#### Data Profile for State Licensing Programs and Policies

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

- State Licensing Agency
- Number of Licensed Facilities
- Licensing Staff
- Number of Licensing Staff
- Types of Inspections
- Frequency of Inspections
- Frequency of Licensing

- Inspections and Monitoring
- Complaint Investigations
- Enforcement Actions
- Access to Licensing Information
- Licensing Fees
- Licensing Staff Requirements
- Quality Initiatives

#### STATE LICENSING AGENCY

		<u> </u>
LICENSING AGENCY CONTACT INFORMA	ATION	
Agency name: Mississippi Department of H	lealth	
Address: Child Care Facilities Licensure		
P.O. Box 1700		
City: Jackson	State: MS	<b>Zip</b> : 39215-1700
<b>Phone:</b> 601-576-7613	Toll Free: 800-227-7308 (complaint hotline)	
Fax: 601-576-7813	E-mail:	
Web site: <a href="http://www.msdh.state.ms.us">http://www.msdh.state.ms.us</a>		

#### NUMBER OF LICENSED FACILITIES

	<u> </u>
NUMBER OF LICENSED FACILITIES	
Child care centers	1,588
Small family child care homes	35
Large/group family child care homes	91
Other types of licensed facilities:	0
Total number of licensed facilities	1,714
Data notes:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
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	Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed
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LICENSED CAPACITY		
Child care centers	123,678	
Small family child care homes	392	
Large/group family child care homes	2,047	
Other types of licensed facilities:	0	
Total licensed capacity	126,117	
Data notes: N/A		

#### LICENSING STAFF

N

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	✓
Other type of assignment:	
Data notes: Only licensed line staff are assigned to FCC homes.	•

#### NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	20
Data notes:	

LINE STAFF ESTIMATED CASELOAD		
Estimated caseload ratio (number of facilities per staff)	86:1	
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	9
supervisors	
Data notes:	

#### TYPES OF INSPECTIONS

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

#### FREQUENCY OF INSPECTIONS

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

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#### FREQUENCY OF LICENSING

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LENGTH OF LICENSE		
Type of Facility	Length of License	
Child care centers	1 year	
Small family child care homes	1 year	
Large/group family child care homes	1 year	
Other length of license:		
Data notes:		

#### **INSPECTIONS AND MONITORING**

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FULL COMPLIANCE REVIEW			
Type of Facility	Frequency of Full Compliance Review		
Child care centers	Twice a year		
Small family child care homes	Twice a year		
Large/group family child care homes	Twice a year		
Data notes:			

ABBREVIATED COMPLIANCE FORM			
(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.")			
Abbreviated compliance form used for inspections	indicator checklist.		
Child care centers	No		
	NO		
Use of form described:			
Small family child care homes	No		
Use of form described:			
Large/group family child care homes No			
Use of form described:			
Data notes:			
State has policies on when to switch from abbreviated com	npliance review to a		
full compliance review			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			

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<b>DIFFERENTIAL MONITORING</b> (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.")		
System of differential monitoring based on compliance reco	ords used for	
inspections		
Child care centers No		
System of assessing compliance and differential monitoring:		
Small family child care homes No		
System of assessing compliance and differential monitoring:		
Large/group family child care homes	No	
System of assessing compliance and differential monitoring:		
Data notes: No		

TECHNICAL ASSISTANCE AND CONSULTATION					
Technical assistance/consultation provided to help licensees achieve					
	compliance with licensing regulations				
Child care centers				Yes	
Small family child care homes				Yes	
Large/group family child care homes				Yes	
Technical assistance/consultation	n provided to he	lp license	es mo	ve beyond	
minimum licensing regulations			T		
Child care centers				No	
Small family child care homes				No	
Large/group family child care homes No					
Data notes:	Data notes:				
Means of providing technical assistance/consultation	Child Care Centers	Small Fa	_	Large/Group Family Child	
assistance, consultation		Hom	es	Care Homes	
During all inspection visits	✓	✓		✓	
During application visits					
During routine inspection visits					
During renewal inspection visits					
On the telephone	✓	✓		✓	
As needed by licensee	✓	✓		✓	
Other:					
Data notes:					

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Referrals made to other agencies/organizations/individuals for technical assistance		
Child care centers	✓	
Small family child care homes	✓	
Large/group family child care homes	✓	
Agencies, organizations, or individuals used for technical assistance referrals: Common questions: How to become a qualified director. How to get accredited by NAEYC. Where to get First Aid and CPR training.		

DATA AUTOMATION			
Basic licensing data is automated	Yes		
Data notes: N/A			
Portable computers and inspection software used for insp	ections		
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Other tools used for inspections and monitoring: We are considering hand-held devices as funding becomes available.	Yes		

#### **COMPLAINT INVESTIGATIONS**

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INVESTIGATIONS				
Licensing agency conducts complaint investigations				
Child care centers	Yes			
Small 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			
Small 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			
Small 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	Yes			
Small family child care homes	Yes			
Large/group family child care homes	Yes			
Other complaint investigation staff described: Central office support staff, i.e., quality assurance personnel assist as needed.				
Data notes:				
State investigates anonymous complaints				
Child care centers	Yes			
Small family child care homes	Yes			
Large/group family child care homes	Yes			
Data notes:				

NUMBER OF COMPLAINTS						
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total		
Number of licensing complaints filed	0	0	0	0		
Number of substantiated licensing complaints	0	0	0	0		

**Data notes:** Across all program types – number of licensing complaints filed, more than 300; number of substantiated complaints, less than 25.

Nature of licensing complaints: Inappropriate discipline, child/staff ratio, food, abuse/neglect.

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:		
<b>Data notes:</b> A recently passed law removes the Department of Human Services from the requirement to investigate abuse/neglect complaints in licensed child care facilities.		

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	0	0	0	0

**Data notes:** For all program types – number of child abuse/neglect complaints, approximately 25; number substantiated, less than 5.

#### **ENFORCEMENT ACTIONS**

<u>1</u>

USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	0	✓	0
Denial of license	✓	0	✓	0	✓	0
Immediate closure of facility	✓	1	✓	0	✓	0
Non-renewal of license	✓	0	✓	0	✓	0
Probation	✓	84	✓	1	✓	8
Conditional license	✓	10	✓	0	✓	0
Consent agreement	✓	0	✓	0	✓	0
Civil fine	✓	0	✓	0	✓	0
Criminal fine	✓	0	✓	0	✓	0
Imprisonment	✓	0	✓	0	✓	0
Other enforcement actions:		0		0		0

**Data notes:** For all program types – N/A for consent agreement, voluntary closure, and civil fine.

Legal representation for licensing agency: Attorney General's Office.

Key:	
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#### **ACCESS TO LICENSING INFORMATION**

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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
Small family child care homes				Yes
Large/group family child care homes				Yes
Data notes:				
Type of Licensing Fee	Child Care Centers	Small Fa Child C Home	are	Large/Group Family Child Care Homes
Flat fee for all child care facilities				
Fee based on maximum number of children in facility	✓	✓		✓
Other type of fee: N/A				
Data notes: N/A				
Amount of Licensing Fee	Child Care Centers	Small Fa Child C Home	are	Large/Group Family Child Care Homes
Flat fee				
Fee based on maximum number of children in facility	12 children or fewer: \$50 13–30: \$100 31–50: \$130 51–75: \$185 76 or more: \$200	\$50	)	12 children or fewer: \$50 13–30: \$100 31–50: \$130 51–75: \$185 76 or more: \$200
Other type of fee:				

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Data notes:		

#### LICENSING STAFF REQUIREMENTS

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LICENSING STAFF POSITION	
Name of licensing line staff position	

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing	J 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	
Other qualifications:	
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
Data notes:	
Content areas or majors accepted: Generic qualifications. We try qualifications/experience in early childhood development.	y to get people with
Experience working in a setting with children required prior to working as a licensor	No
Data notes:	•

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
Amount of required training: Regulations, playground safety, etc. approximately 10 hours. Food service inspections, waste water disposal	

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Topics covered in training:	
Regulatory issues	✓
State's regulations	✓
Health and safety issues	✓
Identifying child abuse and neglect	✓
State's licensing policies and procedures	✓
Fire safety	✓
Early childhood education/child development	✓
Adult development	
Business administration/management	
Supervision	
Other training topics:	
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	
Other training sources:	
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)	
Other federal funds:	
Private funds	
Licensing fees	✓
Do not know	
Other funding sources: Transfer of \$1 million from MS Department of Human Services. Required by state legislature because it declined to directly fund program with general funds.	<b>√</b>
<b>Data notes:</b> General state funds – less than \$150,000 per year, not a line item in agency budget. Funds collected from licensing fees – approximately \$300,000 per year.	

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Assistance Center	✓ = Yes	NARA = National Association for Regulatory Administration
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#### **QUALITY INITIATIVES**

1

LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES  Tiered quality strategy:  Lead agency  Initiative in same agency as licensing
Lead agency
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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Assistance Center	✓ = Yes	NARA = National Association for Regulatory Administration
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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

<u>1</u>

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 (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	5

Qualification alternative #1: A current Child Development Associate (CDA) credential from the Council for Early Childhood Professional Recognition (CECPR), or a Mississippi Department of Human Services (MDHS) Office for Children and Youth (OCY) Director's Child Care Credential

Time frame for requirements:

Preservice
✓

Orientation to role/initial hiring period

During a certain period of time: N/A

Experience requirements:
2 years

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Qualification alternative #2: 24 semester hours credit with a grade of "C" or better from an accredited college or university in courses specific to early childhood			
Time frame for requirements:			
Preservice	✓		
Orientation to role/initial hiring period			
During a certain period of time:			
Experience requirements:			
Amount of experience required	2 years		
<b>Qualification alternative #3:</b> A two-year associate degree from an accor junior college in child development technology which must include a rehours of practical training, supervised by college instructors, in a college learning laboratory	minimum of 480		
Time frame for requirements:			
Preservice	✓		
Orientation to role/initial hiring period			
During a certain period of time:			
Experience requirements:			
Amount of experience required	480 hours		
Qualification alternative #4: A two-year associate degree from an ac or junior college in child development technology or child care	credited community		
Qualification alternative #4: A two-year associate degree from an ac or junior college in child development technology or child care  Time frame for requirements:	credited community		
or junior college in child development technology or child care	credited community		
or junior college in child development technology or child care  Time frame for requirements:			
or junior college in child development technology or child care  Time frame for requirements:  Preservice			
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period			
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:			
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:	<b>√</b>		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:	2 years ducation, child hology (with		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:  Amount of experience required  Qualification alternative #5: A bachelors degree in early childhood eddevelopment, elementary education, child care, special education, psychemphasis on child psychology), or family and consumer sciences (with early childhood education).	2 years ducation, child hology (with		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:  Amount of experience required  Qualification alternative #5: A bachelors degree in early childhood eddevelopment, elementary education, child care, special education, psychemphasis on child psychology), or family and consumer sciences (with edevelopment)	2 years ducation, child hology (with		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:  Amount of experience required  Qualification alternative #5: A bachelors degree in early childhood eddevelopment, elementary education, child care, special education, psychemphasis on child psychology), or family and consumer sciences (with edvelopment)  Time frame for requirements:	2 years  ducation, child hology (with emphasis on child		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:  Amount of experience required  Qualification alternative #5: A bachelors degree in early childhood eddevelopment, elementary education, child care, special education, psychemphasis on child psychology), or family and consumer sciences (with edvelopment)  Time frame for requirements:  Preservice	2 years  ducation, child hology (with emphasis on child		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:  Amount of experience required  Qualification alternative #5: A bachelors degree in early childhood eddevelopment, elementary education, child care, special education, psychemphasis on child psychology), or family and consumer sciences (with edevelopment)  Time frame for requirements:  Preservice  Orientation to role/initial hiring period	2 years  ducation, child hology (with emphasis on child		
or junior college in child development technology or child care  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:  Experience requirements:  Amount of experience required  Qualification alternative #5: A bachelors degree in early childhood eddevelopment, elementary education, child care, special education, psychemphasis on child psychology), or family and consumer sciences (with edevelopment)  Time frame for requirements:  Preservice  Orientation to role/initial hiring period  During a certain period of time:	2 years  ducation, child hology (with emphasis on child		

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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	✓	Bachelor's degree in a related field: N/A	
State credential	<b>~</b>	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	
Other state credentials: N/A		Master's degree in a related field: N/A	
Associate's degree		Master's degree in early care and education	
Associate's degree in a related field: 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	<b>✓</b>
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
Links to system: 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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### STAFF QUALIFICATIONS FOR MASTER TEACHERS

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EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACH	IERS
State regulates role No	
State requires education and/or experience for role	No
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	0
Types of training, credentials, and degrees included in qualification	altornativos
Clock hours	alternatives.

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	Bachelor's degree in a related field: 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	
Other state credentials: N/A	Master's degree in a related field: N/A	
Associate's degree	Master's degree in early care and education	
Associate's degree in a related field: 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
Links to system: N/A	
Center staff are required to participate in the state professional	No
development system (i.e., enroll in a practitioner registry)	

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#### STAFF QUALIFICATIONS FOR TEACHERS

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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 (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	4

<b>Qualification alternative #1:</b> Three (3) years prior documented experience caring for children who are under 13 years of age and who are not related to the caregiver within the third degree computed according to civil law.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
During a certain period of time:	
Experience requirements:	
Amount of experience required	3 hours

Qualification alternative #2: A high school diploma or equivalent (GED)	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
During a certain period of time:	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Child Development Associate (CDA) credential	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
During a certain period of time:	
Experience requirements:	
Amount of experience required	N/A

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Addressed	Care and Early Education

Qualification alternative #4: MDHS OCY Director's Child Care Credential	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
During a certain period of time:	
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	<b>✓</b>	Bachelor's degree in a related field: N/A
State credential	<b>✓</b>	Bachelor's degree in early care and education
Infant and toddler credential		Bachelor's degree in early care and education or higher
Director credential	<b>✓</b>	Master's degree
Other state credentials: N/A		Master's degree in a related field: N/A
Associate's degree		Master's degree in early care and education
Associate's degree in a related field: 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	
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
Links to system: N/A	
Center staff are required to participate in the state professional	No
development system (i.e., enroll in a practitioner registry)	

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### STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS

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EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS	
State regulates role Yes	
State requires education and/or experience for role	No
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	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	Bachelor's degree in a related field: 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	
Other state credentials: N/A	Master's degree in a related field: N/A	
Associate's degree	Master's degree in early care and education	
Associate's degree in a related field: 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
Links to system: 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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#### STAFF QUALIFICATIONS FOR AIDES

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EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES	
State regulates role	No
State requires education and/or experience for role	No
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	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	Bachelor's degree in a related field: 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	
Other state credentials: N/A	Master's degree in a related field: N/A	
Associate's degree	Master's degree in early care and education	
Associate's degree in a related field: 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
Links to system: N/A	
Center staff are required to participate in the state professional	No
development system (i.e., enroll in a practitioner registry)	

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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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#### SUPERVISION OF CHILDREN

- **General Supervision Requirements**
- **Supervision of Children During Naptime**
- **Supervision 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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#### LICENSING REGULATIONS

	<u> 1</u>
CHILD CARE CENTER REGULATIONS SUMMARY	
	1
Name of regulations: Regulations Governing Licensure of Child Care Facilities	
Date of regulations: 07/14/2004	
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	
Other programs: N/A	

### DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

	<u> </u>	
DEFINITION OF LICENSED CENTERS		
State has definition of "child care center" or "day care center"	No	
Text of definition: N/A		
State has definition of "child care facility" or "day care facility"	Yes	
Text of definition: Child Care Facility: A place which provides shelter and personal care for 6 or more children who are not related within the third degree computed according to the civil law to the operator and who are under 13 years of age, for any part of the 24 hour day, whether such place be organized or operated for profit or not. The term "child care facility" includes day nurseries, day care centers, child care centers, preschool programs, and any other facility that fall within the scope of the definition set forth above.		
Elements included in state's definition of a licensed child of	are 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	<b>√</b>	
Minimum number of hours services are provided		
Maximum number of hours services are provided		

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Services are provided on an ongoing/regular basis	
Services are provided on a scheduled basis	
Services are provided before or after school hours	
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: N/A	

EXEMPTIONS FROM LICENSING	
EXEMPTIONS FROM EIGENSING	
State has defined types of programs that are exempt from	Yes
licensing	
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	5 or fewer
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	
State definition of "relative": N/A	
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	

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Program is a recreation program	
Program is instructional classes for children	
Services are provided by a religious organization	
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	
Other programs where parents are on the premises: N/A	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	<b>√</b>
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	
Other exemptions:	

#### Other exemptions:

- Child care facilities which operate for no more than 2 days a week, whose primary purpose is to provide respite for the caregiver or temporary care during other scheduled or related activities.
- Organized programs which operate for 3 or fewer weeks per year such as, but not limited to, vacation bible schools and scout day camps.
- Any child residential home.
- Any program in an elementary, including kindergarten, and/or secondary school system, accredited by the Mississippi State Department of Education, the Southern Association of Colleges and Schools, the Mississippi Private School Education Association, the American Association of Christian Schools, or the Association of Christian Schools International.
- Any Head Start program operating in conjunction with an elementary school system, whether it be public, private or parochial, whose primary purpose is a structured school or school readiness program.

Data notes: N/A

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#### **CENTER STAFF REQUIREMENTS**

		<u> </u>
STAFF ROLES		_
Role	Role Included in Regulations	State's Role Name
Director	Yes	Child care director
Master teacher	No	N/A
Teacher	Yes	Caregiver
Assistant teacher	Yes	Caregiver assistant
Aide	No	N/A

Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED
			Required
Director	21	N/A	Not specified; preservice requirements above HS level
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	Not required
Assistant teacher	16	N/A	Not required
Aide	N/A	N/A	N/A

OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Not specified
Volunteer	✓	N/A	Not specified
Other roles: Driver		N/A	N/A

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HIRING POLICIES		<b>1</b>
State requirements on reference checks	Staff	Director
References are required when hiring center staff	✓	✓
References must be from certain people		
Non-relative		
Professional acquaintance		
Previous employer		
Type of references required (written, verbal, or both)	N/A	N/A
Additional requirements: N/A	·	

STAFF HEALTH REQUIREMENTS	<b>^</b>
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	
Required at hiring	
Required annually or at another time interval	
Required for staff having contact with children	
Required for staff having contact with food	
Center staff required to have tuberculosis screening	
Required at hiring	
Required annually or at another time interval	
Required for staff having contact with children	
Required for staff having contact with food	
Center staff required to provide proof of immunizations	<b>✓</b>
Required at hiring	
Required annually or at another time interval	
Required for staff having contact with children	
Required for staff having contact with food	
Center staff must meet additional requirements regarding their health	
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	
Additional requirements: N/A	

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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	Yes
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	✓
<ul> <li>Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)</li> </ul>	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
Additional requirements: N/A	

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ORIENTATION TRAINING	<b>1</b>
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	<b>✓</b>
Required orientation training is about state's licensing regulations	✓
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	

Required content for orientation training: Each employee's personnel record shall contain documentation of orientation, within 1 week of being hired, including but not limited to emergency procedures (to include policies for handling dangerous situations), staffing and supervision requirements, daily schedules, physical/emotional/developmental problems of children, discipline policies, and child abuse and neglect.

The facility owner/operator and director shall complete a minimum of 4 hours of staff development training on the Regulations Governing Licensure of Child Care Facilities, 3 hours of New Director Orientation, and 3 hours training in playground safety as provided by the Mississippi Department of Health (MSDH).

Additional requirements: Training on regulations only required for directors.

HEALTH AND SAFETY TRAINING	<u>^</u>
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	
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓

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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	
Additional health and safety training: Three hours training in playgroun directors at least every 2 years.	d safety required for

ONGOING TRAINING	
Ongoing training required for directors	Yes
Ongoing training required for directors	
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	·
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	
Other: N/A	·
Ongoing training required for teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	·
Ongoing training required for assistant teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
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Number of hours averaged over two years	
Number of credit hours	
Other: N/A	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	
Ongoing training hours required in specific content areas for center directors	Yes
Content of ongoing training hours: As part of the 15 hours of staff development required, all directors and content shall complete a minimum of 6 hours of staff development training on the Governing Licensure of Child Care Facilities and 3 hours training in playof provided by the MSDH at least every 2 years.	ne Regulations
Ongoing training hours required in specific content areas for	No
teaching staff Content of ongoing training hours:	
N/A	
Types of training accepted/approved for ongoing training	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	
Other: N/A	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
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	✓
Other: No more than 5 contact hours of approved in-service training	
provided by the child care facility may be counted toward the total	

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number of hours required each year.
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#### **CHILD-STAFF RATIOS AND GROUP SIZE**

CHILD-STAFF RATIOS AND GROUP SI	ZE BY AGE OF CHILDREN	<u>T</u>
Age of Children	Child-Staff Ratio	
6 weeks	5:1	10
9 months	5:1	10
18 months	9:1	10
27 months	12:1	14
3 years	14:1	14
4 years	16:1	20
5 years	20:1	20
6 years	20:1	20
7 years	20:1	20
8–9 years	20:1	20
10 years and older	25:1	25
Additional requirements: N/A		

MIXED-AGE GROUPS	<u> </u>
State permits mixed-age groupings of children	Yes
Child-staff ratio requirements for mixed-age groups: In mixed age groups, the age of the youngest child in the group determines the staff-to-child ratio.	
Group size requirements for mixed-age groups: N/A	
Additional requirements: N/A	

ADDITIONAL REQUIREMENTS	<b>1</b>
State has a definition for "group"	Yes
Text of definition: Group: The children assigned to a caregiver or team of occupying an individual classroom or well defined physical space within 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	
Conditions: N/A	
Centers allowed legally to exceed required child-staff ratios	✓

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Conditions: With the exception of children under 2 years of age, children may be under the direct supervision (staff in the same room) of 50 percent of the staff required by this section during rest period times, provided the required staff-to- child ratio is maintained on the premises.

Centers allowed legally to exceed required group size

Conditions: Compliance with group sizes is not required during normal arrival and departure time periods, or during special events. However, the age appropriate staff-to-child ratio shall be maintained at all times.

State has requirements for the supervision of children based on the size of the center

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

#### SUPERVISION OF CHILDREN

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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	
Additional requirements: Children shall not be left unattended at any tir	ne. At no time will a

SUPERVISION OF CHILDREN DURING NAPTIME	Δ
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	

single individual be responsible for the supervision of children located in more than one

classroom at any given time.

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

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CAR (see also Specialized Care – Evening/Overnight Care)	PE
State has requirements for the supervision of children during evening/overnight care	No
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	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
Requirements: N/A	
State has specific group size requirements for evening/overnight care	No
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	<u> </u>
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	No
play	
Requirements: N/A	

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State has specific group size requirements for outdoor play	No
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	<b>^</b>
State has requirements for the supervision of children during large group activities	Yes
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	Yes
Requirements: Compliance with group sizes is not required during special events. However, the age appropriate staff-to-child ratio shall be maintained at all times.	
State has specific group size requirements for large group activities	Yes
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WA	ATER ACTIVITIES
	<u> </u>
State has requirements for the supervision of children when	Yes
swimming or participating in water activities	
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	Yes
and water activities	
Requirements: Staff-to-child ratios shall be met at all times, including de	uring swimming or
water activities whether at the child care premises or off-site. Lifeguards	s are not counted in
the staff-to-child ratio.	
State has specific group size requirements for swimming and	No
water activities	
Requirements: N/A	
Additional requirements: N/A	

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#### SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements - Transportation) State has requirements for the supervision of children when Yes transported in a vehicle 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 Yes transporting children in a vehicle Requirements: A. On vehicles with a GVWR of less than 10,000 lbs., the staff-to-child ratio shall be maintained at all times. The driver of the vehicle shall not be counted as a caregiver while transporting the children. B. On vehicles with at GVWR of 10.000 lbs, or more, the staff-to-child ratio shall be 1 caregiver to each 25 children or fraction thereof. The driver of the vehicle shall not be counted as a caregiver while transporting the children. State has specific group size requirements for transporting No children in a vehicle

SUPERVISION OF CHILDREN DURING FIELD TRIPS	<b>^</b>
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
Requirements: Staff-to-child ratios shall be met at all times, including de	uring field trips.

Requirements: N/A

Additional requirements: N/A

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State has specific group size requirements for field trips	No
Requirements: N/A	
Additional requirements: N/A	

#### **CARE OF CHILDREN**

$\Delta$
AGE DEFINITIONS
Definition of "infant"
Text of definition: "Infant" is defined as any child under the age of 12 months.
Definition of "toddler"
Text of definition: "Toddler" is defined as any child the age of 12 months and under the age of 24 months.
Definition of "preschool-age"
Text of definition: N/A
Definition of "school-age"
Text of definition: "School age child" is defined as a child 5 years of age or older and eligible to be enrolled in an accredited school program

CHILDREN'S HEALTH REQUIREMENTS	Δ.
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	Yes
center	
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 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	
Additional requirements: N/A	
Children are required to have a blood lead level screening to enroll in a center	

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Center must keep emergency contact information in children's records	✓
Additional requirements: N/A	

NUTRITION	<b>1</b>
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	<b>√</b>
State has requirements about the number or time interval between the delivery of meals/snacks served to children	<b>√</b>
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	<b>√</b>
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	✓
Additional requirements: N/A	

BEHAVIOR GUIDANCE AND DISCIPLINE	<b>1</b>
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	✓
<ul> <li>Physical/corporal punishment (Note: ✓ = state allows or it is not prohibited/addressed in regulations)</li> </ul>	

#### Other forms of discipline allowed:

- Children shall not be physically restrained except as necessary to ensure their own safety or that of others, and then for only as long as is necessary for control of the situation.
- "Time out" that enables the child to regain self-control and keeps the child in visual contact with a caregiver shall be used selectively, taking into account the child's developmental stage and the usefulness of "time out" for the particular child. "Time out" means that the child is given time away from an activity which involved inappropriate behavior. Isolation from a caregiver is not acceptable. "Time out" is not allowed for children younger than 3 years of age.

Specific forms of discipline/behavior guidance that centers ARE		Yes
NOT ALLOWED to use are in regulations		
•	Denial of food/food-related punishment	<b>✓</b>
•	Derogatory remarks	
•	Abusive language	<b>√</b>

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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	✓

Other forms of discipline not allowed:

materials to children.

- Inappropriate disciplinary behavior includes, but is not limited to, putting soap or pepper in a child's mouth.
- Children shall not be given medicines or drugs that will affect their behavior except as prescribed by a licensed physician and with specific written instructions from the licensed physician for use of the medicines or drugs.

Center must have written policies on discipline and behavior guidance	✓
practices	

PROGRAM AND ACTIVITIES		
Center must have a written daily schedule of activities	No No	
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		
Other activities: The child care facility shall provide for the reading of	age-appropriate	

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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		
Other areas of development: N/A		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials	Ciliui en	✓
Number of books required		
Additional requirements about books: Books shall be on shelves and tables for children to look at and read. Every child shall have age-appropriate materials (including picture books) read to and discussed with him or her every day. Where appropriate, the materials should cover topics with which the children are involved.		
Art supplies/creative activities		<b>√</b>
Blocks/construction materials		<b>✓</b>
Sensory materials		<b>√</b>
Fine motor manipulatives		<b>✓</b>
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		<b>✓</b>
Science/experimental/math (counting/sorting)		
Technology/computers		
Technology/computers  Music		✓
	d accessories	<b>✓</b>

PARENT INVOLVEMENT	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
Additional requirements: N/A	

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State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	<b>√</b>
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	<b>~</b>
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	
Additional requirements: N/A	

CDECLALIZED CADE INFANT AND TODDLED		
SPECIALIZED CARE – INFANT AND TODDLER	<b>^</b>	
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		
Staff requirements: N/A		
State has requirements on program/activities specifically for infants and/or toddlers	<b>√</b>	
State has requirements on equipment/materials specifically for infants and/or toddlers	<b>√</b>	
State has requirements for the facility related to the care of infants and/or toddlers	<b>√</b>	
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		
Soft bedding/materials must not be used in cribs		
Additional requirements on SIDS prevention: N/A		

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SPECIALIZED CARE – SCHOOL-AGE	<b>↑</b>
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	
Staff requirements: N/A	
State has requirements on program/activities specifically for schoolage children	<b>√</b>
State has requirements on equipment/materials specifically for schoolage children	
State has requirements for the facility related to the care of schoolage children	<b>√</b>

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also Care of Mildly III 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 <u>Supervision of Children During Evening/Overnight Care</u> )	<b>1</b>
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	<b>√</b>
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	<b>√</b>
State has requirements for the facility related to the care of children during evening/overnight hours	<b>√</b>

SPECIALIZED CARE – DROP-IN CARE	<b>1</b>
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	

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State has requirements for the facility related to the care of children in drop-in programs

Additional requirements on drop-in care: The following types of programs are EXEMPT: Child care facilities which operate for no more than 2 days a week, whose primary purpose is to provide respite for the caregiver or temporary care during other scheduled or related activities.

#### **FACILITY REQUIRMENTS**

	<u> </u>
ENVIRONMENT	<b>1</b>
State has requirements about environmental tests of the facility	Yes
Requires lead tests	Required prior to licensure
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure
Requires health inspections	
Requires building code inspections	
Additional requirements: N/A	•

SQUARE FOOTAGE		
Number of square feet of indoor space per child 35 square fee		
Total amount of square feet for area	N/A	
Additional requirements: N/A		
Number of square feet of outdoor space per child	75 square feet	
Total amount of square feet for area	N/A	
Additional requirements: If there is less than 75 square feet of accessible outdoor playground space per child, an indoor playground area room that meets the 75-square-feet-per-child requirement may be used if it provides for types of activities equivalent to those performed in an outdoor playground area.		
Number of square feet per child, based on age of child		
Per infant	40 square feet	
Per toddler	45 square feet	
Per preschool-age child	35 square feet	
Per school-age child	35 square feet	

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Additional requirements: Rooms where infants play but do not sleep shall have a minimum of 15 square feet of usable space per child. Rooms where infants sleep but do not play shall have a minimum of 25 square feet of usable space per child. Rooms where toddlers play but do not sleep shall have a minimum of 25 square feet of usable space per child. Rooms where toddlers sleep but do not play shall have a minimum of 25 square feet of usable space per child. A minimum of 25 square feet of space is required per school-age child in programs that serve only school-age children.

CONDITION OF FACILITY AND EQUIPMENT	<b>1</b>
State has requirements on the condition of the indoor area of the building/facility	<b>✓</b>
State has requirements on the condition of the outdoor area of the building/facility	<b>✓</b>
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	<b>✓</b>

SAFETY OF FACILITY AND EQUIPMENT	Λ.
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	✓
Details on state requirements on surfaces under equipment: All pieces of equipment shall be surrounded by a resilient surface of an acceptable details.	. 30

equipment shall be surrounded by a resilient surface of an acceptable depth or by rubber mats manufactured for such use, consistent with the guidelines of the Consumer Product Safety Commission, and the Standard of the American Society for Testing and Materials, extending beyond the external limits of the piece of equipment for at least 4 feet beyond the fall zone of the equipment. These resilient surfaces shall conform to the standard stating that the impact from falling from the height of the structure will be less than or equal to peak deceleration 200G. Organic materials that support colonization of molds and bacteria shall not be used.

State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch,	
sheer, or crush body tissues	



OUTDOOR SPACE	<b>1</b>
State requires outdoor space is enclosed/has a fence	Yes
Required height for fence: 4 feet	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	<b>√</b>
State has requirements about alternatives to outdoor space	✓

FIRE SAFETY	<b>1</b>
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	✓
Time interval for fire drills: monthly	
Additional requirements: N/A	

GENERAL EMERGENCY PLANS	<b>1</b>
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	✓
State requires centers to conduct drills for all emergencies	
Time interval between drills: N/A	

EMERGENCY PREPAREDNESS	<b>1</b>
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	<b>√</b>
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)	<b>√</b>
Additional requirements: N/A	

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SECURITY	<b>1</b>
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	<b>√</b>
Centers must have a procedure for signing children in and out when they enter and exit the facility	<b>~</b>
Centers must keep daily attendance records of children	
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
Additional requirements: Attendance records must be kept, but daily is not specified.	

TRANSPORTATION (see also <u>Supervision of Children Transported in Vehicle</u>	<u>s</u> )
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	✓
Additional requirements: Regulations do not specifically mention seat belts, but use the terms "occupant restraints appropriate for the age and/or weight of the children being transported."	

LIABILITY INSURANCE	<b>1</b>	
State requires centers to have liability insurance	Yes	
General liability insurance required	No	
Amount of insurance required: N/A		
Professional liability insurance required	No	
Amount of insurance required: N/A		
Automobile insurance required	Yes	
Amount of insurance required: Insurance that adequately covers the transportation of children.		
Medical payment insurance required	No	
Amount of insurance required: N/A		
Other types of insurance required: N/A		
Additional requirements: N/A		

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ADMINISTRATION OF MEDICATION	<b>1</b>
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	<b>√</b>
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication (Note: "Yes" response can include the instructions on a prescription or medicine container)	
Center must maintain records of medications administered to children	✓
Additional requirements: N/A	

MEDICAL PROCEDURES	<u></u>
State has requirements on performing medical procedures on	No
children	
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	
Additional requirements: N/A	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly III 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	✓	
Additional requirements: A child having a serious contagious condition shall not be allowed to return to the child care facility until they have been certified by a physician to be no longer contagious.		

INCIDENT REPORTING	<u> </u>
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	

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Additional requirements: The child care facility shall enter into the child's record and orally report immediately to the child's parent and the licensing agency any serious occurrences involving children. If the child care facility is unable to contact the parent and the licensing agency immediately, it shall document this fact, in writing, in the child's record. Oral reports shall be confirmed in writing and mailed within 2 days of the occurrence. Serious occurrences include accidents or injuries requiring extensive medical care or hospitalization; death; arrest; alleged abuse or neglect; fire or other emergency situations.

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

HAND WASHING	<u>^</u>
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	<b>√</b>
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	✓
<ul> <li>Center staff must wash their hands before and/or after preparing, serving, or eating food</li> </ul>	<b>√</b>
Center staff must wash their hands after attending to an ill child	
<ul> <li>Center staff must wash their hands after handling, feeding, or cleaning up after animals</li> </ul>	<b>√</b>

Other times staff must wash their hands:

- After contacting a child's body fluids, including wet or soiled diapers, runny noses, spit, vomit, etc.
- Whenever hands are visibly dirty or after cleaning up a child, the room, bathroom items, or toys.
- After removing gloves used for any purpose.
- Before giving or applying medication or ointment to a child or self.

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	<b>✓</b>
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	<b>√</b>
Children must wash their hands after handling animals	✓

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Other times children must wash their hands:	
After playing on the playground.	
Whenever hands are visibly dirty.	
Before going home.	
State has requirements on the location and/or amount of hand	✓
washing facilities for children	
Additional requirements: N/A	

DIAPERING	<u> </u>
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	
Requirements on proximity of sink to diapering area: A diapering area si washing lavatory with hot and cold running water.	hall contain a hand
Additional requirements: N/A	

SMOKING POLICIES	φ.
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	✓

Additional requirements: Smoking, the use of tobacco products in any form, alcohol, or illegal drugs, are prohibited within the physical confines of a child care facility, and on all outdoor playground areas. If smoking or use of tobacco products is permitted outside the physical confines of a child care facility and away from the outdoor playground areas, it shall be limited to a designated area out of the presence of children. The designated area shall be a place where children, in the course of normal daily activities, may not observe staff and volunteers smoking or using tobacco products. Designated smoking areas shall be clearly identified and posted and shall be provided with receptacles for tobacco product waste.

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

FIREARMS	<u> </u>
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	
Additional requirements: There shall be no firearms or other dangerous weapons allowed in a child care facility. If a facility is located in an occupied dwelling, all firearms shall be equipped with trigger locks and kept in a locked room out of the sight of all children. All other dangerous weapons shall be kept under lock in a room not accessible to children.	

ANIMALS IN FACILITY	<b>1</b>
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	<b>√</b>
Centers must notify parents of the presence of animals	
Additional requirements: Potentially aggressive animals (e.g., pit bulls, I not be in the same physical space with the children.	ooxers, etc.) shall

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