

# 2005 Child Care Licensing Study New York

## Data Profile for State Licensing Programs and Policies

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

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- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
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- [Types of Inspections](#)
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- [Inspections and Monitoring](#)
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## STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
<b>Agency name:</b> New York State Office of Children and Family Services		
<b>Address:</b> Bureau of Early Childhood Services		
52 Washington Street		
Room 338 N		
<b>City:</b> Rensselaer	<b>State:</b> NY	<b>Zip:</b> 12144
<b>Phone:</b> 518-474-9454	<b>Toll Free:</b>	
<b>Fax:</b> 518-474-9617	<b>E-mail:</b>	
<b>Web site:</b> <a href="http://www.ocfs.state.ny.us/main/be/cs/">http://www.ocfs.state.ny.us/main/be/cs/</a>		

## NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	3,626
Small family child care homes	8,321
Large/group family child care homes	3,772
<i>Other types of licensed facilities:</i>	1,780
<b>Total number of licensed facilities</b>	<b>15,719</b>
<b>Data notes:</b> Number of centers includes child care centers in New York City—regulated by the Bureau of Day Care, NYC Department of Health and Hygiene, not by the state.	

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✓ = Yes

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LICENSED CAPACITY	
Child care centers	234,723
Small family child care homes	71,814
Large/group family child care homes	60,414
<i>Other types of licensed facilities:</i>	181,010
<b>Total licensed capacity</b>	<b>366,951</b>
<b>Data notes:</b> N/A	

## LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
<b>Line staff assignments to inspect child care facilities:</b>	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	
<i>Other type of assignment:</i> The state's Office of Children and Family Services (Office) employs Children and Family Service Specialists as licensors. These licensors are stationed in six regional offices across the state and are assigned to day care centers, family-based programs, and school-age programs. In some counties, the state holds contracts with social service districts that may subcontract with Child Care Resource & Referral Agencies or other appropriate agencies. These agencies perform the duties of registrars for family day care programs and school-age programs. New York City day care centers are not within the jurisdiction of the Office, but are overseen by the city's Department of Health, Bureau of Day Care (Department). Family-based programs and school-age programs in the five boroughs are under the jurisdiction of the Office, which contracts licensing and registration services from Department to oversee these programs.	✓
<b>Data notes:</b>	

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## NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	471
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	37:1
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.	

NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	123
Data notes:	

## TYPES OF INSPECTIONS



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

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## FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once every 2 years
Small family child care homes	Once every 2 years
Large/group family child care homes	Once every 2 years
<i>Other frequency of inspection:</i>	
<b>Data notes:</b> Inspections are also required whenever a complaint is filed against a program, and as part of a 50-percent inspection rate for all FCC programs. Additional monitoring is done based on history of regulatory compliance and as follow-up to receipt of a corrective action plan for a serious violation.	

## FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	2 years
Small family child care homes	2 years
Large/group family child care homes	2 years
<i>Other length of license:</i>	
<b>Data notes:</b>	

## INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once every 2 years
Small family child care homes	Once every 2 years
Large/group family child care homes	Once every 2 years
<b>Data notes:</b> Family day care programs are required to be inspected at a 50-percent rate annually.	

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<b>ABBREVIATED COMPLIANCE FORM</b>	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
<b>Abbreviated compliance form used for inspections</b>	
Child care centers	Yes
<i>Use of form described: When a complaint investigation is being assessed, the licensor may complete a report that is not a full checklist. Fire safety inspectors also complete inspections of the physical plant.</i>	
Small family child care homes	Yes
<i>Use of form described: When a complaint investigation is being assessed, the licensor may complete a report that is not a full checklist. Fire safety inspectors also complete inspections of the physical plant.</i>	
Large/group family child care homes	Yes
<i>Use of form described: When a complaint investigation is being assessed, the licensor may complete a report that is not a full checklist. Fire safety inspectors also complete inspections of the physical plant.</i>	
<b>Data notes:</b>	
<b>State has policies on when to switch from abbreviated compliance review to a full compliance review</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b>	

<b>DIFFERENTIAL MONITORING</b>	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
<b>System of differential monitoring based on compliance records used for inspections</b>	
Child care centers	Yes
<i>System of assessing compliance and differential monitoring: Programs that are involved in an enforcement action or known to have safety concerns may be monitored more frequently.</i>	
Small family child care homes	Yes
<i>System of assessing compliance and differential monitoring: Programs that are involved in an enforcement action or known to have safety concerns may be monitored more frequently.</i>	
Large/group family child care homes	Yes
<i>System of assessing compliance and differential monitoring: Programs that are involved in an enforcement action or known to have safety concerns may be monitored more frequently.</i>	
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<b>TECHNICAL ASSISTANCE AND CONSULTATION</b>			
<b>Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations</b>			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
<b>Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations</b>			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
<b>Data notes:</b>			
<b>Means of providing technical assistance/consultation</b>	<b>Child Care Centers</b>	<b>Small Family Child Care Homes</b>	<b>Large/Group Family Child Care Homes</b>
During all inspection visits	✓	✓	✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	✓
As needed by licensee	✓	✓	✓
<i>Other:</i> As a condition of a settlement for an enforcement action.	✓	✓	✓
<b>Data notes:</b>			
<b>Referrals made to other agencies/organizations/individuals for technical assistance</b>			
Child care centers	✓		
Small family child care homes	✓		
Large/group family child care homes	✓		
<p><i>Agencies, organizations, or individuals used for technical assistance referrals:</i> Referrals are made for training purposes, program services, professional growth (CDAs), and program accreditation. For training needs, Bureau staff recommend Child Care Resource &amp; Referral Agencies and our contract training agency – the Training Strategies Group at the State University of New York. CDA information and accreditation referrals are to the New York State Association for the Education of Young Children (NYAEYC). The Office will also refer providers to the Child and Adult Care Food Program for information about reimbursement. The Department is used as a referral for environmental testing, lead paint issues, and well water testing. The Office refers providers to the New York State Education Department for issues concerning curriculum and verification of professional licenses. Referrals are also made to the U.S. Department of Justice when Americans with Disabilities Act (ADA) questions arise that require in-depth analysis.</p>			

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DATA AUTOMATION	
Basic licensing data is automated	Yes
<b>Data notes:</b> N/A	
Portable computers and inspection software used for inspections	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<b>Data notes:</b>	
<i>Other tools used for inspections and monitoring:</i> New York state is currently testing a hand-held inspection tool that can take inspection notes and complete checklists. This information is then transferred to an Office computer when the two devices are connected.	Yes

## COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b>	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
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
State uses other complaint investigation staff	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<i>Other complaint investigation staff described:</i> New York has seven regional offices. Some offices use specific staff to respond to complaints, while others send the licensuror assigned to the program. Regional managers may also use their discretion in sending any combination of staff to inspect programs.	

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<b>Data notes:</b>	
<b>State investigates anonymous complaints</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b>	

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	1,273	1,624	963	3,860
Number of substantiated licensing complaints	574	537	347	1,458
<b>Data notes:</b> N/A				
<i>Nature of licensing complaints:</i> N/A				

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				
<i>Other agency:</i>				
<b>Data notes:</b>				
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	146	159	88	393
Number of substantiated child abuse and neglect complaints	0	0	0	0
<b>Data notes:</b> N/A				

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## ENFORCEMENT ACTIONS



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
<i>Other enforcement actions:</i> Limitation on license or registration.	✓	0	✓	0	✓	0
<p><b>Data notes:</b> The Office collected the following 2004 data on enforcement numbers (it is problematic to fit them into the categories listed). Suspensions/revocations, 52; suspensions, 28; revocations, 41; denials, 317; fines, 193; cease and desist letters, 302; limitations on licenses and registrations, 436. The Bureau of Enforcement collected \$82,400 in fines during 2004 (for 130 cases). The Bureau reviewed 354 safety assessments as a result of criminal history reviews and fingerprinting results. It recommended the denial/termination of 20 child care providers/household members.</p> <p><i>Legal representation for licensing agency:</i> The Bureau of Early Childhood Services has legal representation through the Office's Bureau of Enforcement.</p>						

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## ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	Yes, a summary of the report
<b>Data notes:</b>	
Complaints against facilities are included in licensing reports on the Internet	No, complaints are not included
<b>Data notes:</b>	

## LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
<b>Data notes:</b>			
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			
<i>Other type of fee:</i> N/A			
<b>Data notes:</b> N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
<b>Data notes:</b>			

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## LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	
<p>The civil service name for people performing this task as state employees is Children and Family Service Worker 1; the Bureau refers to these staff as licensors. The Bureau also contracts with Child Care Resource &amp; Referral Agencies and local districts for registration services; those staff are called registrars. New York City Department of Health employees are also contracted to perform the duties of licensor/registrar, with the following titles: Early Child Education Consultant, Public Health Sanitarians, and Community Associates.</p>	

STAFF QUALIFICATIONS	
<b>Minimum entry-level qualifications for child care licensing line staff:</b>	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	✓
No required educational qualifications	
<i>Other qualifications:</i>	
<b>Data notes:</b>	
<b>Content and experience requirements</b>	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
<b>Data notes:</b>	
<i>Content areas or majors accepted:</i> No response.	
Experience working in a setting with children required prior to working as a licensor	Yes
<b>Data notes:</b>	

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<b>STAFF TRAINING</b>	
<b>Annual training requirements</b>	
Additional training required each year	No
<b>Data notes:</b>	
<i>Amount of required training:</i>	
<b>Topics covered in training:</b>	
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	
<i>Other training topics:</i>	
<b>Data notes:</b>	
<b>Sources of training for child care licensing line staff:</b>	
Licensing agency	✓
Community-based organization	✓
Local/state conferences	✓
National conferences	
Outside consultants	
College/university	✓
No sources of training	
Do not know	
<i>Other training sources:</i>	
<b>Data notes:</b>	

<b>FUNDING TO SUPPORT LICENSING STAFF</b>	
<b>Sources of funding to hire and support child care licensing staff:</b>	
General state funds	✓
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	

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Do not know	
<i>Other funding sources:</i>	
<b>Data notes:</b>	

## QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
<b>Tiered quality strategy:</b>	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b>	
<b>Accreditation facilitation project:</b>	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b> The Office offers grant money to help offset the cost of accreditation.	
<b>Professional development system:</b>	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b> The Office offers scholarships through its educational incentive program to pay for a provider's professional development.	
<b>Assessing quality with environment rating scale:</b>	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
<b>Data notes:</b>	

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<b>Other quality initiative:</b>	
Lead agency	✓
Initiative in same agency as licensing	✓
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
<b>Data notes:</b> The Office sponsors statewide video conference training twice a month for day care providers.	

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## Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

### STAFF QUALIFICATIONS FOR CENTER ROLES

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

## STAFF QUALIFICATIONS FOR DIRECTORS



### EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

<b>State regulates role</b>	Yes
<b>State requires education and/or experience for role</b>	Yes
<b>Number of qualification alternatives for role</b> <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	7

**Qualification alternative #1:** Child Development Associate credential, with a plan of study leading to a Bachelor's degree

#### Time frame for requirements:

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

#### Experience requirements:

Amount of experience required	2 years with children and 2 years supervising
-------------------------------	-----------------------------------------------

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<b>Qualification alternative #2:</b> New York State Children's Program Administrator Credential	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	1 year with children and 1 year supervising

<b>Qualification alternative #3:</b> Associate's degree in related field with a plan of study leading to a New York State Children's Program Administrator Credential	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years with children and 2 years supervising

<b>Qualification alternative #4:</b> Associate's degree in Early Childhood with a plan of study leading to a New York State Children's Program Administrator Credential	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years with children and 2 years supervising

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<b>Qualification alternative #5:</b> Associate's degree in related field with a plan of study leading to a Bachelor's degree	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years with children and 2 years supervising

<b>Qualification alternative #6:</b> Associate's degree in Early Childhood with a plan of study leading to a Bachelor's degree	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years with children and 2 years supervising

<b>Qualification alternative #7:</b> Bachelor's degree with 12 credits in Early childhood, Child Development or related field	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	1 year with children and 1 year supervising

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

State has additional requirements for experience to qualify for role	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	

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

<b>Key:</b> ✓ = Yes ⬆ = Click to go back to top N/A = Not Applicable/Not Addressed	NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center NRC = National Resource Center for Health and Safety in Child Care and Early Education
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# 2005 Child Care Licensing Study New York

## STAFF QUALIFICATIONS FOR MASTER TEACHERS



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

<b>Qualification alternative #1:</b> Child Development Associate credential	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years

<b>Qualification alternative #2:</b> 9 college credits in Early Childhood, Child Development or a related field with a plan of study leading to Child Development Associate Credential	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years

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

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# 2005 Child Care Licensing Study New York

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

<b>State has additional requirements for experience to qualify for role</b>	<b>Yes</b>
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	

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

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# 2005 Child Care Licensing Study New York

## STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	2

<b>Qualification alternative #1:</b> Substantial experience working with children under 13 years of age	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	Unspecified

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

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

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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	

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

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# 2005 Child Care Licensing Study New York

## STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



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 <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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# 2005 Child Care Licensing Study New York

## STAFF QUALIFICATIONS FOR AIDES



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 <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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# 2005 Child Care Licensing Study New York

## 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](#)
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- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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Publication of NARA and NCCIC, 2006

# 2005 Child Care Licensing Study New York

## LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
<b>Name of regulations:</b> Subpart 418-1 Child Day Care Centers	
<b>Date of regulations:</b> 01/31/2005	
<b>State has separate regulations for the following types of care:</b>	
School-age care programs	✓
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> small day care centers	



## DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
<b>State has definition of "child care center" or "day care center"</b>	Yes
<i>Text of definition:</i> "Child day care center" means a program or facility which is not a residence in which child day care is provided on a regular basis to more than six children for more than three hours per day per child for compensation or otherwise. "Child day care" means care for a child on a regular basis provided away from the child's residence for less than 24 hours per day by someone other than the parent, step-parent, guardian or relative within the third degree of consanguinity of the parents or step-parents of such child.	
<b>State has definition of "child care facility" or "day care facility"</b>	No
<i>Text of definition:</i> N/A	
<b>Elements included in state's definition of a licensed child care center:</b>	
Minimum number of children	✓
Minimum age of children	✓
Maximum age of children	✓
Services are provided for less than 24 hours or any part of a 24-hour day	
Minimum number of hours services are provided	✓
Maximum number of hours services are provided	



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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	✓
<b>Data notes:</b> N/A	

EXEMPTIONS FROM LICENSING <span style="float: right;"><a href="#">↑</a></span>	
State has defined types of programs that are exempt from licensing	Yes
<b>Characteristics of programs that are exempt from licensing:</b>	
Maximum number of children in care to be exempt	6 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	
<i>State definition of "relative":</i> 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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# 2005 Child Care Licensing Study New York

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	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	✓
Program is a preschool program operated by a private school or system	✓
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> <li>• A facility providing day services under an operating certificate issued by the Office.</li> <li>• A facility providing day treatment under an operating certificate issued by the Office of Mental Health or by the Office of Mental Retardation and Developmental Disabilities.</li> </ul>	
<b>Data notes:</b> N/A	

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# 2005 Child Care Licensing Study New York

## CENTER STAFF REQUIREMENTS

STAFF ROLES <span style="float: right;"><a href="#">↑</a></span>		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director; small day care center (3-6 children); day care center (more than 6)
Master teacher	Yes	Head of group for preschoolers; infant/toddlers; school-aged
Teacher	Yes	Assistant to head of group
Assistant teacher	No	N/A
Aide	No	N/A

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	16	Cannot be left alone with children if under 18	Not specified; preservice requirements above HS level
Master teacher	16	Cannot be left alone with children if under 18	Not specified; preservice requirements above HS level
Teacher	16	Cannot be left alone with children if under 18	HS diploma or GED required
Assistant teacher	N/A	N/A	N/A
Aide	N/A	N/A	N/A

*Additional requirements:* No person other than a director, head of group or assistant to the head of group may supervise a group independently even for brief periods of time, except in an emergency. No person under 18 years of age may be left alone to supervise a group of children at any time including in an emergency. The minimum age of a staff person is 16 years.

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OTHER ROLES IN REGULATIONS <a href="#">↑</a>			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer	✓	N/A	Not specified
<i>Other roles:</i> Driver	✓	18	N/A

HIRING POLICIES <a href="#">↑</a>		
State requirements on reference checks	Staff	Director
References are required when hiring center staff	✓	✓
References must be from certain people	✓	✓
<ul style="list-style-type: none"> <li>• Non-relative</li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>• Professional acquaintance</li> </ul>		
<ul style="list-style-type: none"> <li>• Previous employer</li> </ul>	✓	✓
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements:</i> N/A		

STAFF HEALTH REQUIREMENTS <a href="#">↑</a>	
Center facility records must include health reports on staff	✓
<b>Center staff required to have a physical exam or to provide health statement from a physician</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Required annually or at another time interval</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Required for staff having contact with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with food</li> </ul>	
<b>Center staff required to have tuberculosis screening</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Required annually or at another time interval</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Required for staff having contact with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with food</li> </ul>	
<b>Center staff required to provide proof of immunizations</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> </ul>	
<ul style="list-style-type: none"> <li>• Required annually or at another time interval</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with food</li> </ul>	

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# 2005 Child Care Licensing Study New York

<b>Center staff must meet additional requirements regarding their health</b>	<b>Yes</b>
Center staff required to provide proof of suitability to provide care to children	✓
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements:</i> Staff must be in good physical and mental health and have the energy and emotional stability necessary to fulfill the responsibilities of their positions.	

<b>BACKGROUND CHECKS</b>	
<a href="#">↑</a>	
<b>State requires check of criminal history records for center staff</b>	<b>No</b>
• 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.)	
<b>State requires check of child abuse and neglect registry for center staff</b>	<b>No</b>
• 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.)	
<b>State requires checks of fingerprint records for center staff</b>	<b>No</b>
• 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.)	
<b>State requires checks of the sex offender registry</b>	<b>Yes</b>
State requires center staff to sign a statement about criminal status	✓

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*Additional requirements:* State requires a sworn statement by the applicant indicating whether, to the best of the applicant's knowledge, such applicant has ever been convicted of a misdemeanor or felony in New York State or any other jurisdiction; and the information necessary to determine whether the applicant is the subject of an indicated report of child abuse and maltreatment.

<b>ORIENTATION TRAINING</b>	
<b>Center staff required to complete orientation training</b>	<b>No</b>
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	
<i>Required content for orientation training: N/A</i>	
<i>Additional requirements: N/A</i>	

<b>HEALTH AND SAFETY TRAINING</b>	
<b>Center staff required to complete first aid training</b>	<b>No</b>
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	
<b>Center staff required to complete CPR training</b>	<b>No</b>
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	

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<b>Center staff required to complete fire safety training</b>	<b>No</b>
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	
<b>Other types of health and safety training required</b>	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	✓
Administration of medication	✓
<i>Additional health and safety training: Required for ongoing training: nutrition and health needs of children; child abuse and maltreatment identification and prevention</i>	

<b>ONGOING TRAINING</b>	
	<a href="#">↑</a>
<b>Ongoing training required for directors</b>	<b>Yes</b>
Number of hours required annually	
Number of hours required bi-annually	30
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for master teachers</b>	<b>Yes</b>
Number of hours required annually	
Number of hours required bi-annually	30
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for teachers</b>	<b>Yes</b>
Number of hours required annually	
Number of hours required bi-annually	30
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for assistant teachers</b>	<b>No</b>
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	

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Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for aides</b>	<b>No</b>
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training hours required in specific content areas for center directors</b>	<b>Yes</b>
<p><i>Content of ongoing training hours:</i>            Training must address the following topics:            (1) principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline;            (2) nutrition and health needs of children;            (3) child day care program development;            (4) safety and security procedures, including communication between parents and staff;            (5) business record maintenance and management;            (6) child abuse and maltreatment identification and prevention;            (7) statutes and regulations pertaining to child day care; and            (8) statutes and regulations pertaining to child abuse and maltreatment.</p>	
<b>Ongoing training hours required in specific content areas for teaching staff</b>	<b>Yes</b>
<p><i>Content of ongoing training hours:</i>            Training must address the following topics:            (1) principles of childhood development, including the appropriate supervision of children, meeting the needs of children enrolled in the program with physical or emotional challenges and behavior management and discipline;            (2) nutrition and health needs of children;            (3) child day care program development;            (4) safety and security procedures, including communication between parents and staff;            (5) business record maintenance and management;            (6) child abuse and maltreatment identification and prevention;            (7) statutes and regulations pertaining to child day care; and            (8) statutes and regulations pertaining to child abuse and maltreatment.</p>	
<b>Types of training accepted/approved for ongoing training hours are specified</b>	<b>No</b>
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	

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Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

## CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	5:1	12
27 months	5:1	12
3 years	7:1	18
4 years	8:1	21
5 years	9:1	24
6 years	10:1	20
7 years	10:1	20
8–9 years	10:1	20
10 years and older	15:1	30
<i>Additional requirements: N/A</i>		

[↑](#)

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MIXED-AGE GROUPS <span style="float: right;"><a href="#">↑</a></span>	
<b>State permits mixed-age groupings of children</b>	<b>Yes</b>
<p><i>Child-staff ratio requirements for mixed-age groups:</i> When toddlers are cared for in mixed age groups, the staff-child ratio and maximum group size applicable to children aged 18 months to 36 months must be followed. When children 3 years of age or older are cared for in mixed age groups, the staff-child ratio and maximum group size applicable to the majority of the children in the group must be followed, unless the difference in age between the youngest and oldest child in the group is more than 2 years, in which case the staff-child ratio and maximum group size applicable to children 2 years older than the youngest child in the group shall apply.</p>	
<p><i>Group size requirements for mixed-age groups:</i> When toddlers are cared for in mixed age groups, the staff-child ratio and maximum group size applicable to children aged 18 months to 36 months must be followed. When children 3 years of age or older are cared for in mixed age groups, the staff-child ratio and maximum group size applicable to the majority of the children in the group must be followed, unless the difference in age between the youngest and oldest child in the group is more than 2 years, in which case the staff-child ratio and maximum group size applicable to children 2 years older than the youngest child in the group shall apply.</p>	
<p><i>Additional requirements:</i> Children under 3 years of age may not participate in mixed age groups except that for limited periods of time at the beginning and end of the child day care center's daily operation, toddlers may be in a group with preschoolers. Infants may never be placed in mixed age groups.</p>	

ADDITIONAL REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has a definition for "group"</b>	<b>No</b>
<i>Text of definition:</i> N/A	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
<b>State requirements on legally exceeding limits</b>	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required group size	
<i>Conditions:</i> N/A	
<b>State has requirements for the supervision of children based on the size of the center</b>	<b>No</b>
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements:</i> N/A	

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# 2005 Child Care Licensing Study New York

## SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
<b>State has requirements for staff supervising children</b>	<b>Yes</b>
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	✓
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	✓
<i>Additional requirements:</i> Children cannot be left without competent direct supervision at any time.	

SUPERVISION OF CHILDREN DURING NAPTIME	
<b>State has requirements for the supervision of children during naptime</b>	<b>No</b>
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	
<ul style="list-style-type: none"> <li>• Infant and toddler</li> <li>• Preschool</li> <li>• School-age</li> </ul>	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
<b>State has specific child-staff ratio requirements for naptime</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for naptime</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

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<b>SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE</b> (see also <a href="#">Specialized Care – Evening/Overnight Care</a> )	
<a href="#">↑</a>	
<b>State has requirements for the supervision of children during evening/overnight care</b>	<b>No</b>
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	
<b>State has specific child-staff ratio requirements for evening/overnight care</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for evening/overnight care</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

<b>SUPERVISION OF CHILDREN DURING OUTDOOR PLAY</b>	
<a href="#">↑</a>	
<b>State has requirements for the supervision of children during outdoor play</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for outdoor play</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for outdoor play</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: Daily supervised outdoor play is required for all children in care, except during inclement or extreme weather or unless otherwise ordered by a health care provider.</i>	

<b>SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES</b>	
<a href="#">↑</a>	
<b>State has requirements for the supervision of children during large group activities</b>	<b>No</b>
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	

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Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
<b>State has specific child-staff ratio requirements for large group activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for large group activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children when swimming or participating in water activities</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for swimming and water activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for swimming and water activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: Public swimming pools and adjacent areas used by the children must be constructed, maintained, staffed and used in accordance with Chapter 1, subpart 6-1, of the New York State Sanitary Code, and in such a manner as will safeguard the lives and health of children.</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES <span style="float: right;"><a href="#">↑</a></span>	
<i>(see also <a href="#">Facility Requirements – Transportation</a>)</i>	
<b>State has requirements for the supervision of children when transported in a vehicle</b>	<b>Yes</b>
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	

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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	
<b>State has specific child-staff ratio requirements for transporting children in a vehicle</b>	<b>Yes</b>
<i>Requirements:</i> When transportation is provided by the child day care center, the driver of the vehicle may not be included in the staff-child ratio except when the only children being transported are enrolled in kindergarten or a higher grade.	
<b>State has specific group size requirements for transporting children in a vehicle</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING FIELD TRIPS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during field trips</b>	<b>No</b>
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	
<b>State has specific child-staff ratio requirements for field trips</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for field trips</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

## CARE OF CHILDREN

AGE DEFINITIONS <span style="float: right;"><a href="#">↑</a></span>	
<b>Definition of "infant"</b>	
<i>Text of definition:</i> "Infant" is defined as a child up to 18 months of age.	
<b>Definition of "toddler"</b>	
<i>Text of definition:</i> Toddler is defined as a child 18 months to 36 months of age.	

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<b>Definition of "preschool-age"</b>
<i>Text of definition:</i> "Preschooler" is defined as a child who is at least 3 years of age and who is not yet enrolled in kindergarten or a higher grade.
<b>Definition of "school-age"</b>
<i>Text of definition:</i> "School-aged child" is defined as a child under 13 years of age who is enrolled in kindergarten or a higher grade.

<b>CHILDREN'S HEALTH REQUIREMENTS</b>	
<a href="#">↑</a>	
<b>State requires children to have a physical exam to enroll in a center</b>	<b>Yes</b>
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	
<b>State requires children to have immunizations to enroll in a center</b>	<b>Yes</b>
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	
<i>Additional requirements:</i> 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	✓
<i>Additional requirements:</i> N/A	

<b>NUTRITION</b>	
<a href="#">↑</a>	
<b>State has requirements about nutrition and meals/snacks for children</b>	<b>Yes</b>
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	

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Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	✓
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements regarding behavior guidance and/or disciplining children</b>	Yes
<b>Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations</b>	Yes
<ul style="list-style-type: none"> <li>• Supervised separation from the group</li> <li>• Physical/corporal punishment</li> </ul> <p><i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i></p> <p><i>Other forms of discipline allowed: Discipline must be administered in such a way as to help each child develop self-control and assume responsibility for his or her actions through clear and consistent rules and limits appropriate to the ages and development of the children in care. The staff must use acceptable techniques and approaches to help children solve problems. Any discipline used must relate to the child's action and be handled without prolonged delay on the part of the staff so that the child is aware of the relationship between his or her actions and the consequences of those actions</i></p>	
<b>Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations</b>	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	
• Abusive language	
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	✓
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	✓
• Discipline/punishment by another child	✓
<i>Other forms of discipline not allowed: N/A</i>	
Center must have written policies on discipline and behavior guidance practices	✓

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PROGRAM AND ACTIVITIES <span style="float: right;"><a href="#">↑</a></span>		
<b>Center must have a written daily schedule of activities</b>		<b>No</b>
Center must post daily schedule		
<b>Center must provide specific activities for children</b>		<b>Yes</b>
Regular meal/snack times		✓
Nap or rest period		✓
Toileting and washing/hand washing		
Outdoor play		✓
Indoor play		✓
Child-initiated activities		✓
Staff-initiated activities		✓
Individual activities		
Group activities		✓
• Large group activities		✓
• Small group activities		✓
Active play		
Quiet play		
Free play		
Creative expression		
Gross motor activities		
Fine motor activities		
<i>Other activities: N/A</i>		
<b>Developmental needs of children must be addressed in activities</b>		<b>Yes</b>
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development	✓	
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development	✓	
Cultural development	✓	
<i>Other areas of development: N/A</i>		
<b>State has requirements for the specific types of equipment/materials a center must have for children</b>		<b>Yes</b>
Books and other literacy materials		
• Number of books required		
<i>Additional requirements about books: N/A</i>		

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Art supplies/creative activities	
Blocks/construction materials	
Sensory materials	
Fine motor manipulatives	
Gross motor equipment (indoor and/or outdoor)	✓
Dramatic play/pretend	
Science/experimental/math (counting/sorting)	
Technology/computers	
Music	
<i>Other types of equipment required: N/A</i>	
<i>Additional requirements: N/A</i>	

<b>PARENT INVOLVEMENT</b>	
<b>State has requirements regarding parent involvement</b>	<b>No</b>
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
<b>State has requirements about parents' access to the center</b>	<b>Yes</b>
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	
<b>State has requirements about the center's communication with parents</b>	<b>Yes</b>
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	
Center must hold regularly scheduled meetings with parents	✓
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

<b>SPECIALIZED CARE – INFANT AND TODDLER</b>	
<b>State has requirements that specifically address the care of infants and/or toddlers</b>	<b>Yes</b>
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	✓

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<i>Staff requirements:</i>	
<b>Head of group - infant/toddler:</b> In addition to head of group preschool qualifications, 1 year of specific training and/or experience in infant or toddler care which may be demonstrated by obtaining an Infant Toddler Child Care credential.	
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	✓
<b>State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)</b>	
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	
<i>Additional requirements on SIDS prevention: N/A</i>	

SPECIALIZED CARE – SCHOOL-AGE <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements that specifically address the care of school-age children</b>	<b>Yes</b>
State has requirements on the supervision of school-age children	✓
State has requirements for staff working with school-age children	✓
<i>Staff requirements:</i>	
<b>Director:</b>	
<ul style="list-style-type: none"> <li>• Associate's degree in child development, elementary education, physical education, recreation or a related field and 2 years direct experience working with children under the age of 13 years, including at least 1 year in a supervisory capacity; OR</li> <li>• New York State Children's Program Administrator Credential and 2 years direct experience working with children under the age of 13 years, including at least 1 year in a supervisory capacity; OR</li> <li>• School Age Child Care Credential and 2 years direct experience working with children under the age of 13 years, including at least 1 year in a supervisory capacity; OR</li> <li>• Two years of college with 18 credits in the above listed areas of concentration including at least 1 year in a supervisory capacity and 2 years direct experience working with children under the age of 13 years.</li> </ul>	
<b>Head of group:</b>	
<ul style="list-style-type: none"> <li>• Associate's degree in child development, recreation or a related field; OR</li> <li>• High School diploma or its equivalent and 2 years direct experience working with children under 13 years of age.</li> </ul>	

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<b>Assistant to head of group:</b>	
<ul style="list-style-type: none"> <li>High School diploma or its equivalent and substantial experience working with children under 13 years of age.</li> </ul>	
State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

<b>SPECIALIZED CARE – MILDLY ILL CHILDREN</b> (see also <a href="#">Care of Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children who are mildly ill</b>	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	

<b>SPECIALIZED CARE – EVENING/OVERNIGHT CARE</b> (see also <a href="#">Supervision of Children During Evening/Overnight Care</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children during evening/overnight hours</b>	Yes
State has requirements on program/activities specifically for the care of children during evening/overnight hours	✓
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	
State has requirements for the facility related to the care of children during evening/overnight hours	✓

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

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## FACILITY REQUIREMENTS

ENVIRONMENT <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about environmental tests of the facility</b>	<b>No</b>
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
<b>State has requirements about environmental inspections</b>	<b>Yes</b>
Requires fire inspections	Required prior to licensure and annually
Requires health inspections	Required prior to licensure and annually
Requires building code inspections	Required prior to licensure and annually
<i>Additional requirements: N/A</i>	

SQUARE FOOTAGE <span style="float: right;"><a href="#">↑</a></span>	
<b>Number of square feet of indoor space per child</b>	<b>35 square feet</b>
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
<b>Number of square feet of outdoor space per child</b>	<b>N/A</b>
Total amount of square feet for area	N/A
<i>Additional requirements: Readily accessible outdoor play space which is adequate for active play must be provided.</i>	
<b>Number of square feet per child, based on age of child</b>	
Per infant	35 square feet
Per toddler	35 square feet
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements: Infants and toddlers: plus additional space for sleeping</i>	

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<b>CONDITION OF FACILITY AND EQUIPMENT</b>	
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	✓

<b>SAFETY OF FACILITY AND EQUIPMENT</b>	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	
<i>Details on state requirements on surfaces under equipment: N/A</i>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

<b>OUTDOOR SPACE</b>	
<b>State requires outdoor space is enclosed/has a fence</b>	<b>No</b>
<i>Required height for fence: N/A</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

<b>FIRE SAFETY</b>	
<b>State has requirements on fire safety in child care centers</b>	<b>Yes</b>
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: at least monthly during various hours of operation of the child day care center</i>	
<i>Additional requirements: N/A</i>	

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GENERAL EMERGENCY PLANS <span style="float: right;"><a href="#">↑</a></span>	
<b>Center must have a general emergency plan for all emergencies</b>	<b>No</b>
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

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

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

TRANSPORTATION (see also <a href="#">Supervision of Children Transported in Vehicles</a> ) <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on transporting children in vehicles</b>	<b>Yes</b>
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	

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*Additional requirements: N/A*

<b>LIABILITY INSURANCE</b>	
<a href="#">↑</a>	
<b>State requires centers to have liability insurance</b>	<b>Yes</b>
<b>General liability insurance required</b>	<b>Yes</b>
<i>Amount of insurance required: Center must have documentation of a copy of a certificate of insurance from an insurance company showing the intent to provide general liability insurance to the child day care center upon licensure and a copy of the insurance policy.</i>	
<b>Professional liability insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Automobile insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Medical payment insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

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

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

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CARE OF MILDLY ILL CHILDREN (see also <a href="#">Specialized Care – Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements on the care of mildly ill children</b>	<b>Yes</b>
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements:</i> The provider must prepare a health care plan. It must include child health policies and practices, including the level of illness in children which the provider will accommodate, exclusion criteria, and the policy and procedure for the administration of medications.	

INCIDENT REPORTING <span style="float: right;">↑</span>	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements:</i> The provider must immediately notify the Office upon learning of the death, serious injury or infectious illness of an enrolled child which occurred while the child was in care at the center or was being transported by the provider. The provider must maintain on file at the child day care center, available for inspection by the Office or its designees at any time, a record of illnesses, injuries and any indicators of child abuse or maltreatment.	

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

HAND WASHING <span style="float: right;">↑</span>	
<b>State has requirements on hand washing for staff</b>	<b>Yes</b>
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	

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<ul style="list-style-type: none"> <li>Center staff must wash their hands after handling, feeding, or cleaning up after animals</li> </ul>	✓
<i>Other times staff must wash their hands:</i> When they are dirty After contact with any bodily secretion or fluid Upon moving to work with a new group of children After coming in from outdoors	
State has requirements on the location and/or amount of hand washing facilities for staff	
<b>State has requirements on hand washing for children</b>	<b>Yes</b>
State has requirements for centers that specify when children must wash their hands	✓
<ul style="list-style-type: none"> <li>Children must wash their hands after toileting</li> </ul>	✓
<ul style="list-style-type: none"> <li>Children must wash their hands after diapering</li> </ul>	✓
<ul style="list-style-type: none"> <li>Children must wash their hands before and/or after eating food</li> </ul>	✓
<ul style="list-style-type: none"> <li>Children must wash their hands after handling animals</li> </ul>	✓
<i>Other times children must wash their hands:</i> When they are dirty After contact with any bodily secretion or fluid Upon moving to work with a new group of children After coming in from outdoors	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

<b>DIAPERING</b>	
<b>State has requirements on diapering</b>	<b>Yes</b>
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	✓
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area:</i> The diaper changing area must be as close as possible to a sink that is used exclusively by staff for diaper changing.	
<i>Additional requirements: N/A</i>	

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<b>SMOKING POLICIES</b>	
<b>State has requirements about smoking in centers</b>	<b>Yes</b>
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	✓
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	✓
Smoking is allowed in a designated area	
<i>Additional requirements: Smoking in indoor areas, in outdoor areas in use by children, and in vehicles while children are being transported is prohibited.</i>	

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

<b>FIREARMS</b>	
<b>State has requirements about the presence of firearms in the facility</b>	<b>No</b>
Firearms are not allowed in child care centers	
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements: N/A</i>	

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

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