

2005 Child Care Licensing Study Arizona

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

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- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
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- [Frequency of Licensing](#)
- [Inspections and Monitoring](#)
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- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Arizona Department of Health Services		
Address: Office of Child Care Licensing 150 North 18 th Avenue, Suite 400		
City: Phoenix	State: AZ	Zip: 85007
Phone: 602-364-2539	Toll Free: 800-615-8555	
Fax: 602-364-4768	E-mail:	
Web site: http://www.azdhs.gov/als/childcare/index.htm		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	2,182
Family child care homes	15
Large/group family child care homes	356
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	2,553
Data notes: Small family child care homes are programs that care for four or fewer children. Licensing for these homes is optional.	

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LICENSED CAPACITY	
Child care centers	221,589
Family child care homes	73
Large/group family child care homes	4,726
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	226,388
Data notes:	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	
<i>Other type of assignment:</i>	
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	33
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	77:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	5
Data notes:	

TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
License renewal	✓	✓	✓
• Announced			
• Unannounced	✓	✓	✓
Data notes:			
Routine compliance	✓	✓	✓
• Announced			
• Unannounced	✓	✓	✓
Data notes:			

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once a year
Family child care homes	Twice a year
Large/group family child care homes	Twice a year
<i>Other frequency of inspection:</i>	
Data notes:	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	Three years
Family child care homes	Three years
Large/group family child care homes	Three years
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once every three years
Family child care homes	Once every three years
Large/group family child care homes	Once every three years
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described: Annual, other than new and renewal.</i>	
Family child care homes	Yes
<i>Use of form described: Annual, semi-annual, other than new and renewal.</i>	
Large/group family child care homes	Yes
<i>Use of form described: Annual, semi-annual, other than new and renewal.</i>	
Data notes:	

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State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	

DIFFERENTIAL MONITORING <i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Family child care homes	Yes		
Large/group family child care homes	Yes		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	No		
Family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	✓
As needed by licensee	✓	✓	✓
<i>Other:</i>			

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Data notes:	
Referrals made to other agencies/organizations/individuals for technical assistance	
Child care centers	
Family child care homes	
Large/group family child care homes	
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i>	

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes:	
Portable computers and inspection software used for inspections	
Child care centers	No
Family child care homes	No
Large/group family child care homes	No
Data notes:	
<i>Other tools used for inspections and monitoring: Measuring tape, thermometers, cameras, and tape recorders.</i>	Yes

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
State has separate staff who only work on complaint investigations	
Child care centers	No
Family child care homes	No
Large/group family child care homes	No

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State uses other complaint investigation staff	
Child care centers	No
Family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	921	124	95	1,140
Number of substantiated licensing complaints	407	2	47	456
Data notes: Number of licensing complaints filed: Small FCC Homes 124 (includes 123 unlicensed homes + 1 licensed home)				
<i>Nature of licensing complaints:</i> Discipline and guidance, staff-child ratios, unlicensed activities, and cleaning and sanitation practices.				

CHILD ABUSE AND NEGLECT				
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes				
Licensing agency	✓			
Protective services				
Specialized unit for child abuse and neglect				
Other agency:				
Data notes:				
Number of child abuse and neglect complaints	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	13	0	1	14
Number of substantiated child abuse and neglect complaints	5	0	0	5
Data notes:				

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ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	2	✓	0
Denial of license	✓	10	✓	0	✓	0
Immediate closure of facility	✓	2	✓	0	✓	0
Non-renewal of license	✓	0	✓	0	✓	0
Probation	✓	0	✓	0	✓	0
Conditional license	✓	3	✓	0	✓	0
Consent agreement	✓	1	✓	0	✓	0
Civil fine	✓	54	✓	18	✓	0
Criminal fine	✓	0	✓	0	✓	0
Imprisonment						
<i>Other enforcement actions:</i> Suspension of part of a program, such as transportation.						
Data notes:						
<i>Legal representation for licensing agency:</i> Numbers for revocation of license and civil fines for small family child care homes include both large/group and small family child care homes.						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, but state is planning to put inspection reports on the Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	Yes		
Family child care homes	Yes		
Large/group family child care homes	Yes		
Data notes:			
Type of Licensing Fee	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities	✓	✓	✓
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes:			
Amount of Licensing Fee	Child Care Centers	Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee	\$150	\$30	\$30
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	State Licensing Surveyor

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff	
Master's degree	
Bachelor's degree	
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college-level)	
High school diploma or GED	
Experience working with children in the early care and education field	✓
No required educational qualifications	✓
<i>Other qualifications:</i>	
Data notes: Although there are no required educational qualifications, no surveyors are hired without a college degree in childhood development or closely related field.	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
Data notes:	
<i>Content areas or majors accepted:</i>	
Experience working in a setting with children required prior to working as a licenser	Yes
Data notes:	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> 12 hours.	
Topics covered in training	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	

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State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i> Investigative techniques, interviewing (child and adult) techniques, principles of documentation, and technical assistance.	✓
Data notes:	
Sources of training for child care licensing line staff	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	✓
Outside consultants	✓
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff	
General state funds	✓
Child Care and Development Fund (CCDF)	
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	
Do not know	
<i>Other funding sources:</i>	
Data notes:	

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QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Accreditation facilitation project	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Professional development system	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	✓
Data notes:	
Assessing quality with environment rating scale	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	
Other quality initiative	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	8

Qualification alternative #1: 60 actual hours of instruction, provided in conferences, seminars, lectures, or workshops in the areas of early childhood, child development, or closely related field

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	24 months
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Qualification alternative #2: Three credit hours or more in early childhood, child development, or closely related field

Time frame for requirements:

Preservice	✓
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Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	24 months

Qualification alternative #3: NAC, CDA., CCP, or CPC credential	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	18 months

Qualification alternative #4: A minimum of 24 credit hours, including at least six credit hours of course work in the areas of early childhood, child development, or closely related field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	18 months

Qualification alternative #5: Associate degree in a closely related field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #6: Associate degree in the areas of early childhood, child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

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Qualification alternative #7: Bachelor's degree in a closely related field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 months

Qualification alternative #8: Bachelor's degree in the areas of early childhood, child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 months

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours	✓	Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	✓
State credential		Bachelor's degree in early care and education	✓
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education	✓	Teaching certificate/license	

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	

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Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	4

Qualification alternative #1: High school or high school equivalency diploma and six months of child care experience	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #2: NAC, CDA, CCP, or CPC credential	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Associate's degree from an accredited college or university in the areas of early childhood, child development, or closely related field.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #4: Bachelor's degree from an accredited college or university in the areas of early childhood, child development, or closely related field			
Time frame for requirements:			
Preservice			✓
Orientation to role/initial hiring period			
<i>During a certain period of time:</i>			
Experience requirements:			
Amount of experience required			N/A
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	✓
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system:</i> N/A	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

Key: ✓ = Yes ⬆ = Click to go back to top N/A = Not Applicable/Not Addressed	NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education
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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	4

Qualification alternative #1: Current and continuous enrollment in high school or a high school equivalency class	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #2: High school or high school equivalency diploma	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Enrollment with a STRIVE program	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #4: Enrollment in vocational rehabilitation as defined in A.R.S. § 23-501(8).			
Time frame for requirements:			
Preservice			✓
Orientation to role/initial hiring period			
<i>During a certain period of time:</i>			
Experience requirements:			
Amount of experience required			N/A
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	3

Qualification alternative #1: A high school STRIVE program	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #2: An educational, curriculum-based course in child development, parenting, or guidance counseling	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: A vocational education or occupational development program	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system:</i> N/A	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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Publication of NARA and NCCIC, 2006

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision of Children During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility and Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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Publication of NARA and NCCIC, 2006

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
↑	
Name of regulations: 9. AAC 5. Department of Health Services Child Care Facilities	
Date of regulations: 9/1/2004	
State has separate regulations for the following types of care:	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
↑	
State has definition of "child care center" or "day care center"	No
<i>Text of definition:</i> N/A	
State has definition of "child care facility" or "day care facility"	Yes
<i>Text of definition:</i> "Child care facility" means any facility where child care is regularly provided for compensation for five or more children not related to the proprietor.	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	✓
Services are provided on a scheduled basis	
Services are provided before or after school hours	

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Publication of NARA and NCCIC, 2006

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Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	✓
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	✓
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	✓
Data notes: Definitions in Arizona Revised Statutes. Chapter 36 - Public Health and Safety, Chapter 7.1, Child Care Programs, Article 1	

EXEMPTIONS FROM LICENSING ↑	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	✓
<i>State definition of "relative":</i> Parents or blood relatives.	
Services are provided by parent, guardian, or custodian of the children in care	✓
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	✓
Program is instructional classes for children	✓
Services are provided by a religious organization	

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Services are provided during religious services	✓
Program offers religious instruction	✓
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • A unit of the public school system, including specialized professional services provided by school districts for the sole purpose of meeting mandated requirements to address physical and mental impairments. If a public school provides child care other than during the school's regular hours or for children who are not regularly enrolled in kindergarten programs or grades 1 through 12, that portion of the school that provides child care is subject to standards of care. • A regularly organized private school engaged in an educational program that may be attended in substitution for public school. If the school provides child care beyond regular public school hours or for children who are not regularly enrolled in kindergarten programs or grades 1 through 12, that portion of the school providing such care shall be considered a child care facility and is subject to the provisions of this article. • A religious institution conducting a nursery in conjunction with its religious services or conducting parent-supervised occasional drop-in care. • Any of the Arizona state schools for the deaf and the blind. 	
Data notes: Exemptions in Arizona Revised Statutes. Chapter 36 - Public Health and Safety, Chapter 7.1, Article 1	

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CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Teacher-caregiver
Assistant teacher	Yes	Assistant teacher-caregiver
Aide	Yes	Student-aide

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS ↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	16	N/A	Attending HS or GED prep courses
Aide	N/A	Age not specified; role is "student-aide"	Not required
<i>Additional requirements: N/A</i>			

OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer	✓	16	N/A
<i>Other roles: Driver</i>	✓	18	N/A

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HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff	✓	✓
References must be from certain people	✓	✓
<ul style="list-style-type: none"> • Non-relative 		
<ul style="list-style-type: none"> • Professional acquaintance 	✓	✓
<ul style="list-style-type: none"> • Previous employer 	✓	
Type of references required (written, verbal, or both)		
<p><i>Additional requirements:</i> At least two professional references and two personal references for staff and directors; at least one of each type must be written. "Personal reference" means an adult who is familiar with a director's or staff member's character due to observations made as a friend or acquaintance. "Professional reference" means an adult who is familiar with a director's or staff member's work abilities due to observations made as a supervisor or leader in a business, school, church, or other organizational setting.</p>		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	
Center staff required to have a physical exam or to provide health statement from a physician	No
<ul style="list-style-type: none"> • Required at hiring 	
<ul style="list-style-type: none"> • Required annually or at another time interval 	
<ul style="list-style-type: none"> • Required for staff having contact with children 	
<ul style="list-style-type: none"> • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	No
<ul style="list-style-type: none"> • Required at hiring 	
<ul style="list-style-type: none"> • Required annually or at another time interval 	
<ul style="list-style-type: none"> • Required for staff having contact with children 	
<ul style="list-style-type: none"> • Required for staff having contact with food 	
Center staff required to provide proof of immunizations	Yes
<ul style="list-style-type: none"> • Required at hiring 	
<ul style="list-style-type: none"> • Required annually or at another time interval 	
<ul style="list-style-type: none"> • Required for staff having contact with children 	
<ul style="list-style-type: none"> • Required for staff having contact with food 	
Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

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BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	No
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	Yes
• State fingerprint record check required	
• Federal fingerprint record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

ORIENTATION TRAINING	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	

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License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	✓
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	
<p><i>Required content for orientation training:</i> (A) A licensee shall provide, and each staff member who provides child care services to children, shall complete within 10 days of the starting date of employment or volunteer service, training for new staff members that includes all of the following: (1) Facility philosophy and goals; (2) Names, ages, and needs of children to be assigned to a staff member; (3) Health needs, nutritional requirements, and information about adaptive devices of children for whom a staff member will provide child care services; (4) Lesson plans; (5) Child guidance and methods of discipline; (6) Hand washing techniques; (7) Diapering techniques and toileting, if assigned to diaper changing duties; (8) Food preparation, service, sanitation, and storage, if assigned to food preparation; (9) Infant formula preparation, if assigned to formula preparation; (10) Recognition of signs of illness and infestation; (11) Child abuse or neglect detection, prevention, and reporting; (12) Accident and emergency procedures; (13) Staff responsibilities as required by A.R.S. § 36-881 et seq. and these rules; (14) Sun safety policies and procedures; and (15) Safety on outdoor activity areas.</p>	
Additional requirements: N/A	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓

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Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	✓
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	
<i>Additional health and safety training: Child abuse or neglect detection, prevention, and reporting required in orientation.</i>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	

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Ongoing training required for assistant teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<p><i>Content of ongoing training hours:</i> A licensee shall ensure that, every 12 months from a staff member's date of employment, the staff member completes 12 or more actual hours of training in one or more of the following areas:</p> <ol style="list-style-type: none"> (1) Accident and emergency procedures, including CPR and first aid for infants and children; (2) Recognition of signs of illness and infestation; (3) Child growth and development; (4) Child abuse or neglect detection, reporting, and prevention; (5) Child guidance and methods of discipline; (6) Nutrition and developmentally appropriate eating habits; (7) Availability of community services and resources, including those available to children with special needs; (8) Parent involvement and communication with parents; (9) Program administration, planning, and development; (10) Environment of child care activity areas; (11) Sun safety policies and procedures; and (12) Safety on outdoor activity areas. 	

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Ongoing training hours required in specific content areas for teaching staff	Yes
<p><i>Content of ongoing training hours:</i> A licensee shall ensure that, every 12 months from a staff member's date of employment, the staff member completes 12 or more actual hours of training in one or more of the following areas:</p> <ol style="list-style-type: none"> (1) Accident and emergency procedures, including CPR and first aid for infants and children; (2) Recognition of signs of illness and infestation; (3) Child growth and development; (4) Child abuse or neglect detection, reporting, and prevention; (5) Child guidance and methods of discipline; (6) Nutrition and developmentally appropriate eating habits; (7) Availability of community services and resources, including those available to children with special needs; (8) Parent involvement and communication with parents; (9) Program administration, planning, and development; (10) Environment of child care activity areas; (11) Sun safety policies and procedures; and (12) Safety on outdoor activity areas. 	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

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CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN ↑		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	5:1	Not regulated
9 months	5:1	Not regulated
18 months	6:1	Not regulated
27 months	8:1	Not regulated
3 years	13:1	Not regulated
4 years	15:1	Not regulated
5 years	20:1	Not regulated
6 years	20:1	Not regulated
7 years	20:1	Not regulated
8–9 years	20:1	Not regulated
10 years and older	20:1	Not regulated
<i>Additional requirements:</i> Infants - 5:1 or 11:2; and 1-year-old children - 6:1 or 13:2.		

[↑](#)

MIXED-AGE GROUPS	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> Determine and maintain the required child-staff ratio for a group of children based on the age of the youngest child in the group.	
<i>Group size requirements for mixed-age groups:</i> N/A	
<i>Additional requirements:</i> N/A	

[↑](#)

ADDITIONAL REQUIREMENTS	
State has a definition for “group”	No
<i>Text of definition:</i> N/A	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required group size	

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<i>Conditions: N/A</i>	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	✓
Staff must be alert/awake	
Staff must be able to see children at all times	✓
Staff must be able to hear children at all times	✓
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: Requirements within the definition of "supervision."</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	No
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
• Infant and toddler	
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	

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State has specific child-staff ratio requirements for naptime	No
<i>Requirements: N/A</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care) ↑	
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Awake at all times
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY ↑	
State has requirements for the supervision of children during outdoor play	No
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES ↑	
State has requirements for the supervision of children during large group activities	No
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for large group activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	✓
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: If a licensee conducts swimming activities at a swimming pool that does not have a lifeguard on the premises who has current lifesaving certification from the American Red Cross, the licensee shall maintain staff-to-children ratios and have at least 1 additional staff member who:</i>	
1. Has a current lifesaving certificate from the American Red Cross; and	
2. Is present in the pool or observing pool side while enrolled children are at the pool.	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES ↑	
<i>(see also Facility Requirements – Transportation)</i>	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	✓
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	✓
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements: When transporting enrolled children who are not school-age in a motor vehicle, a licensee shall maintain the staff-to-children ratios in addition to the motor vehicle driver unless four or fewer children are being transported. When transporting children of school age in a motor vehicle, a licensee shall maintain the staff-to-children ratio. A licensee may include the motor vehicle driver as staff in the staff-to-children ratio.</i>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING FIELD TRIPS ↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	✓
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	✓
Children are required to wear name tags or other identification	✓
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements: When 6 or more enrolled children are participating in a field trip, a licensee shall ensure that a teacher-caregiver and at least 1 additional staff member are present on the field trip.</i>	

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State has specific group size requirements for field trips	No
<i>Requirements: N/A</i>	
<i>Additional requirements: Need to prepare a general written field trip plan.</i>	

CARE OF CHILDREN

AGE DEFINITIONS
Definition of "infant"
<i>Text of definition: "Infant" is defined as: (a) a child 12 months of age or younger, or (b) a child 18 months of age or younger who is not yet walking.</i>
Definition of "toddler"
<i>Text of definition: "One-year-old" is defined as a child who is at least 12 months of age but not yet 2 years of age.</i>
Definition of "preschool-age"
<i>Text of definition: N/A</i>
Definition of "school-age"
<i>Text of definition: "School-age child" is defined as a child who</i> (a) Meets one of the following: i. Is 5-years-old on or before January 1 of the current school year, or ii. Is 5-years-old on or before January 1 of the most recent school year; and (b) Meets one of the following: i. Attends kindergarten or a higher level program in a public, charter, accommodation, or private school during the current school year; ii. Attended kindergarten or a higher level program in a public, charter, accommodation, or private school during the most recent school year; iii. Is home-schooled at a kindergarten or higher level during the current school year; or iv. Was home-schooled at a kindergarten or higher level during the most recent school year.

CHILDREN'S HEALTH REQUIREMENTS	
State requires children to have a physical exam to enroll in a center	No
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children	✓

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are exempt from immunization requirements for medical reasons	
Center can exclude children from attendance until immunization records or exemption statements are provided	✓
Center can accept children on a conditional basis if not all immunizations are complete	✓
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements: N/A</i>	

NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	✓
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
• Supervised separation from the group	✓
• Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed: A licensee may allow a staff member to separate a child from other children for unacceptable age-appropriate behavior. The separation period shall be for no longer than three minutes after the child has regained control or composure. A staff member shall not allow a child to be separated for longer than 10 minutes without the staff member interacting with the child.</i>	

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Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	
• Abusive language	
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	✓
<i>Other forms of discipline not allowed: A method of discipline that could cause harm to the health, safety, or welfare of a child.</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES ↑	
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	✓
Nap or rest period	✓
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	
Group activities	✓
• Large group activities	✓
• Small group activities	✓
Active play	✓
Quiet play	✓
Free play	
Creative expression	
Gross motor activities	✓
Fine motor activities	✓
<i>Other activities: N/A</i>	

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Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development	✓	
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development	✓	
Cultural development	✓	
<i>Other areas of development:</i>		
a. Gain a positive self-concept;		
b. Develop and practice social skills;		
c. Think, reason, question, and experiment;		
d. Acquire language skills;		
e. Develop physical coordination skills;		
f. Develop habits that meet health, safety, and nutritional needs;		
g. Express creativity;		
h. Learn to respect cultural diversity of children and staff;		
i. Learn self-help skills; and		
j. Develop a sense of responsibility and independence.		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
• Number of books required		
<i>Additional requirements about books: N/A</i>		
Art supplies/creative activities		✓
Blocks/construction materials		
Sensory materials		
Fine motor manipulatives		✓
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		✓
Science/experimental/math (counting/sorting)		✓
Technology/computers		
Music		✓
<i>Other types of equipment required: N/A</i>		
<i>Additional requirements: Equipment/materials compiled from supplemental requirements for children 3, 4, and 5 years of age. State also has requirements for children ages 1 and 2 years, and school-age children.</i>		

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PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: A licensee shall ensure that parents are informed that they have access to all areas of a facility where child care services are provided during hours of operation and that parents are permitted to participate in any child care activity.</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: Log required for the care of infants.</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
• Each infant must have a primary caregiver	✓
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	

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Soft bedding/materials must not be used in cribs	✓
<i>Additional requirements on SIDS prevention: N/A</i>	

SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	✓
State has requirements for staff working with school-age children	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also Care of Mildly Ill Children) ↑	
State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	Yes
State has requirements on program/activities specifically for the care of children during evening/overnight hours	
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	✓
State has requirements for the facility related to the care of children during evening/overnight hours	✓

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SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: N/A</i>	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Every 36 months
Requires health inspections	
Requires building code inspections	
<i>Additional requirements: Fire inspections must be conducted a minimum of every 36 months by a local fire department or the State Fire Marshal.</i>	

SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	25 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet per child, based on age of child	
Per infant	35 square feet
Per toddler	35 square feet
Per preschool-age child	25 square feet
Per school-age child	N/A

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Additional requirements:

1. At least 35 square feet of indoor activity space for each infant and 1-year-old child;
2. At least 25 square feet of indoor activity space for each child who is not an infant or 1-year-old child; and
3. When 1-year-old children are grouped together with children older than 1-year-old children in the same activity area, at least 35 square feet of indoor activity space for each child.

CONDITION OF FACILITY AND EQUIPMENT	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment:</i>	
1. A shock-absorbing rubber unitary surfacing material manufactured for such use in outdoor activity areas; or	
2. A minimum depth of 6 inches of a non-hazardous, resilient material such as fine loose sand or wood chips. A licensee shall ensure that hard surfacing material such as asphalt or concrete is not installed or used under swings or climbing equipment unless used as a base for a rubber surfacing.	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	

OUTDOOR SPACE	
State requires outdoor space is enclosed/has a fence	Yes
<i>Required height for fence: 4 feet</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

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FIRE SAFETY	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	
Centers must conduct fire drills	✓
<i>Time interval for fire drills: At least once every 30 days and at different times of the day.</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS	
Center must have a general emergency plan for all emergencies	Yes
Center must have a general evacuation plan for all emergencies	✓
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS	
State has requirements on emergency preparedness	No
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	
<i>Additional requirements: N/A</i>	

SECURITY	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	✓
Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

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TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓
<i>Additional requirements: N/A</i>	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required: General facility liability insurance of at least \$300,000.</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: Motor vehicle insurance coverage is required for each motor vehicle used by a licensee to transport enrolled children. The licensee shall maintain proof of current motor vehicle insurance coverage on facility premises and inside each motor vehicle used for transporting enrolled children.</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements: N/A</i>	

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MEDICAL PROCEDURES ↑	
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: Licensee shall not permit a child to remain at the facility if a staff member determines that a child shows signs of illness or infestation.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	
Centers must keep a record of all serious injuries that occur to children in the program	
Centers must report to the licensing agency all deaths that occur to children in the program	
<i>Additional requirements: N/A</i>	

ADDITIONAL HEALTH REQUIREMENTS ↑	
Centers must have a health consultant	
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	✓
<i>Additional requirements: N/A</i>	

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HAND WASHING	
↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
• Center staff must wash their hands after toileting	✓
• Center staff must wash their hands after diapering a child	✓
• Center staff must wash their hands after toileting a child	
• Center staff must wash their hands before and/or after preparing, serving, or eating food	
• Center staff must wash their hands after attending to an ill child	
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	
<i>Other times staff must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for staff	✓
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	✓
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	
<i>Other times children must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

DIAPERING	
↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	✓
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	✓
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area: A hand washing sink next to the diaper changing surface for staff use when changing diapers and for washing a child during or after diapering</i>	
<i>Additional requirements: N/A</i>	

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SMOKING POLICIES	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	✓
<i>Additional requirements: A licensee shall ensure that a staff member does not smoke or use tobacco on facility premises except in designated areas separated from the children.</i>	

HAZARDOUS MATERIALS	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements: N/A</i>	

FIREARMS	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	✓
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

ANIMALS IN FACILITY	
State has requirements about animals in the facility	Yes
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	✓
State has requirements about the care and health of animals in child care centers	✓
Centers must notify parents of the presence of animals	
<i>Additional requirements: N/A</i>	

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