Data Profile for State Licensing Programs and Policies

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

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

Address: Child Care Division

P.O. Box 14050

- 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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9-4050	

City: Salem	State: OR	Zip: 97309-4050	
Phone: 503-947-1400	Toll Free: 800-55	Toll Free: 800-556-6616	

Fax: 503-947-1428 E-mail: childcare.emp@state.or.us

Web site: http://www.oregon.gov/EMPLOY/CCD/index.shtml

LICENSING AGENCY CONTACT INFORMATION

Agency name: Oregon Department of Employment

NUMBER OF LICENSED FACILITIES

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NUMBER OF LICENSED FACILITIES	
Child care centers	976
Small family child care homes	4,425
Large/group family child care homes	267
Other types of licensed facilities:	0
Total number of licensed facilities	5,668
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Data notes: Have listed (public assistance reimbursement) and exempt (up to three children) programs that are not required to be licensed.

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 \checkmark = Yes NARA = National Association for Regulatory Administration \triangle = 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

By NARA and NCCIC, 2006

LICENSED CAPACITY	
Child care centers	42,280
Small family child care homes	44,250
Large/group family child care homes	3,143
Other types of licensed facilities:	0
Total licensed capacity	89,673
Data notes: N/A	

LICENSING STAFF

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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



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	39
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	147:1
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	3
supervisors	
Data notes:	

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: For licensed centers and certified large/group FCC homes, we do an annual announced renewal visit with a full inspection report. In addition, we do a mid-cycle unannounced monitoring visit. This is a less extensive review, specifically looking at capacity, supervision, ratio, group size, staff qualifications and any non-compliance that is observed. For registered FCC homes, we have a 2-year renewal cycle with an announced health and safety review (visit) at renewal and no routine mid-cycle visit.

Routine compliance	✓	✓	✓
Announced		✓	
 Unannounced 	✓		✓

Data notes: For licensed centers and certified large/group FCC homes, we do an annual announced renewal visit with a full inspection report. In addition, we do a mid-cycle unannounced monitoring visit. This is a less extensive review, specifically looking at capacity, supervision, ratio, group size, staff qualifications and any non-compliance that is observed. For registered FCC homes, we have a 2-year renewal cycle with an announced health and safety review (visit) at renewal and no routine mid-cycle visit.

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FREQUENCY OF INSPECTIONS

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FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Twice a year
Small family child care homes	Once every 2 years
Large/group family child care homes	Twice a year
Other frequency of inspection:	
Data notes:	

FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	1 year
Small family child care homes	2 years
Large/group family child care homes	1 year
Other length of license:	•
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Once every 2 years
Large/group family child care homes	Once a year
Data notes:	

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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	No
Use of form described:	
Small family child care homes	No
Use of form described:	
Large/group family child care homes	No
Use of form described:	
Data notes:	
State has policies on when to switch from abbreviated comfull compliance review	pliance review to a
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
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 records 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

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Technical assistance/consultation minimum licensing regulations	n provided to he	elp license	es mo	ve beyond
Child care centers				Yes
Small family child care homes				Yes
Large/group family child care homes				Yes
Data notes:			I	
Means of providing technical assistance/consultation	Child Care Centers	Small Fa Child (Hom	Care	Large/Group Family Child Care Homes
During all inspection visits				
During application visits				
During routine inspection visits	✓	✓		✓
During renewal inspection visits	✓	✓		✓
On the telephone	✓	✓		✓
As needed by licensee	✓	✓		✓
Other:				
Data notes:				
Referrals made to other agencies assistance	organizations/	'individua	ls for t	echnical
Child care centers				✓
Small family child care homes				✓
Large/group family child care homes				✓
Agencies, organizations, or individual are made when providers ask for the additional information. Referrals are Referral Agencies, which are charged	m or licensors thingenerally made to	nk they ma the Child	ay bene Care Re	fit from esource &

DATA AUTOMATION			
Basic licensing data is automated Yes			
Data notes: 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		
Data notes: May begin by fall 2005.			
Other tools used for inspections and monitoring:	No		

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COMPLAINT INVESTIGATIONS

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INVESTIGATIONS	
Licensing agency conducts complaint investigation	าร
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 compliance to conduct complaint investigations	initial licensure and routine
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 compla	int 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	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:	

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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	143	536	29	708			
Number of substantiated licensing complaints	80	242	10	332			

Data notes: N/A

Nature of licensing complaints:

Certified centers – guidance and discipline, supervision, ratios, record keeping.

Certified family homes – guidance and discipline, supervision, ratios.

Registered family homes – supervision, discipline, over capacity, persons not enrolled in the criminal history registry.

CHILD ABUSE AND NEGLE	СТ				
Agencies that investigate centers and family child c		and neglect co	mplair	nts agains	t child care
Licensing agency					
Protective services					✓
Specialized unit for child abu	se and negled	:t			
Other agency:					
Data notes:					
Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Fami	e/Group ly Child Homes	Total
Number of child abuse and neglect complaints filed	0	0		0	0
Number of substantiated child abuse and neglect	0	0		0	0

complaints		
Data notes:		

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ENFORCEMENT ACTIONS

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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	✓	1	✓	21	✓	0
Denial of license	✓	3	✓	140	✓	1
Immediate closure of facility	✓	0	✓	31	✓	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	✓	26	✓	0
Criminal fine		0		0		0
Imprisonment	✓	0	✓	0	✓	0
Other enforcement actions: Voluntary withdrawal before becoming licensed.	✓	16	✓	79	✓	4

Legal representation for licensing agency: Assistant Attorney General.

Key:

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N/A = Not Applicable/Not Addressed FCC = Family child care

ACCESS TO LICENSING INFORMATION

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LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for	No, inspection reports
parent and public access	are not on Internet
Data notes: State intends to put some compliance information of	n the Internet in the
next 2–4 years	
Complaints against facilities are included in licensing reports on	N/A
the Internet	
Data notes:	

LICENSING FEES

				<u> </u>
LICENSING FEES CHARGED				
Fees are charged for a license				
Child care centers				Yes
Small family child care homes				Yes
Large/group family child care homes				Yes
Data notes:				
Type of Licensing Fee	Child Care Centers	Small Fa Child C Hom	Care	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 Hom	are	Large/Group Family Child Care Homes
Flat fee	Initial \$100 + \$2 per slot	\$30)	Initial \$25 + \$2 per slot
Fee based on maximum number of children in facility	\$2 per slot for license renewal			\$2 per slot for license renewal
Other type of fee:				
Data notes:				

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Assistance Center	✓ = Yes	NARA = National Association for Regulatory Administration
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LICENSING STAFF REQUIREMENTS

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LICENSING STAFF POSITION	
Name of licensing line staff position	Child Care Licensing
	Specialist

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

STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes: Regular training offered yearly. Additional training erequirement.	encouraged, but not job
Amount of required training:	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	

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Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
Other training topics:	
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	✓
Outside consultants	✓
College/university	
No sources of training	
Do not know	
Other training sources:	
Data notes: State licensing agency provides training yearly. Train conferences is very limited.	ning at national

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

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QUALITY INITIATIVES

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

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- Directors
- Master Teachers
- Teachers
- Assistant Teachers
- Aides

STAFF QUALIFICATIONS FOR DIRECTORS

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EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	6

 Qualification alternative #1: Have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training; and at least one year of experience in management and supervision of adults

 Time frame for requirements:

 Preservice
 ✓

 Orientation to role/initial hiring period
 ✓

 During a certain period of time: N/A
 ✓

 Experience requirements:
 1 year

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Addressed	Care and Early Education

Qualification alternative #2: Have knowledge of child development for the primary ages served in the center, as evidenced by a combination of professional references, education, experience or training; and at least one year of training and experience in management and supervision of adults		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	unspecified	
Qualification alternative #3: Have knowledge of child development for served in the center, as evidenced by a combination of professional reference or training; and at least one year of training in management adults	rences, education,	
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	Unspecified	
Qualification alternative #4: Documentation of attaining at least leve Professional Development Registry; and at least one year of experience supervision of adults		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	1 year	
Qualification alternative #5: Documentation of attaining at least level four in the Professional Development Registry; and at least one year of training and experience in management and supervision of adults		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		

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Experience requirements:	
Amount of experience required	Unspecified

Qualification alternative #6: Docume Professional Development Registry; and supervision of adults	· · · · · · · · · · · · · · · · · · ·		nd
Time frame for requirements:			
Preservice		✓	
Orientation to role/initial hiring period			
During a certain period of time:			
Experience requirements:			
Amount of experience required		Unspecifie	d
Types of training, credentials, and o	legrees included in qualificat	ion alternative	es:
Clock hours	Bachelor's degree		
Credit hours	Bachelor's degree or hig	Bachelor's degree or higher	
Child Development Associate (CDA) credential	Bachelor's degree in a re N/A	Bachelor's degree in a related field: N/A	
State credential	Bachelor's degree in ear education	ly care and	
Infant and toddler credential	Bachelor's degree in ear education or higher	Bachelor's degree in early care and education or higher	
Director credential	Master's degree	9	
Other state credentials: N/A	Master's degree in a rela	Master's degree in a related field: N/A	
Associate's degree	Master's degree in early education	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/licer	nse	

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	Yes
Links to system: Documentation of attaining at least level four in the Pro- Development Registry	ofessional
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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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	
Yes	
Yes	
7	

Qualification alternative #1: At least two years of qualifying teaching experience, with at least one year as a teacher, in a certified child care center or comparable group care program, in the care of preschool-age children		
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 #2: Documentation of attaining at least level three in the		
Professional Development Registry.		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Qualification alternative #3: A one-year state or nationally recognized credential related		
to preschool age care		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

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Addressed	Care and Early Education

Qualification alternative #4: Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in early childhood education, child development, elementary education, or special education and at least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of preschool-age children		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	1 year	

Qualification alternative #5: AA/AS degree from a college in a related field		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Qualification alternative #6: AA/AS degree from a college with a major in early childhood		
education, child development		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	0	

Qualification alternative #7: Bachelor's degree from college or university with a major in early childhood, education, child development, elementary education, or special education		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

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Addressed	Care and Early Education

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: elementary education, or special education	√
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	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	Yes
Links to system: Documentation of attaining at least level three in the P Development Registry is one of the alternatives.	rofessional
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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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	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: At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of preschool age children		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	1 year	

Qualification alternative #2: A one-year state or nationally recognized credential related	
to preschool age care	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
During a certain period of time:	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: 15 quarter credits or 10 semester in early childhood		
education, elementary education, child development, or special education		
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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Qualification alternative #4: 20 semester credits or 30 quarter credits in early childhood		
education, elementary education, child development, or special education	n	
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Qualification alternative #5: Documentation of attaining at least level Professional Development Registry. Not sure what this means, since the changed.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
During a certain period of time:	
Experience requirements:	·
Amount of experience required	N/A

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential		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	

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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	Yes
Links to system: Documentation of attaining at least level two in the Pro-	ofessional
Development Registry is one of the alternatives.	
Center staff are required to participate in the state professional	No
development system (i.e., enroll in a practitioner registry)	

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS

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EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role	1
(Note: Qualification alternatives are different ways to qualify for roles, usually	
by completing some type of education or training and/or having work	
experience.)	

Qualification alternative #1: Worked at I now employed	east six months at the cente	r where they are
Time frame for requirements:		
Preservice		✓
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required		N/A
Types of training, credentials, and degr	ees included in qualificati	on alternatives:
Clock hours	Bachelor's degree	
Credit hours	Bachelor's degree or high	ner
Child Development Associate (CDA) credential	Bachelor's degree in a re	lated field:
State credential	Bachelor's degree in earl	y care and
Infant and toddler credential	Bachelor's degree in earl education or higher	y care and
Director credential	Master's degree	
Other state credentials: N/A	Master's degree in a rela	ted field: N/A
Associate's degree	Master's degree in early education	care and
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

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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
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	Yes
State requires education and/or experience for role	No
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	0

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

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

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Qualifications are linked to the state's early care and education professional development system	No
Links to system: N/A	
Center staff are required to participate in the state professional	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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Publication of NARA and NCCIC, 2006

LICENSING REGULATIONS

	<u> </u>
CHILD CARE CENTER REGULATIONS SUMMARY	
	<u> </u>
Name of regulations: Rules for the Certification of Child Care C	enters
Date of regulations: 07/15/2001	
State has separate regulations for the following types of ca	are:
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" or "Center" means a child care facility that is certified to care for thirteen or more children, or a facility that is certified to care for twelve or fewer children and located in a building constructed as other than a single family dwelling.		
State has definition of "child care facility" or "day care facility"	Yes	
Text of definition: "Child Care Facility" means any facility that provides child care to children, including a child care center, certified family child care home, and registered family child care home. It includes those known under a descriptive name, such as nursery school, preschool, kindergarten, child play school, before or after school care, or child development center. This term applies to the total child care operation and includes the physical setting, administration, staff, equipment, program, and care of children.		
Elements included in state's definition of a licensed child care center:		
Minimum number of children	✓	
Minimum age of children		
Maximum age of children		
Services are provided for less than 24 hours or any part of a 24-hour day	-	

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Maximum number of hours services are provided	./
Services are provided on an ongoing/regular basis	V
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	

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EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from	Yes
licensing	. 60
Characteristics of programs that are exempt from licensing	g:
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	N/A
Services are part-day	✓
Services are provided irregularly/occasionally	✓
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	✓
State definition of "relative": Related to the child by blood or marriage within the fourth	
degree as determined by civil law.	
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.)	✓

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Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	
Program is instructional classes for children	✓
Services are provided by a religious organization	
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:	

Other exemptions:

- Facilities that are primarily educational and provide care to children 36 months old or older but not yet attending kindergarten for less than 4 hours a day.
- Care in the home of the child.
- Care from providers of medical services.

Data notes: N/A

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CENTER STAFF REQUIREMENTS

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STAFF ROLES		<u> </u>
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director; less than 40 children; more than 40; less than or more than 100
Master teacher	Yes	Head teacher for infant/toddler; preschool; or school-age program
Teacher	Yes	Teacher for infant/toddler; preschool; or school-age program
Assistant teacher	Yes	Aide II in infant/toddler/preschool- age programs; or Aide II in school- age program
Aide	Yes	Aide I

Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	Not specified; preservice requirements above HS level
Master teacher	18	N/A	Not specified; preservice requirements above HS level
Teacher	18	N/A	Not required
Assistant teacher	18	N/A	Not required
Aide	15	N/A	Not required

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OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer	√	N/A	Meet qualifications of role filling if counted in ratios
Other roles: Driver	√	18	Not specified for food preparation staff

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

STAFF HEALTH REQUIREMENTS	
STAFF HEALTH REQUIREMENTS	1
Center facility records must include health reports on staff	
Center staff required to have a physical exam or to provide	No
health statement from a physician	
Required at hiring	
Required annually or at another time interval	
Required for staff having contact with children	
Required for staff having contact with food	
Center staff required to have tuberculosis screening	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 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	

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Center staff must meet additional requirements regarding their	Yes
health	
Center staff required to provide proof of suitability to provide care to	✓
children	
Center staff required to have a drug, alcohol, and/or substance	
screening	

Additional requirements: The operator shall establish a system of job descriptions, staff selection, and staff evaluation that ensures that staff:

- Are mentally, physically, and emotionally capable of performing assigned duties related to child care.
- Any staff with evidence of a child care-restrictable disease, symptom of physical illness, or mental incapacity that poses a threat to the health or safety of children shall be relieved of his/her duties.

If there is evidence which casts doubt on the physical or mental competence of a person to care for children or have access to children, Child Care Division may require that the operator provide with an evaluation, or other information.

BACKGROUND CHECKS	
	<u> </u>
State requires check of criminal history records for center staff	Yes
State criminal history record check required	✓
Federal criminal history record check required	
Required for all center staff	✓
Required for center staff having contact with children	
Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
Required for volunteers	✓
Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for	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)	

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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 checks of the sex offender registry	INO
State requires center staff to sign a statement about criminal status	140

ORIENTATION TRAINING	^
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	√
Required orientation training is about state's licensing regulations	✓
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: Orientation shall ensure that staff are familiar with the contents of the orientation, as described below, and shall include, but is not limited to:

- (a) Individual responsibilities in the event:
 - (A) The building must be evacuated (e.g., fire);
 - (B) An emergency requires staff and children to remain inside under unusual circumstances (e.g., power outage, environmental hazard); or
 - (C) A child or staff is injured or becomes ill;
- (b) These requirements (OAR 414-300-0000 through 414-300-0410);
- (c) The center policies, as required in OAR 414-300-0030; and
- (d) Procedures for reporting suspected child abuse or neglect.

Additional requirements: N/A

HEALTH AND SAFETY TRAINING	1
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	

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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: child abuse and neglect training.	The center shall

Additional health and safety training: child abuse and neglect training. The center shall provide in-service training and/or drills of the emergency procedures for the pool at least every 6 months. The director shall keep a written record of the type, date, time and duration of the training/drills.

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	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	·

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Ongoing training required for teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	
Ongoing training required for assistant teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
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	Yes
center directors	
Content of ongoing training hours: At least 8 clock hours shall be in child	d development or
early childhood education. Ongoing training hours required in specific content areas for	Yes
teaching staff	163
Content of ongoing training hours: At least 8 clock hours shall be in child	d development or
early childhood education.	
Types of training accepted/approved for ongoing training	No
hours are specified 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	Yes
hours are specified 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	

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Audio-visual materials/videos/reading materials	✓
Conference workshops	✓
Community-based workshops	✓
Distance learning methods (Internet, video conferences, etc.)	✓
In-service training delivered by center director	
Other: N/A	

CHILD-STAFF RATIOS AND GROUP SIZE

Ago of Children	Child-Staff Ratio	Croup Size
Age of Children	Child-Stall Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	4:1	8
27 months	5:1	10
3 years	10:1	20
4 years	10:1	20
5 years	15:1	30
6 years	15:1	30
7 years	15:1	30
8–9 years	15:1	30
10 years and older	15:1	30

	<u> </u>
State permits mixed-age groupings of children	Yes
Child-staff ratio requirements for mixed-age groups: In a mixed group of preschool and school-age children, the number of caregivers shall be de of the youngest child in the group.	
Group size requirements for mixed-age groups: N/A	

MIXED-AGE GROUPS

Additional requirements: If there are 4 or fewer children of any age in care for 45 minutes or less directly after opening or directly before closing, OAR 414-300-0300(10) does not apply and infants and younger toddlers may be included with older children. The staff shall be teacher qualified in one of the represented age groups and the staff-child ratio must be 1:4.

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ADDITIONAL REQUIREMENTS	
	<u> </u>
State has a definition for "group"	Yes
Text of definition: "Group" means a specific number of children assigned	I to specific staff.
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: Maximum group size shall not apply to field trips, outdoor pl	ay, planned large
group activities, napping and eating.	
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	
State has requirements for group size based on the size of the center	
Additional requirements: N/A	

SUPERVISION OF CHILDREN

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

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SUPERVISION OF CHILDREN DURING NAPTIME	1		
State has requirements for the supervision of children during	Yes		
naptime			
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	Yes		
Requirements: Staff-child ratios shall apply to field trips, outdoor play, planned large group activities, napping and eating. When all toddler, preschool and school-age children are at rest, the situation permits, and the room is arranged so all children are supervised, there may be one teacher or Aide II supervising the resting room. As children awaken and become active, additional staff shall be added to return to required ratios. Sufficient staff to			

become active, additional staff shall be added to return to required ratios. Sufficient staff to meet the required ratio shall be in the facility and able to be summoned by the caregiver without leaving the resting room.

State has specific group size requirements for naptime

Yes

Requirements: Maximum group size shall not apply to field trips, outdoor play, planned

Additional requirements: N/A

large group activities, napping and eating.

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CAR (see also Specialized Care – Evening/Overnight Care)	RE <u> </u>
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	Yes
Requirements: During the hours of night care, the required staff-child ra	atio shall be

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maintained in the center. There shall be at least two staff persons present and awake at all

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	Yes
outdoor play	
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	Yes
Requirements: Maximum group size shall not apply to outdoor play. Sta apply to these activities.	ff-child ratios shall
State has specific group size requirements for outdoor play	Yes
Requirements: Maximum group size shall not apply to outdoor play. Sta	ff-child ratios shall
apply to these activities.	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	<u></u>
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	Yes
Requirements: Maximum group size shall not apply to planned large gro Staff/child ratios shall apply to these activities.	up activities.
State has specific group size requirements for large group	Yes
activities	
Requirements: N/A	
Additional requirements: N/A	

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SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WA	ATER ACTIVITIES
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	√
Center must have written supervision plan for swimming and water	
activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes

Requirements:

Wading pools - Water Depth Under 24 Inches				
	Non-Swimmer		Beginning Swimmer	
Age of Child	Staff/Child	Staff/ Child	Staff/Child	Staff/Child
3	Ratio	Ratio	Ratio	Ratio
	Lessons	Recreation	Lessons	Recreation
6 wks - 36 mths	1:1	1:1	1:4	1:1
36 mths - Not yet attending	1:6	1:6	1:8	1:8
kindergarten				
Attending kindergarten +	1:10	1:10	1:10	1:15

Swimming Pools with Water Depth 24 to 48 Inches				
	Non Swimmer		Beginning Swimmer	
Age of Child	Staff/Child	Staff/ Child	Staff Child	Staff Child
1.90 0. 0	Ratio	Ratio	Ratio	Ratio
	Lessons	Recreation	Lessons	Recreation
6 wks - 36 mths	1:1	Not allowed	1:4	1:1
36 Mths - Not yet				
attending	1:5	1:2	1:7	1:7
kindergarten				
Attending	1:10	1:10	1:10	1:15
kindergarten +	1.10	1.10	1.10	1.15

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Swimming Pools with Water Depths Over 48 Inches				
	Non Swimmer		Beginning Swimmer	
Age of Child	Staff/Child	Staff/Child	Staff/Child	Staff/Child
Age of office	Ratio	Ratio	Ratio	Ratio
	Lessons	Recreation	Lessons	Recreation
6 wks - 36 mths	1:1	Not allowed	1:4	1:1
36 mths - Not yet attending kindergarten	1:4	Not allowed	1:6	1:6
Attending kindergarten +	1:5	1:5	1:10	1:15

Lifeguard-child ratios shall be maintained at all times children are in the pool area:

- (A) For children not yet attending kindergarten, there shall be one lifeguard for every 20 children;
- (B) For children attending kindergarten and older, there shall be one lifeguard for every 40 children; and
- (C) For mixed age groups of children, the age of the youngest child shall determine the lifeguard-child ratio.

State has specific group size requirements for swimming and water activities	No
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also <u>Facility Requirements – Transportation</u>)	1
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	

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State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
Requirements: When transporting children on a regular basis, there shall be sufficient staff to meet the required staff-child ratios for each age group of children being transported. (a) The driver may count in the staff-child ratios. (b) Staff shall be teacher-qualified or Aide II qualified. Aide I qualified staff may count in the staff-child ratios if one other staff is teacher-qualified. (c) If none of the staff is teacher-qualified, an adult in the vehicle shall be trained in first aid and the vehicle shall be equipped with a cell phone or other communication device.	
State has specific group size requirements for transporting children in a vehicle	No
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	✓
State has specific child-staff ratio requirements for field trips	Yes
Requirements: Maximum group size shall not apply to field trips. Staff-child ratios shall apply to these activities.	
State has specific group size requirements for field trips	Yes
Requirements: Maximum group size shall not apply to field trips. Staff-child ratios shall apply to these activities.	
Additional requirements: N/A	

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CARE OF CHILDREN

1

AGE DEFINITIONS

1

Definition of "infant"

Text of definition: "Infant" is defined as a child who is a least 6 weeks of age but is not yet walking alone.

Definition of "toddler"

Text of definition: "Toddler" is defined as a child who is able to walk alone but is under 36 months of age. "Younger toddler" is defined as a child who is able to walk alone but is under 24 months of age. "Older toddler" is defined as a child who is 24 months of age but under 36 months of age.

Definition of "preschool-age"

Text of definition: "Preschool-age child" is defined as a child who is 36 months of age to eligible to be enrolled in the first grade and, during the months of summer vacation from school, eligible to be enrolled in the first grade in the next school year.

Definition of "school-age"

Text of definition: "School-Age Child" is defined as a child eligible to be enrolled in the first grade or above and, during the months of summer vacation from school, a child eligible to be enrolled in the first grade or above in the next school year. For purposes of these rules, children attending kindergarten may be considered school-age children.

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

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Additional requirements: The center shall comply with the Health Division's administrative	
rules relating to immunization of children.	
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	

NUTRITION	1
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: The guidance and discipline policy shall:

- (a) Provide for positive guidance, redirection, and the setting of clear-cut limits; and
- (b) Be designed to help the child develop self-control, self-esteem, and respect for others. Guidance and discipline shall be fair, consistently applied, timely, and appropriate to the infraction and the age of the child. Positive statements or redirection of behaviors shall be used.

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

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Yelling or shouting/screaming	✓	
Physical punishment	✓	
Forced napping/no nap/rest-related	✓	
Physical/mechanical restraint		
Locked time-out room, closet, or dark room	✓	
Punishment for toileting accident/toileting-related punishment	✓	
Putting something in child's mouth		
Discipline/punishment by another child	✓	
Other forms of discipline not allowed: Non-prescription chemical restraints used for discipline or to control behavior. The center shall not accept parental permission to use any form of punishment listed in this rule.		
Center must have written policies on discipline and behavior guidance	✓	
practices		

PROGRAM AND ACTIVITIES	<u>^</u>
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	✓
Nap or rest period	✓
Toileting and washing/hand washing	✓
Outdoor play	✓
Indoor play	✓
Child-initiated activities	
Staff-initiated activities	
Individual activities	✓
Group activities	✓
Large group activities	
Small group activities	
Active play	✓
Quiet play	✓
Free play	✓
Creative expression	✓
Gross motor activities	✓
Fine motor activities	✓
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: Positive learning experiences appropriate to the individual developmental needs of children in care.

Preschool age children shall have opportunities, on a daily basis, to choose from a variety of activities and experiences, which shall include:

- (a) Creative expression through the arts;
- (b) Dramatic play;
- (c) Gross motor development;
- (d) Fine motor development;
- (e) Music and movement;
- (f) Opportunities to listen and speak;
- (g) Concept development;
- (h) Appropriate sensory play; and
- (i) A supervised pap or rest period.

(i) A supervised hap or rest period.	
State has requirements for the specific types of equipment/materials a center must have for children	Yes
Books and other literacy materials	✓
Number of books required	
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: Discovery of nature	
Additional requirements: N/A	

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PARENT INVOLVEMENT	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
Additional requirements: N/A	
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: Daily communication with parents on care of in required.	fants/toddler

SPECIALIZED CARE – INFANT AND TODDLER	<u> </u>
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:

Teacher - Infant & Toddler Age Program:

- (a) Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in Early childhood education or child development; OR
- (b) A one-year state or nationally recognized credential Related to infant and toddler care; OR
- (c) At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of Infants and/or Toddlers; OR
- (d) Completion of 15 credits (quarter system) or 10 credits (semester system) of training at a college or university in Early childhood education or child development AND At least 6 months of qualifying teaching experience in a certified child care center or comparable group care program, in the care of Infants and/or Toddlers; OR

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(e) Documentation of attaining at least level two in the Professional Development Registry.

Head teacher:

- (a) Bachelor's degree from college or university with a major in Early childhood, education or child development; OR
- (b) AA/AS degree from a college with a major in Early childhood education or child development; OR
- (c) A one-year state or nationally recognized credential Related to infant and toddler care; OR
- (d) Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in Early childhood education or child development AND At least one year of qualifying teaching experience in a certified child care center or comparable group care program, in the care of Infants and/or toddlers; OR
- (e) At least two years of qualifying teaching experience, with at least one year as a teacher, in a certified child care center or comparable group care program, in the care of Infants and/or toddlers; OR
- (f) Documentation of attaining at least level three in the Professional Development Registry.

 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

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SPECIALIZED CARE – SCHOOL-AGE	1
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: All staff of school-age multi-site programs shall meet qualifications for the position they hold unless otherwise specified in this section. If the multi-site program does not have a director, the site coordinator and the site director/supervisor shall jointly perform the functions of director.

Site coordinator:

- (a) Be at least 21 years of age;
- (b) Have at least one year of training and/or experience in management and supervision of adults;
- (c) Be authorized, able and available to correct deficiencies; and
- (d) If acting as a substitute teacher, be teacher qualified.

Site director/supervisor:

- (a) Be at least 18 years of age;
- (b) Be at least teacher-qualified;
- (c) Be authorized, able and available to correct deficiencies; and
- (d) If the facility is certified for 40 or more children, not have teaching duties unless the number of children on site is less than 40.

State has requirements on program/activities specifically for school-	✓
age children	
State has requirements on equipment/materials specifically for school-	✓
age children	
State has requirements for the facility related to the care of school-	✓
age children	

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also <u>Care of Mildly III Children</u>)	
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 <u>Supervision of Children During Evening/Overnight Care</u>)	1
State has requirements that specifically address the care of	Yes
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 children in drop-in programs	Yes
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: State has a separate section of drop-in programs, including requirements related to space, staffing, and	

FACILITY REQUIRMENTS

	<u> </u>
ENVIRONMENT	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure
Requires health inspections	Required prior to licensure
Requires building code inspections	
Additional requirements: An operator shall provide verification to Child Development Division that the center meets all applicable building codes and zoning requirements that apply to child care facilities before the initial certification is issued.	

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SQUARE FOOTAGE	•
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	75 square feet
Total amount of square feet for area	N/A
Additional requirements: Accommodate one-third of licensed capacity.	
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	50 square feet
Additional requirements: For school ago program: May have a minimum	m of 25 square foot

Additional requirements: For school-age program: May have a minimum of 35 square feet of indoor activity area per child if:

- (a) The children in care have access to a larger gross motor area, either indoor or outdoor, on a daily basis; or
- (b) The center has a plan which addresses how the gross motor needs of children in care will be met.

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

SAFETY OF FACILITY AND EQUIPMENT	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: All pieces of playground equipment shall be surrounded by a resilient surface of an acceptable depth or by rubber mats manufactured for such use, according to standards of the US Consumer Product Safety Commission.

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

OUTDOOR SPACE	1
State requires outdoor space is enclosed/has a fence	Yes
Required height for fence: 4	
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	1
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
Time interval for fire drills: monthly	
Additional requirements: N/A	

GENERAL EMERGENCY PLANS	1
Center must have a general emergency plan for all	No
emergencies	
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: N/A	

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

LIABILITY INSURANCE	1
State requires centers to have liability insurance	No
General liability insurance required	No
Amount of insurance required: N/A	
Professional liability insurance required	No
Amount of insurance required: N/A	
Automobile insurance required	No
Amount of insurance required: N/A	
Medical payment insurance required	No
Amount of insurance required: N/A	
Other types of insurance required: N/A	
Additional requirements: N/A	

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ADMINISTRATION OF MEDICATION	<u> </u>
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	

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

CARE OF MILDLY ILL CHILDREN (see also Specialized Care - Mildly III Ch	ildren)
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
Additional requirements: A center shall not admit or retain in care, except with the written approval of the local health officer, a child who:	
(A) Is diagnosed as having or being a carrier of a child care-restrictable disease; or	
(B) Has certain symptoms, or combination of symptoms, of illness.	
If a child has mild cold symptoms that do not impair his/her functioning	
remain in the center and the parent(s) notified when they pick up their	child.

INCIDENT REPORTING	<u> </u>
Centers must report to the licensing agency all serious injuries that	✓
occur to children in the program	
Centers must keep a record of all serious injuries that occur to children	✓
in the program	
Centers must report to the licensing agency all deaths that occur to	✓
children in the program	

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Additional requirements: The injury to or death of death of a child shall be reported to Child Development Division. A written report of the injury or accident shall be maintained on file.

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: Wiping the nose	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
Children must wash their hands after toileting	✓
Children must wash their hands after diapering	
Children must wash their hands before and/or after eating food	✓
Children must wash their hands after handling animals	
Other times children must wash their hands: Wiping the nose	
State has requirements on the location and/or amount of hand washing facilities for children	✓
Additional requirements: N/A	

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DIAPERING	1
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's	
diaper	
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	✓
Diapering sink must not be used for food preparation	✓

Requirements on proximity of sink to diapering area: A sink used for hand washing, bathing, or diaper-changing shall not be used in any way for preparation of food or drinks, or for dish washing. A hand-washing sink in each diaper changing area, except that centers with certification in effect on July 15, 2001, shall comply with this requirement when the diaper changing area is remodeled.

Additional requirements: N/A

SMOKING POLICIES	<u>^</u>
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: No person shall smoke or use smokeless tobacco in the child care area during child care hours. No person shall smoke or use smokeless tobacco in motor vehicles while child care children are passengers.	

HAZARDOUS MATERIALS	1
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
Additional requirements: N/A	

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

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

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