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

Web site: http://www.dcfs.state.nv.us/page23.html

- 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

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LICENSING AGENCY CONTACT INFORMATION			
Agency name: Nevada Department of Human Resources			
Address: Division of Child & Family Services			
Bureau of Services for Child Care			
400 West King Street #230			
City: Carson City	State: NV	Zip : 89703	
Phone : 775-684-4463	Toll Free: 800-992-0900 (within state,		
	not in Elko or Las Vegas)		
Fax: 775-684-4464	E-mail: CCLicensing-CC@dcfs.state.nv.us		

NUMBER OF LICENSED FACILITIES

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NUMBER OF LICENSED FACILITIES	
Child care centers	447
Small family child care homes	500
Large/group family child care homes	24
Other types of licensed facilities: Institutions	5
Total number of licensed facilities	971
Data notes:	

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♠ = Click to go back to top	NCCIC = National Child Care Information and Technical
	Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed
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By NARA and NCCIC, 2006

LICENSED CAPACITY	
Child care centers	0
Small family child care homes	0
Large/group family child care homes	0
Other types of licensed facilities:	0
Total licensed capacity	0
Data notes: N/A	

LICENSING STAFF

	<u> </u>
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:	•

NUMBER OF LICENSING STAFF

	<u> </u>
NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	19
Data notes:	

LINE STAFF ESTIMATED CASELOAD		
Estimated caseload ratio (number of facilities per staff)	51:1	
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	1
supervisors	
Data notes: We have 1 supervisor for 10 staff.	

TYPES OF INSPECTIONS

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Type of Inspection Conducted	Child Care Centers	Small 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	More than three times
	a year
Small family child care homes	Twice a year
Large/group family child care homes	Three times a year
Other frequency of inspection:	
Data notes:	

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v = Yes NARA = Natio	onal Association for Regulatory Administration
	onal Child Care Information and Technical
Assistance Ce	enter
FCC = Family child care N/A = Not Ap	plicable/Not Addressed

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	Once a year			
Small family child care homes	Once a year			
Large/group family child care homes	Once 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				
Child care centers	Yes			
Use of form described: Semi-annual inspections and monitoring inspections completed on abbreviated compliance forms.				
Small family child care homes	Yes			
Use of form described: Semi-annual inspections and monitoring inspections completed on abbreviated compliance forms.				
Large/group family child care homes	Yes			
Use of form described: Semi-annual inspections and monitoring inspections completed on abbreviated compliance forms.				
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		
Small family child care homes Yes			
Large/group family child care homes Yes			
Data notes:			

DIFFERENTIAL MONITORING (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:			

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 minimum licensing regulations	n provided to he	Ip license	es mov	ve beyond	
Child care centers Yes					
Small family child care homes Yes					
Large/group family child care homes Yes					
Data notes:					
Means of providing technical assistance/consultation Child Care Centers Child Care Homes 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	✓	✓		✓	

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Assistance Center	✓ = Yes	NARA = National Association for Regulatory Administration
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Other:				
Data notes:				
Referrals made to other agencies	/organizations/	individual	s for t	echnical
assistance				
Child care centers				✓
Small family child care homes				✓
Large/group family child care homes				✓
Agencies organizations or individua	ls used for technic	al assistanc	e refe	rrals. If we

Agencies, organizations, or individuals used for technical assistance referrals: If we cannot provide the technical assistance, we refer to an agency that can provide this type of assistance, such as the Office of Early Care and Education, Nevada AEYC, Child Care Law Center, university and college systems, etc.

DATA AUTOMATION		
Basic licensing data is automated No		
Data notes: N/A		
Portable computers and inspection software used for inspection	ections	
Child care centers	Yes	
Small family child care homes Yes		
Large/group family child care homes Yes		
Data notes:		
Other tools used for inspections and monitoring:	No	

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 inves	tigations		
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		

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Assistance Center	✓ = Yes	NARA = National Association for Regulatory Administration
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State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Other complaint investigation staff described:	
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: We had 115 complaints, with 45 substantiated. We do not separate them by type of facility.

Nature of licensing complaints:

- 1. Inadequate staff-child ratios
- 2. Lack of supervision
- 3. Failure to report injury

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: Law enforcement if suspected abuse/neglect was inflicted by child care provider.	✓	
Data notes:		

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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: The total number of child abuse and neglect complaints for the Bureau was 12. We do not separate centers from FCC homes. We do not complete child abuse and neglect investigations, so we cannot provide information on the number of substantiated complaints. (Such investigations are completed by law enforcement and/or the protective service agency.)

ENFORCEMENT ACTIONS

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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		0		0		0
Non-renewal of license		0		0		0
Probation		0		0		0
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
Other enforcement actions: Suspension		0	✓	1		0

Data notes: The Bureau had one suspension in 2004. The statewide totals of suspensions is 4 and revocations is 2. City and county licensing agencies may also impose civil fines, but we do not have any details.

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By NARA and NCCIC, 2006

Legal representation for licensing agency: As a state agency, the Bureau of Services for Child Care is represented by the state Attorney General's Office. Deputy Attorney General Tammy Tovey Stephenson has been assigned to the Bureau to provide consultation and representation when requested.

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

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LICENSING FEES CHARGED					
Fees are charged for a license					
Child care centers Yes				Yes	
Small family child care homes				Yes	
Large/group family child care homes				Yes	
Data notes:					
Type of Licensing Fee	Child Care Centers	Small 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	✓				
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		\$20)	\$60	
Fee based on maximum number of children in facility	\$100–\$300 depending on number of				

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children

Other type of fee:		
Data notes:		

LICENSING STAFF REQUIREMENTS

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LICENSING STAFF POSITION	
Name of licensing line staff position	Child Care
	Development
	Surveyor II

CTAFF OUALIFICATIONS	
STAFF QUALIFICATIONS	line staff.
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	
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: Degree must be in social work or early child care finarea.	eld, or closely related
Content areas or majors accepted: Degree must be in social wor field, or closely related area.	k or early child care
Experience working in a setting with children required prior to working as a licensor	No
Data notes:	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes:	
Amount of required training:	
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: We share training funds within our Division for all child welfare programs. Approval for training depends on what funds are available.	✓
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:	

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Private funds	
Licensing fees	
Do not know	
Other funding sources:	
Data notes:	

QUALITY INITIATIVES

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LICENSING AGENCY'S INVOLVEMENT IN QUALITY II	MPROVEMENT 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:	

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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

- <u>Directors</u>
- Master Teachers
- Teachers
- Assistant Teachers
- Aides

STAFF QUALIFICATIONS FOR DIRECTORS

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EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS		
State regulates role Y		
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: Child Development Associate credential		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time: N/A		
Experience requirements:		
Amount of experience required	N/A	

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Addressed	Care and Early Education

Qualification alternative #2: At least 12 semester hours of education, of which at least 6 semester hours are in child development and at least 6 semester hours are in child development, child psychology, education related to the health of children or in courses directly related to these fields, of which not more than 3 semester hours may be in courses concerning the business of 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	2 years	

 Qualification alternative #3: Associate's degree; and at least 12 semester hours of education, of which at least 6 semester hours are in child development and at least 6 semester hours are in child development, child psychology, education related to the health of children or in courses directly related to these fields, of which not more than 3 semester hours may be in courses concerning the business of 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
 6 months

 Qualification alternative #4: Bachelor's degree; and at least 12 semester hours of education, of which at least 6 semester hours are in child development and at least 6 semester hours are in child development, child psychology, education related to the health of children or in courses directly related to these fields, of which not more than 3 semester hours may be in courses concerning the business of 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
 6 months

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Addressed	Care and Early Education

Qualification alternative #5: A combination of education and experience which, in the				
judgment of the Chief of the Bureau, is equivalent to that required alternatives 1, 2, or 3				
Time frame for requirements:				
Preservice			✓	
Orientation to role/initial hiring period				
During a certain period of time:				
Experience requirements:				
Amount of experience required			Unspecifie	ed
Types of training, credentials, and	degree	s included in qualificati	on alternative	es:
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/licen	se	

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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Addressed	Care and Early Education

STAFF QUALIFICATIONS FOR MASTER TEACHERS

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

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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Addressed	Care and Early Education

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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Addressed	Care and Early Education

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	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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Addressed	Care and Early Education

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)	

Key:	
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Addressed	Care and Early Education

STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS

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EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS		
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 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> </u>
CHILD CARE CENTER REGULATIONS SUMMARY	
	<u> </u>
Name of regulations: Chapter 432A - Services and Facilities for Care of Children	
Date of regulations: 07/01/2004	
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"	Yes	
Text of definition: "Child care center" means any facility in which provides day or night care for more than 12 children.	the licensee regularly	
State has definition of "child care facility" or "day care	Yes	
facility"		
Text of definition: "Child care facility" means:		
(a) An establishment operated and maintained for the purpose of furnishing care on a		
temporary or permanent basis, during the day or overnight, to 5 or more children under 18		
years of age, if compensation is received for the care of any of those children;		
(b) An on-site child care facility; or		
(c) An outdoor youth program.		
Elements included in state's definition of a licensed child c	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		
Minimum number of hours services are provided		

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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	
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	^
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing	g:
Maximum number of children in care to be exempt	12 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": Related within the third degree of c blood, adoption or marriage to the person operating the facility.	onsanguinity or affinity by
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.)	

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Services are for school-age children	
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	
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: Foster home or maternity home.	
Data notes: N/A	

CENTER STAFF REQUIREMENTS

		<u> </u>
STAFF ROLES		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Caretaker
Assistant teacher	No	N/A
Aide	No	N/A

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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	16	See notes	Not required
Assistant teacher	N/A	N/A	N/A
Aide	N/A	N/A	N/A

Additional requirements:

Not more than 50 percent of the caretakers in a child care center, a child care institution or a preschool may be under 18 years of age. Any caretaker who is under 18 years of age and is employed in such a facility must:

- (a) Have completed a course in the development of children which is approved by:
 - (1) An agency designated by the Director of the Department; or
 - (2) If the Director has not designated an agency, the Bureau or the local licensing agency; or
- (b) Be currently enrolled in such a course.

A child care facility may not be operated unless a person who is 18 years of age or older is on the premises of the facility. State also has requirements for student interns.

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

HIRING POLICIES		<u> </u>
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	•	•

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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
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	Yes
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	No
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	Yes
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: Each caretaker or member of the staff of a facili	ty who has an

Additional requirements: Each caretaker or member of the staff of a facility who has an identified health problem that may affect his ability to provide adequate care to children in a facility shall:

- (a) Report the problem to the director of the facility or, if self-employed, to his licensing agency; and
- (b) Submit to the director or, if self-employed, to his licensing agency, a written statement from a licensed physician attesting to the fact that the health of the caretaker does not endanger the children who are under his care in the facility.

BACKGROUND CHECKS	1
State requires check of criminal history records for center staff	No
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)	

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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	No
center staff	
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	No
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	
Additional requirements: N/A	

ORIENTATION TRAINING	1
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	
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: N/A	

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Additional requirements: N/A

HEALTH AND SAFETY TRAINING	
TIEAETH AND SALETT 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	
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: All staff must complete 9 hours of initial training in:

- (1) The administration of first aid;
- (2) The recognition of signs and symptoms of illness;
- (3) The recognition of child abuse and neglect; and
- (4) The reporting requirements relating to child abuse and neglect.

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ONGOING TRAINING	^
Ongoing training required for directors	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 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: 6 hours within 12 months	
Ongoing training required for assistant 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 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	No
Content of ongoing training hours: N/A	

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Ongoing training hours required in specific content areas for teaching staff	No
Content of ongoing training hours: N/A	
Types of training accepted/approved for ongoing training hours are specified	Yes
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	
education	√
education Audio-visual materials/videos/reading materials	✓ ✓
education Audio-visual materials/videos/reading materials Conference workshops	✓ ✓
education Audio-visual materials/videos/reading materials Conference workshops Community-based workshops	✓ ✓

CHILD-STAFF RATIOS AND GROUP SIZE

		<u> </u>
CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	Not regulated
9 months	6:1	Not regulated
18 months	8:1	Not regulated
27 months	10:1	Not regulated
3 years	13:1	Not regulated
4 years	13:1	Not regulated
5 years	13:1	Not regulated
6 years	13:1	Not regulated
7 years	13:1	Not regulated

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8–9 years	13:1	Not regulated
10 years and older	13:1	Not regulated

Additional requirements: Center classrooms with children over 2 years of age but less than 3 years of age are required to have a child: staff ratio of 10:1. Otherwise, the ratios in child care centers are based on the total number of children in care, not the age of the children. Requirements for children age 2 and older are as follows:

Total # of Children in Care	Total # of Caregivers Required
1-6	1
7-20	2
21-35	3
36-50	4
51-65	5
66-80	6
81-93	7

For every additional 13 children above 93, one more caregiver is required. Ratios shown in the table were calculated based on the maximum number of children allowed to one caregiver.

MIXED-AGE GROUPS	1
State permits mixed-age groupings of children	No
Child-staff ratio requirements for mixed-age groups: N/A	
Group size requirements for mixed-age groups: N/A	
Additional requirements: N/A	

ADDITIONAL REQUIREMENTS	
	<u> </u>
State has a definition for "group"	No
Text of definition: 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	
Conditions: N/A	
Centers allowed legally to exceed required child-staff ratios	
Conditions: N/A	
Centers allowed legally to exceed required group size	
Conditions: N/A	
State has requirements for the supervision of children based on	No
the size of the center	
State has requirements for child-staff ratios based on the size of the	
center	

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State has requirements for group size based on the size of the center	
Additional requirements: N/A	

SUPERVISION OF CHILDREN

1	2

GENERAL SUPERVISION REQUIREMENTS	_
State has requirements for staff supervising children	No
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: N/A	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	Yes
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	
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	

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Additional requirements: Ensure that each napping child is checked by a caretaker not less than one time every 15 minutes.

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

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SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	1
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
Requirements: N/A	
State has specific group size requirements for large group activities	No
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when	No
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	No
and water activities	
Requirements: N/A	
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 <u>Facility Requirements – Transportation</u>)	<u>^</u>
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: FOR SCHOOL-AGE: If, during the time school is in opera-	
a facility provides transportation for school-age children to and from a p	ublic or private
school, the ratio of staff persons to children in the vehicle must be not le	ess than one
member of the staff for every 15 children. The driver of the vehicle may be counted as a	
staff person for the purposes of maintaining the required ratio.	
State has specific group size requirements for transporting	No
children in a vehicle	
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
State has requirements for the supervision of children during field trips	No
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	No
Requirements: N/A	
State has specific group size requirements for field trips	No
Requirements: N/A	

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Additional requirements: N/A

CARE OF CHILDREN

	<u> 1</u>
AGE DEFINITIONS	<u> </u>
Definition of "infant"	
Text of definition: "Nursery for infants and toddlers" is defined as a child care facility in which the licensee provides care for 5 or more children who are under 2 years of age. Definition of "toddler"	
Text of definition: "Nursery for infants and toddlers" is defined as a child care facility in which the licensee provides care for 5 or more children who are under 2 years of age.	
Definition of "preschool-age"	
Text of definition: N/A	
Definition of "school-age"	
Text of definition: N/A	

CHILDREN'S HEALTH REQUIREMENTS	1
State requires children to have a physical exam to enroll in a center	Yes
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 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	
Center must keep emergency contact information in children's records	
Additional requirements: N/A	

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NUTRITION	<u>↑</u>
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	✓
Additional requirements: N/A	

BEHAVIOR GUIDANCE AND DISCIPLINE	1
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 (Note: ✓ = state allows or it is not prohibited/addressed in regulations) 	

Other forms of discipline allowed: Disciplinary measures used in a facility must be consistent with supportive, positive action, and may include:

- (a) Holding a child's arm to prevent hitting;
- (b) Bodily picking up the child and removing him from the group, and:
 - (1) Sitting with the child until he is ready to play without hitting; or
 - (2) Isolating the child under observation for no more than 10 minutes;
- (c) Informing the child in a simple, positive manner what conduct is expected while he is in the facility;
- (d) Praising and recognizing a child who behaves in the expected manner; and
- (e) Directing a child who is in a situation that is creating problems to a new activity.

Specific forms of discipline/behavior guidance that centers ARE	Yes
NOT ALLOWED to use are in regulations	
Denial of food/food-related punishment	✓
Derogatory remarks	✓
Abusive language	✓
Yelling or shouting/screaming	
Physical punishment	✓

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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:	
Threaten a child with the loss of love of any person.	
Threaten a child with punishment by a deity.	

The staff of a nursery for infants and toddlers shall not discipline or punish an infant or toddler by confining him to a crib, high chair, playpen or other such piece of furniture or equipment

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: N/A	

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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: Every licensee of a facility shall develop a program to meet the basic needs of children for:

- (a) Good health and normal physical development;
- (b) Optimal mental growth;
- (c) Stimulating language and communicative experiences;
- (d) The attention, acceptance and affection of others;
- (e) Opportunities to experience success and to test mental, physical and social skills;
- (f) Self-identity and a sense of competence and worth;
- (g) The security provided by gentle discipline;
- (h) Relations with others which set forth the rights of adults and the rights of children;
- (i) Learning experiences planned with the aid of the child's parents which ensure harmony with the life style and cultural background of the child;
- (j) Activities which facilitate social growth and adjustment; and
- (k) The time and opportunity to learn independence and personal care.

State has requirements for the specific types of	Yes
equipment/materials a center must have for children	
Books and other literacy materials	
Number of books required	
Additional requirements about books: N/A	
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	
Other types of equipment required: N/A	
Additional requirements: N/A	

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PARENT INVOLVEMENT	1
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
Additional requirements: The director must work with parents and include possible, in the programming and functioning of activities.	de them, whenever
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	
Additional requirements: N/A	

SPECIALIZED CARE – INFANT AND TODDLER	1
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:

Director of a nursery for infants and toddlers:

- (a) Have completed the training required to become a professional nurse;
- (b) Have completed the training required to become a licensed practical nurse, and have at least 6 months of verifiable experience which is satisfactory to the Bureau in a program related to the care of children under 3 years of age;
- (c) Hold a current credential as a "Child Development Associate for Infants and Toddlers" issued by the Council for Early Childhood Professional Recognition;
- (d) Be at least 21 years of age and hold a high school diploma or, its equivalent, and have completed at least 12 semester hours of education, of which:
 - (1) At least 6 semester hours are in infant and toddler development; and
 - (2) At least 6 semester hours are in child development, education related to the

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health of children or courses directly related to these fields, and at least 2 years of verifiable experience which is satisfactory to the Bureau in a program related to the		
care of children under 3 years of age; or		
(e) Have a combination of education and experience which is equivalent to one of the		
requirements described in paragraphs (a) to (d), inclusive.		
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		
Soft bedding/materials must not be used in cribs		
Additional requirements on SIDS prevention: N/A		

SPECIALIZED CARE – SCHOOL-AGE	<u> </u>
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	
State has requirements on equipment/materials specifically for schoolage children	
State has requirements for the facility related to the care of schoolage children	

SPECIALIZED CARE — MILDLY ILL CHILDREN (see also Care of Mildly II	I 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	

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SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care)	1
State has requirements that specifically address the care of	No
children during evening/overnight hours	
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	

SPECIALIZED CARE – DROP-IN CARE	1
State has requirements that specifically address the care of	No
children in drop-in programs	
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	
Additional requirements on drop-in care: N/A	

FACILITY REQUIRMENTS

	<u> </u>
ENVIRONMENT	Φ.
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	Required prior to licensure and annually
Requires health inspections	
Requires building code inspections	
Additional requirements: The license must not be issued until the proportion of the	3

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and building and zoning, as established respectively by the state fire marshal, the state

board of health and the appropriate local government.

SQUARE FOOTAGE	1
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
Additional requirements: N/A	
Number of square feet of outdoor space per child	37.5 square feet
Total amount of square feet for area	N/A
Additional requirements: N/A	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
Additional requirements: N/A	

CONDITION OF FACILITY AND EQUIPMENT	<u> </u>
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	1
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: Have resilient surfaces underneath any elevated play equipment.	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, sheer, or crush body tissues	✓

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OUTDOOR SPACE	1
State requires outdoor space is enclosed/has a fence	Yes
Required height for fence: N/A	
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	

FIRE SAFETY	<u> </u>
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: at least once a month	
Additional requirements: N/A	

GENERAL EMERGENCY PLANS	1
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	1
State has requirements on emergency preparedness	Yes
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)	√
Additional requirements: N/A	

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SECURITY	<u> </u>
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	
Additional requirements: Attendance records must be kept, but it daily is	s not specified.

TRANSPORTATION (see also <u>Supervision of Children Transported in Vehicles</u>)	
State has requirements on transporting children in vehicles	
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: N/A	

LIABILITY INSURANCE	1
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
Amount of insurance required: Each licensee of a facility shall have a portection against liability to third persons. A certificate of insurance must the licensee of a facility to the Bureau as evidence that the policy is in formust contain a provision which requires the insurer to notify the Bureau before cancellation or non-renewal of the policy. The policy of insurance at the facility. Any government, governmental agency or political subdiving government which operates a child care facility and is self-insured is not a certificate of insurance to the Bureau.	orce. Each policy at least 30 days must be maintained ision of a required to furnish
Professional liability insurance required	No
Amount of insurance required: N/A	

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Automobile insurance required	Yes
Amount of insurance required: If transportation is provided by the licensee of a facility, all children must be protected by adequate supervision by the staff, safety precautions and adequate insurance which covers liability for health or injury, medical expenses and damages caused by uninsured motorists.	
Medical payment insurance required No	
Amount of insurance required: N/A	
Other types of insurance required: N/A	
Additional requirements: N/A	

ADMINISTRATION OF MEDICATION	1
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 (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	<u> </u>

MEDICAL PROCEDURES	<u> </u>
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	
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	No
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	
Additional requirements: N/A	

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INCIDENT REPORTING	1
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	✓
Additional requirements: Upon the occurrence of any accident or injury which requires emergency professional medical care of a child, the director, operator or owner of each facility shall report the occurrence to the bureau or local licensing agency as soon as possible and shall keep on file at the facility a report of the occurrence.	

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	1
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	√
Other times staff must wash their hands: Any time that their hands com blood, mucus, vomit, feces, or urine.	e into contact with
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	✓

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Children must wash their hands after handling animals	✓
Other times children must wash their hands: Any time that their hands come into contact	
with blood, mucus, vomit, feces, or urine.	
State has requirements on the location and/or amount of hand	✓
washing facilities for children	
Additional requirements: N/A	

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	✓
Requirements on proximity of sink to diapering area: Diapering area shall be located within close proximity to a sink that is not used for the preparation of food.	
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: Center must notify either or both parents if sr permitted on the premises of the facility in a designated area approved	•

HAZARDOUS MATERIALS	1
State has requirements about the accessibility of hazardous supplies/materials	No
Hazardous supplies/materials must be kept out of the reach of children	
Additional requirements: N/A	

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FIREARMS	1
State has requirements about the presence of firearms in the facility	No
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: N/A	•

ANIMALS IN FACILITY	1
State has requirements about animals in the facility	No
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	
Additional requirements: N/A	

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