prepares reports and coordinates activities in and out of the facilities, among others. Responds to the Deputy Secretary for Human Resources and Work Relations; guides parents or person in charge on Center services and requirements as well as the Employee's Association on the Center's organization, functions and duties.
2. Pre-School Teacher - Plans and develops the daily activity program for kids under his responsibility, reporting to the Director of the Center.

3. Assistant Teacher - Collaborates with the Teacher in all children-related activities. Reports to the Pre-school Teacher.
4. Cook - Prepares and cuts food in accordance with the menus determined by a Nutritionist. Responsible for monitoring food quality. Prepares reports and collaborates with the Director in food purchasing.
5. Food Services Worker - Reports to the Cook, collaborates on preparing the food and replaces the Cook in his/her absence.
6. Typist Office Worker - Responsible for office duties in connection with the Center's administration and keeps updated record of staff and children files.
7. Janitor - Conducts all cleaning activities in the Center facilities.

SECTION VII - CENTER FACILITIES

A. The Center physical plant facilities will comply with the provisions set forth in Regulation n. 4758, dated August 19, 1992, Regulations for the Licensing and Supervision of Children Establishment for the Family and Child Management under the Family Department, as well as

1. Compliance with the requirements set by the Regulations and Permits Administration, the Sanitation Division for the Department of

Health and the Fire Prevention Division of the Fire Department of Puerto Rico.

2. The facilities must have sanitary rooms for children and must be separated by gender. Adults will use separate sanitary rooms and will not be shared with children.

3. There must be a dining room with food and equipment storage, proper ventilation and protection against bugs and vermin.

4. A backyard with sufficient space to carry out all children activities. Moreover, the backyard must be fenced all around. If the backyard is an enclosed area, this must have air conditioning.

B. The capacity of the Center will be determined by the Licensing Unit Administration for Families and Children under the Department of Family, according to the physical dimension of the facilities, the equipment and the available personnel for children supervision.

SECTION VIII - SERVICES

The Center will offer a varied and flexible program for the children, including activities both in and out of the Center.

1. Integral Development - This service includes social intervention both individually and in groups, and serves the purpose of interrelating the child to his/her family and the community. It will help the child to adjust to the Center in such a way that he/she is not affected by being separated from home.

2. Health Services - They are coordinated with a physician or a dispensary for the rendering of services in case of emergencies. Any child that enters the Center will have a personal file which will keep his/her health background and the physical check performed by a doctor. This medical check will indicate each participant's condition and the prescribed medication.

3. Nutrition Services - Children are taught to develop good nutrition habits. A balanced diet will be offered, following the specific instructions of nutritionists for the Nutrition Program, including breakfast, lunch and snacks. Parents or other responsible individuals will not be allowed to serve breakfast, lunch or snacks to the children. This is a responsibility of the Assistant Teachers, with a view to giving them independence and safety. Likewise, it is not allowed to bring food at breakfast or at lunch.

4. Activities - Different activities will be offered with a focus on developing the imagination and creativity in children and ensuring their interrelation with one another. There will also be:

a. Daily inspections conducted by the assistants, teachers or by the Director in order to determine if the children present disease symptoms, bumps, bruises, burns or abnormal conditions. This inspection will be conducted in the presence of parents or persons responsible for the child. Should it be determined that the child is not eligible to stay in the Center, the parent must take him/her to

offer him/her proper care. The inspection results will be recorded in an Incident Registry by the person who conducted it, keeping record of the name of the child, date, time, witnesses, findings or incidents.

b. Supervised spontaneous activities where the child is given the opportunity to choose what he/she prefers, such as painting, drawing, playing and other.

c. Educational Services - By means of a creative curriculum, these activities will adjust to each child's development level and needs.

5. Guidance will be offered to parents or other responsible persons with a view to improve and strengthen the quality of life of the family.

SECTION IX - OPERATION RULES

1. The Daycare Center will offer services throughout the entire year, with the exception of two annual breaks. The first break will be for a period of 10 to 15 working days during Christmas season. The second break will be in the summer, for a period of 10 to 15 working days, which will be announced accordingly. Furthermore, the services will be suspended when ordered by the Governor or the Secretary of Housing. However, the children will be allowed in the Center from 6:50 am, to facilitate the delivery process.

2. The entrance and exit schedule will be 7:15 am and 5:00 pm, respectively. It is the parents' responsibility to make the necessary arrangements to pick up the child at or before 5:00 pm. Should an emergency occur that prevents the parent from complying with said rule; a phone call must be made quickly to inform the Director. There must be an alternative person to pick up the child in case of emergency.

3. Parents must take their children to the Center no later than 9:00 am. No children will be allowed in after said time. The exception will be for only those children who are in therapy, doctor appointments or Nutrition Program (WIC) appointments (evidence must be brought). The Parent must inform the Center beforehand to include the child in the dining room service.

4. When a child is absent, the parent must notify such absence within a reasonable time. The parent must ensure the child's homework for the day to keep him/her up to date. All address and work related information must be notified.

5. Parents must keep the child at home if the following symptoms are noticed: fever, persistent cough, uncontrollable diarrhea, vomits, festering canker sores, skin disease or feverish rash, change of behavior, purulent conjunctivitis, pediculosis, scabies, impetigo, tonsils infection, chickenpox, measles, rubella, mumps,

meningitis, pertussis, among other infections and contagious diseases.

6. The Center personnel are authorized to provide children with medication according to the following criteria:

The Center personnel is authorized to provide children children with medication according to the following criteria:

- i. The "Authorization to Supply Drugs" must be fully completed by the pediatrician and signed by the mother, father or the person in charge of the child.
- ii. Drugs will be supplied to participants with certified chronic disease or in ill condition diagnosed by a physician indicating the use of drugs is required.
- iii. If the supply of drugs is once every eight (8) hours, twelve (12) hours or once (1) a day, it is the full responsibility of the father, mother or person in charge of the child to supply the medication at home. Drugs will not be supplied at the Center.
- iv. Any drug received at the Center must be labeled with the name of the child, the doctor who prescribed it, dosage details, recommended frequency and expiry date. Under no circumstance will expired drugs be accepted or bearing the name of other patient on the label.
- v. "Respiratory Therapy": it will be allowed once (1) at the Center (outside educational areas, at a time that does not coincide with food services) and will be applied by the parents or the person in charge of the child. The person applying it must remain in the Center for at least fifteen (15) minutes in case of an adverse reaction. The Center personnel are not authorized to apply "Respiratory Therapies" to any child. If the child needs more that one (1) respiratory therapy, he/she must stay at home and, when returning to the Center, he/she must bring a "Medical Certificate".
- vi. Any medication must be given to the parent or person in charge of the child on a daily basis; no medication must remain at the Center overnight.

7. In case that the disease is contagious or prolonged, the child must remain at home for seven (7) working days, as outlined by the Ministry of Health, Immunization Division.

8. Children must attend the Center regularly and be punctual, unless in cases of health problems or force majeure.

9. In order to ensure the proper functioning of the activities planned for the kids, no parents will be allowed in the Center. Only Director-authorized visits will be allowed, notified beforehand or in cases of emergency. If after the child has been admitted to the Center there is an interest to discharge him/her therefrom, a meeting with the Director must be appointed.

10. If the child parents become separated during the year, they are obliged to notify such separation to the Center Director, given that this may influence the child's behavior and occasionally special treatment must be given to him/her. Likewise, it is required to notify in writing who is going to pick up the child.

SECTION X - SELECTION AND ADMITTANCE

A. Application

1. Any employee of the Department of Housing, its affiliated agency and the Authority will be entitled to apply for Center services to their children from ages two (2) to five (5), or to those children for which parental authority has been granted,

(form DV-SRHSA-1). Applications will be accepted in the following order:

- a. Children from employees of the Department and its affiliated agency
- b. Children from employees of the Authority
- c. Grandchildren from employees of the Department and its affiliated agency
- d. Grandchildren from employees of the Authority

The Center will first accept the children from the employees of the Department and its affiliated agency; after this process and if there are available vacancies, the Center will admit the children from the employees of the Authority.

Once these applications are assessed and if vacancies are available, the Center will admit the grandchildren from the employees of the Department and its affiliated agency and, if there still remain any vacancies, the grandchildren from the employees of the Authority will be considered. In such cases, grandparents must prove that the children's parents are working.

2. Employees who are grandparents.

3. The enrollment period for admittance to the Center will be continuous.

The filed application must be submitted together with the following documents:

- a. Service Application (DV- SRHSA -1)
- b. Employment Certification
- c. Original birth certificate from the child
- d. For grandchildren, employees must also submit the following

documents:

- i. Parent's Payroll Certification; or proof of education (register)
 - ii. Parent's employment certification and salary receipt, or proof of education (register)
4. Once the child's Admittance application has been approved, the applicant must submit within two (2) weeks the following documents from the date of notice:
 - a. Medical record and physical check (form DV-SRHSA-4)
 - b. Feces, urine and blood analysis
 - c. Vaccination documentation
 - d. Three (3) 2 x 2 photos
 - e. Submit all completed documents as required by the Center.
 - g. Health Certification issued by the child's pediatrician indicating weight, height and allergies, if any. In the event that the child is allergic to any food, the parents must submit a diet certified by the pediatrician or nutritionist.
5. Those children with special needs must be duly certified and diagnosed as such by the Ministry of Health. Their admittance will be subject to the Center counting with the specialized personnel to care for the children or a Pediatrician certifying that the children can participate in any regular activities in the Center.

Cases submitted by supporting agencies must file the agency's referral letter.

B. Selection

1. The Center will accept applications until it reaches its maximum capacity, in accordance with the relevant agencies.
2. If a higher number of applications exceeding the capacity of the Center are received, children selection will be subject to the remaining vacancies and according to the appointment order filed in the registration on the day and at the time the application was submitted. Moreover, other family related social aspects that may have an effect on the child will be considered.
3. The children referred by the supporting agencies will be admitted provided that the limited number established by the agencies is not exceeded.

C. Application Assessment and Approval

In order to assess and approve an application, the Secretariat for Human Resources and Auxiliary Services and the Daycare Center Director will follow these criteria:

1. Being an employee of the Department or its affiliated agency to receive Center services.
2. The child must be under legal custody or be grandchildren of the employee working in the Department or its affiliated agency.

3. If the child is eligible for admittance, but the application cannot be approved because of unavailable vacancies, such application will be put on a waiting list and will have a preferential opportunity should a vacancy become available, according to the appointment order filed in the registration as determined by the date and time the application was submitted.
4. The rejected applications will be notified to the parents explaining the reasons.
5. The applicants may withdraw their application, at their sole discretion,

before final actions are taken thereon.

D. Rejection of Applications

The admittance applications will be rejected on the following grounds:

1. When the applicant is not an employee of the Department, its affiliated agency or the Authority;
2. When the applicant who has been notified of the approval did not comply with the prevailing procedure to submit all required documents by the Center in the stated term;
3. When within the time elapsed between the submission of the application and its assessment, the father ceased to be an employee of the Department, its affiliated agency or the Authority, whether as a consequence of moving, dismissal or resignation.
4. If the child is younger than two (2) years and older than five (5) years.

E. Admission Date

1. The admission will be continual depending on the enrollment capacity.

2. Once the children have been selected, parents will have a maximum of ten (10) working days for their children to fill their vacancy at the Center. Otherwise, they will lose such vacancy.

F. Service Duration

1. The Center will offer its services throughout the entire year, with the exception of two (2) annual breaks. The first break will be for a period of ten (10) to (15) working days during Christmas season. The second break will take place during the summer.

2. Admission will be granted to those children whose parents remain in active service. For this purposes, employees on unpaid leave will be deemed non-active employees.

G. Service Schedule

1. The schedule for children will be from 7:15 am to 5:00 pm. Nevertheless, children will be allowed in from 6:50 am.

2. The Center personnel will have a work shift of 7 1/2 hours per day. The Center's hours of operation will be from 6:30 am to 5:30 pm.

H. Service Termination

1. The Center's services will be offered until the children reach five (5) years old and have been admitted in Kindergarten;

2. In case of unjustified absence for more than fifteen (15) days;
3. The child will be temporarily suspended in case of contagious disease and a medical certificate indicating that he/she does not pose risk of contagion to other children will be required.
4. When the child presents problems adjusting to any situation or those in which that the Director finds the child's behavior to be inappropriate, disruptive, destroying or dangerous so much so that it may be a risk to the safety of the Center population.
5. When the parent who is an employee of the Department, its affiliated agency or the Authority, moves to another agency that is not a part of the Department of Housing. In such case, the parents will be given sixty (60) working days to relocate the child. Parents must notify the Director in writing of this situation.
6. Whenever the child's parents do not comply with this Regulations and the prevailing rules adopted by the Center as well as those of the Parents and Grandparents Association. The Director or, in his absence, the teacher, will guide and discuss with the parent the disruptive behavior of the child. If after orientation and counseling the child's behavior does not improve, the Director, authorized by the Deputy Secretary of human Resources will begin with the child removal process from the Daycare Center.

In cases where there are behavior problems, the Center Director must document the occurred events, discuss the child's behavior with the parents and help them seek professional counseling to understand how to properly satisfy the child's needs without endangering the safety and well-being of the rest of the Center population. If after orientation and counseling the child's behavior does not improve and the children's and staff's safety is endangered, the child removal process from the Daycare Center will begin.

SECTION XI - ADMINISTRATIVE CONTROLS

A. Application Registration - There will be a register of all the applications submitted to the Center.

B. Attendance - A daily attendance sheet will be kept which shall include the children, their parents or persons in charge of them, visitors and the assigned personnel.

C. Incident Registry - Daily inspections will be conducted by the assistants, teachers or by the Director in order to determine if the children present disease symptoms, bumps, bruises, burns or abnormal conditions. This inspection will be conducted in the presence of parents or persons responsible for the child. Should it be determined that the child is not eligible to stay in the Center, the parent must take him/her to take proper care. The inspection results will be recorded in an Incident Registry by the person who conducted it, keeping record of the name of the child, date, time, witnesses, findings or incidents. In

compliance with the Law on Security, Well-being and Child Protection; Law n. 246-2011, the Department of Housing will identify and report situations where there is or is alleged to be mistreatment and/or negligence for further investigation; so as to offer protection in case of emergencies.

D. Furthermore, an enrollment registry will be kept, including name of the child, person responsible, alternative person in case of emergency, addresses and phone numbers, date of admission and date of discharge.

E. Reports - Reports will be drawn up on the attendance and participation of the children to the School Lunch Program, the Program for the Care of Children and Adults (Spanish abbreviation PACNA), or any other similar applicable program.

F. Budget - The Center's budget will be prepared in conjunction with that of the Secretariat for Human Resources and Auxiliary Services, given that this Secretariat provides the funds from this Work Division. If funds were obtained from other public and private entities, they will be used to purchase equipment and educational material for the children and the faculty.

G. Equipment - The equipment will be coordinated through the Secretariat of Human Resources and Auxiliary Services.

H. Petty Cash - The petty cash funds will be requested from the Center's Director upon the authorization of the Deputy Secretary of Human Resources or upon his/her request, who

will be responsible for the expenditure of such money and preparing the reports on the use thereof.

I. The transportation services for special activities will be offered to the children as long as the need for such service is justified. The Center Director will manage the internal transportation services in the relevant area, through the Director of the Administration Secretariat.

SECTION XII - RESPONSIBILITIES

A. Secretariat of Human Resources and Auxiliary Services

1.It manages and coordinates the ordinary and extraordinary maintenance of the Center, including the equipment, physical plant and offices.

2.It also prepares, reviews and submits the proposals to the different agendas in coordination with the Director and the Pre-school Teacher

3.Supervises the functioning of the Center.

4.Manages training for the Center personnel.

5. Requires the appointment of personnel according to the requirements of the Center.

6.Provides educational, recreational and office equipment to the Center.

7. Coordinates the transportation services that may be necessary to comply with the children's activity program.

B. Center Personnel

1. The personnel shall file an annual health certificate, a criminal background check and training evidence, such as seminars, workshops and continual education. Likewise, they will submit to tests that detect the use of controlled substances and will be obliged to provide their domestic violence and mistreatment of minor's background to the Secretariat of Human Resources and Auxiliary Services.

Moreover, they shall submit the Certificate required by the Regulations for Criminal Record Verification of Provider of Care Services for Children and the Elderly in Puerto Rico, as outlined by Law n. 300, dated September 2, 1999, as amended.

2. They shall also provide any requirement that may be imposed by licensing agencies or any new law hereafter.

3. They shall comply with their job responsibilities.

4. They will look out for the full compliance with rules and procedures governing the Center operations, monitoring as required to ensure the optimal use of the allotted resources.

C, Parents

Parents are primarily responsible for the child's development at home; the Center is a facilitating, complementary environment.

1. They drop and pick up the children according to the schedule set in these Regulations.

2. It complies with the rules of the Center.
3. They comply with the Parents and Grandparents Association Regulations that includes, among other duties, to keep up with the economic contribution, as stated hereinbelow.
4. To participate in children reunions and activities.
5. The children must not attend the Center with their toys so as to avoid conflicting situations with other children or that may get lost, because the personnel will not be responsible therefor.
6. They shall give notice of a child's delay or absence in the Center.
7. They shall follow up on the child at home of the areas being worked.
8. They shall provide correct addresses and phone numbers where they can communicate with the Center personnel in cases of emergency.
9. They read the communications notebook on a daily basis.
10. They keep a respectful communication with the Center personnel in terms of the child's behavior or physical state.

D. Equipment to be brought by the child:

Two (2) weeks prior to entering the Center, the parent or the person in charge of the child will be given a list of required materials. No children will be allowed in without the required materials.

1. Toothbrush (1 or 2 per semester)
2. Tooth paste

3. Hair brush
4. Small plastic water cup
5. Mattress or sleeping pad
6. Protective mattress cover
7. Sheets for wrapping up
8. Underwear (two items minimum)
9. Additional items of clothing (pants and shirt)
10. Small pillow for those who want it

These items will be displayed on the child's notebook. The parent must review it on a daily basis to pick up the clothes that need washing.

E. File

Each child will have a file which will contain the following information:

1. Child's name
2. Child's particulars
3. Parents' admission consent, medical services in case of emergency and the authorizing form to participate in activities outside the Center. (Form DV-SRHSA-6) (DV-SRHSA-1 0)
4. Child's medical records, indicating the medical recommendations, prescribed medication and suggested diets (form DV-SRHSA-4)
5. Psychological and attitude-oriented tests, health certificate and immunization.

F. Personnel's File

1. Each employee will have a file kept at the Center which will include the following information:

- a. Job responsibilities
- b. Assessments carried out by his/her supervisor
- c. Proof of academic background and training, such as seminars, workshops and continual education
- d. Annual criminal background check
- e. Certificate required by the Criminal Record Verification of Provider of Care Services for Children and the Elderly
- f. Annual health certificate

G. Licensing file

A file will be kept with all Center documents necessary to grant the license by the Family and Child Management under the Family Department. All files are confidential in nature except for the officers of the regulatory agencies and any other government agency with jurisdiction to inspect them.

H. Emergency

In case of a child emergency, the following procedure must be abided by:

1. First aid is applied to the child
2. The parents or the person in charge of the child is called
3. The child is taken to the dispensary or nearest hospital

SECTION XIII - SECURITY

The Daycare Center will receive security services hired by the Department of Housing. Their main function will be to look out for access to the facilities and to protect the children and the personnel from any danger or outsider, safeguarding security in and outside the place.

Every visitor must sign the Visitor Registry and write down the time of entrance, exit and purpose of visit.

The parents or the person in charge of the child enrolled in the center will daily sign the Entrance and Exit Registry which shall be kept by the Center Personnel who waits for the child or sees him/her off.

The child will be handed over only to those people authorized by the parents indicated in the forms for such purposes. Every authorized person must submit a 2 x 2 photo to the Director.

SECTION XIV - INSURANCE POLICIES

Every child is covered by an insurance policy against accidents, which is effective as of the date of admission to the Center. The insurance will cover the enrolled children who participate in and outside the Center. The Agency may obtain insurance policies against the following:

1. Accidents - Coverage against accidents occurring in and out of the Center in working hours.

2. Public liability covered against damage to external property.

3. Physical Plant

When an accident occurs, the relevant form will be filled out for the insurance company. Furthermore, a report will be prepared for the Agency and a copy to the Secretary and for the file.

SECTION XV - PROHIBITIONS

The prohibition of any act, management or omission that may result in the mistreatment or negligence towards any child is hereby prohibited.

What is more, as a disciplinary measure, the following is also prohibited:

1. Food deprivation, or forcing the child to take a nap;
2. Prohibition to communicate or receive visits;
3. Any humiliating, degrading or abusive action;
4. Physical, verbal or psychological punishment;
5. Deprivation of medical and counseling services;
6. Deprivation of sanitary facilities and personal hygiene;
7. Any other behavior that may affect the physical and emotional health of the child;

SECTION XIV - GENERAL PROVISIONS

A. The Center will be located in the Central Offices of the Department of Housing or in facilities located nearby.

B. In mid July, the end of the second semester will be celebrated to acknowledge and farewell the children who have turned five (5) years old and who will next start kindergarten.

C. The Center will respond and be supervised by the Director of Employee Services for the Secretariat of Human Resources and Work Relations.

D. The Parents will provide the uniforms that the children must wear to attend the Center. The Center Director will present every year the approved uniform. The pants must be preferably with elastic at waist height, Velcro tennis shoes or shoes with no laces. The color of the uniform must be coordinated with the Center Director.

E. Wearing the uniform is compulsory. It must be worn every day. No other clothing shall be used unless otherwise provided previously for a special activity which may include, but not limited to, casual Fridays.

F. The destruction of the equipment and material belonging to the Center provoked by reason of uncontrolled behavior or overt lack of discipline from the child will be paid for by the parent based on the original purchase price, minus the attributable depreciation or by replacing the same or a similar one.

G. The services offered by the Center will be subject to a monthly payment.

SECTION XVII - BOARD OF DIRECTORS FOR THE PARENTS/GRANDPARENTS ASSOCIATION

A. All Parents whose children attend the Center will be called to a meeting during the month of September. A Parents Board will be appointed at the meeting. This Board will establish by simple majority the monthly payment to be paid by Parents or the person in charge of the child that will contribute to the different activities carried out in the Center. The collected money will be received by the Treasurer and deposited into a bank account. The use of the monthly payments will be determined by the Board, which will have control over it. When the Center Director and the Faculty are in need to use the funds, a plea will be submitted to the Board. The board will distribute reports at the meeting.

B. The Parents of the children attending the Center will actively participate in the meeting. They may be required to participate in educational workshops in their capacity as Parents or persons responsible for the child in and outside working hours. This will include:

1. Attending training courses in connection with the well-being and care of children
2. Participating in the activities of the Daycare Center.
3. Providing voluntary services at the Daycare Center.

4. Offering moneys to defray some particular expenditure.

C. The Parents Board will program activities in coordination with the Center Director to stand out the parents' role as the main influence on the children's integral development.

D. Every parent must attend meetings and orientations in connection with the child's development)social, emotional, physical and cultural)

SECTION XVIII - PROHIBITION TO DISCRIMINATE

The Center will not discriminate for reasons of race, color, age, birth, sex, origin, social status, sexual orientation, politics, religion or any other cause whatsoever.

SECTION XIX – APPLICATION

These Regulations shall apply to:

1. Employees of the Department of Housing and its affiliated agencies, be they Parents or grandparents of the children enjoying the benefits from the Center.
2. Children who are an active part of the Center's registration.
3. Center employees.

SECTION XX - ENTIRE REGULATIONS

If any provision in this regulations or its application to any person or event is declared null, this will not affect the remaining provisions contained herein.

SECTION XXI- EFFECTIVENESS

These regulations amends the previous one approved on July 21, 2009 and is effective immediately after its approval by the Secretary for the Department of Housing.

These Regulations shall become effective as of September 3, 2014.

APPROVED BY:



Arq. Alberto Lastra Power
Secretary

RECOMMENDED



Mary C. Perez Agosto

Deputy Secretary
Human Resources and
Work Relations