

2005 Child Care Licensing Study Pennsylvania

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](#)
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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Pennsylvania Department of Public Welfare		
Address: Office of Child Development Bureau of Certification Services P.O. Box 2675		
City: Harrisburg	State: PA	Zip: 17105-2675
Phone: 717-346-9320	Toll Free: 877-4-PA-KIDS (877-472-5437, within state)	
Fax: 717-346-9330	E-mail:	
Web site: http://www.dpw.state.pa.us/Child/ChildCare/		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	3,989
Small family child care homes	4,377
Large/group family child care homes	820
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	9,186
Data notes:	

Key:

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LICENSED CAPACITY	
Child care centers	219,395
Small family child care homes	26,262
Large/group family child care homes	9,840
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	255,497
Data notes: N/A	

LICENSING STAFF



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

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	60
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	153:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	10
Data notes:	

TYPES OF INSPECTIONS



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

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once a year
Small family child care homes	Not inspected regularly
Large/group family child care homes	Once a year
<i>Other frequency of inspection:</i>	
Data notes: Small FCC homes are inspected on a random, not regular, basis. In some years data is collected by a stratified random sample. Under state law, centers and group homes must be inspected annually at minimum. Unannounced monitoring inspections and complaint investigations are also conducted during the year.	

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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
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Full compliance review not conducted
Large/group family child care homes	Once a year
Data notes:	

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described:</i>	
Small family child care homes	No
<i>Use of form described:</i>	
Large/group family child care homes	Yes
<i>Use of form described:</i>	
Data notes: We recognize an indicator inspection, have a bulletin regarding use of the indicator that we use in selected program inspections.	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Data notes:	

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DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes: Do not have differential monitoring. We use an inferential inspection but we do not call it "risk assessment monitoring" or "differential monitoring."	

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

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Referrals made to other agencies/organizations/individuals for technical assistance	
Child care centers	✓
Small family child care homes	✓
Large/group family child care homes	✓
<i>Agencies, organizations, or individuals used for technical assistance referrals:</i> Licensors may refer to the Keystone Stars Program for quality beyond regulatory compliance (at question 40, Keystone Stars is located in the Office of Child Development, in the Bureau of Early Childhood Education and Training), Child Care Resource Developers (four statewide), CCIS agencies that handle the Department's subsidy program, and to other agencies cited in the body of regulations for specifics regarding that agency's requirements for compliance.	

DATA AUTOMATION	
Basic licensing data is automated	No
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: None available	
<i>Other tools used for inspections and monitoring:</i>	No

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

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

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	1,223	289	110	1,622
Number of substantiated licensing complaints	0	0	0	0
Data notes: Number of substantiated, all program types: N/A				
<i>Nature of licensing complaints:</i>				
<ol style="list-style-type: none"> 1. Staff-child ratio 2. Suitability of staff 3. Supervision 4. Problems in the physical plant 				

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>	
Data notes: Licensing agency – DPW’s Child Development Bureau investigates the licensing aspects of the complaints. Protective Services – DPW’s C&Y investigates the actual allegations of abuse/neglect.	

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	0	0	0	0
Data notes: Approximately 115 complaints filed, but not by provider type. Number substantiated, all program types: N/A.				

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	✓	8	✓	7		0
Denial of license	✓	0	✓	3		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> Provisional [license] while a facility is operating with a regular certificate – call this a “downgrade.” Other: Cease and desist actions for operating illegally (at 14 centers).	✓	4		0		0

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Data notes: There is no category for probation in Pennsylvania. Also, state law does not recognize conditional licenses (initial provisional certificates in Pennsylvania) or consent agreements. We do not keep separate statistics regarding revocation and refusal to renew (non-renewal); they are combined into revocation. The issue for us is simply timing: a revocation occurs during the certification period and a refusal to renew occurs when the certificate is due to expire. We also do not keep separate statistics regarding centers and group day care homes—both operate under the same statute and have the same rules for certification. The actual service regulations (minimum health and safety standards) are almost identical. The closest thing we have to a conditional license is a provisional certificate of compliance, which indicates incomplete compliance and that the legal entity is taking steps to correct matters. We may issue a provisional certificate upon renewal when there are outstanding noncompliance items that are due for correction after the current certificate expires. We do not have any data regarding the number of provisional certificates issued on renewal. In 2004 we issued four actions in which we revoked a regular certificate and issued a provisional certificate.

Legal representation for licensing agency: DPW has three attorneys that work on child care licensing.

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, inspection reports are not on Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes: NA	

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
Data notes:	

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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: N/A</i>			
Data notes: 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>			
Data notes:			

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing program representative

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

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Data notes: Our minimum standards include three levels of experience or training. One requires a bachelor's degree; the other two entail 12 semester hours of college-level courses in the social or behavioral sciences.	
<i>Content areas or majors accepted:</i> Our minimum standards include three levels of experience or training. One requires a bachelor's degree; the other two entail 12 semester hours of college-level courses in the social or behavioral sciences.	
Experience working in a setting with children required prior to working as a licenser	Yes
Data notes: Experience is included in one of the three levels of required background. It is not required in the other two levels.	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes:	
<i>Amount of required training:</i>	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i>	
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	✓
Outside consultants	
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i> Other bureaus or offices in state government provide training according to their areas of expertise and the interface between the expertise and our licensing needs.	✓

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Data notes:

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

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy:	
Lead agency	✓
Initiative in same agency as licensing	✓
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes: Tiered Quality Strategy is in the Office of Child Development's (OCD) Bureau of Early Childhood Education and Training. The OCD Bureau of Certification provides licensing baseline and interface with the quality standards.	
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: OCD Bureau of Early Childhood Education and Training	

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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: OCD Bureau of ECDT	
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: OCD Bureau of ECDT	
Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

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

Qualification alternative #1: An associate's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field

Time frame for requirements:

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

Experience requirements:

Amount of experience required	4 years
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Qualification alternative #2: An associate's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 years

Qualification alternative #3: A bachelor's degree from an accredited college or university, including 30 credit hours in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #4: A bachelor's degree from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

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	

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• <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

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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

Qualification alternative #1: Associate's degree with 30 credit hours in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 years

Qualification alternative #2: Associate's degree in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #3: Bachelor's degree from with 30 credit hours in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

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

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	5

Qualification alternative #1: A high school diploma or a general educational development certificate and 2 years experience with children	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #2: A high school diploma or a general education development certificate and completion of a post-secondary training curriculum	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: A high school diploma or a general educational development certificate, including 600 or more hours of secondary training.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #4: 15 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #5: 30 credit hours from an accredited college or university in early childhood education, child development, special education, elementary education or the human services field	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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

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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
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



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

Qualification alternative #1: A minimum of an 8th grade education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #2: A minimum of an 8th grade education and enrollment in a training curriculum. The classroom training portion of the curriculum shall be completed.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: A high school diploma or a general educational development certificate	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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

State has additional requirements for experience to qualify for role	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

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

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

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

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

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- [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](#)
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- [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](#)
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FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
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- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Chapter 3270 Child Day Care Centers	
Date of regulations: 12/27/2003	
State has separate regulations for the following types of care:	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> specialized day care services for children with disabilities	



DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child day care center" is defined as the premises in which care is provided at any one time for seven or more children unrelated to the operator.	
State has definition of "child care facility" or "day care facility"	Yes
<i>Text of definition:</i> "Facility" is defined as a child day care center. Regulations apply to facilities in which out-of-home care is provided, at any one time, for part of a 24-hour day to seven or more children, 15 years of age or younger, including: (1) Care provided to a child at the parent's work site when the parent is not present in the child care space. (2) Care provided in private or public, profit or nonprofit facilities. (3) Care provided before or after the hours of instruction in nonpublic schools and in private nursery schools and kindergartens.	

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Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	✓
Services are provided for less than 24 hours or any part of a 24-hour day	
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	
Services are provided on a scheduled basis	
Services are provided before or after school hours	✓
Services are provided at the parent's work site	✓
Parent is not present at work site	✓
Provider and children are not related by blood, marriage, and/or adoption	✓
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	✓
Services can be provided in a private facility	✓
Services can be provided in a public facility	✓
Services can be provided for profit	✓
Services can be provided not for profit	✓
Services can be provided for payment or compensation	
Data notes: N/A	

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes ↑
Characteristics of programs that are exempt from licensing:	
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	

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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	
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:</i> Care provided in a facility where the parent is present at all times child care is being provided.	
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> Care provided during the hours of instruction in nonpublic schools and in private nursery schools and kindergartens.	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director; fewer than 45 children; more than 45
Master teacher	Yes	Group supervisor; fewer than 45 children; more than 45
Teacher	Yes	Assistant group supervisor
Assistant teacher	Yes	Aide
Aide	No	N/A

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS ↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	18	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	HS diploma or GED required
Assistant teacher	18	N/A	Not required
Aide	N/A	N/A	N/A
<i>Additional requirements: N/A</i>			

OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Meet requirements for position filling
Volunteer	✓	16	N/A

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<i>Other roles:</i> Driver	✓	18	Not specified for food service person and janitorial person
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HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff	✓	✓
References must be from certain people	✓	✓
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 	✓	✓
Type of references required (written, verbal, or both)	Written	Written
<i>Additional requirements:</i> N/A		

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

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

ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	No
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	

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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>	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	No
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	Yes
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	

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Administration of medication	
<i>Additional health and safety training:</i> training regarding the emergency plan	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	6
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other:</i> N/A	
Ongoing training required for master teachers	Yes
Number of hours required annually	6
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other:</i> N/A	
Ongoing training required for teachers	Yes
Number of hours required annually	6
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other:</i> N/A	
Ongoing training required for assistant teachers	Yes
Number of hours required annually	6
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other:</i> 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	
<i>Other:</i> N/A	

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Ongoing training hours required in specific content areas for center directors	Yes
<i>Content of ongoing training hours:</i> Acceptable training topics include the following: (1) Child or staff health. (2) Child development, early childhood education and special education. (3) Supervision, discipline and guidance of children. (4) Nutrition for children. (5) Child care program development. (6) Child care staff person or volunteer professional development.	
Ongoing training hours required in specific content areas for teaching staff	Yes
<i>Content of ongoing training hours:</i> Acceptable training topics include the following: (1) Child or staff health. (2) Child development, early childhood education and special education. (3) Supervision, discipline and guidance of children. (4) Nutrition for children. (5) Child care program development. (6) Child care staff person or volunteer professional development.	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	✓
Training provided by an approved or accredited institution of higher education	✓
Audio-visual materials/videos/reading materials	✓
Conference workshops	✓
Community-based workshops	✓
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: By an entity that is licensed or certified professionally competent in the training topic.</i>	

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CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN ↑		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	5:1	10
27 months	6:1	12
3 years	10:1	20
4 years	10:1	20
5 years	10:1	20
6 years	12:1	24
7 years	12:1	24
8–9 years	15:1	30
10 years and older	15:1	30
<i>Additional requirements:</i> Center ratio and maximum group size for children in preschool (37 months+) to entry into first grade is 10:1/20; first grade through third grade is 12:1/24; fourth grade to 15 years is 15:1/30.		

[↑](#)

MIXED-AGE GROUPS	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> Infant/young or older toddler ratio 1:4 Infant/preschool ratio: 1: 4 Young toddler/preschool ratio: 1:5 Older toddler/preschool ratio: 1:6 Preschool/young or older school-age ratio: 1:10 No more than 50% of each group may be of the older age level.	
<i>Group size requirements for mixed-age groups:</i> Infant/young or older toddler group size: 8 Infant/preschool group size: 8 Young toddler/preschool group size: 10 Older toddler/preschool group size: 12 Preschool/young or older school-age group size: 20 No more than 50% of each group may be of the older age level.	
<i>Additional requirements:</i> N/A	

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ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition:</i> Group: Children assigned to the care of one or two staff persons. A group occupies a space or a defined part of a space.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	✓
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required group size	
<i>Conditions:</i> N/A	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN [↑](#)

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

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Additional requirements: Children on the facility premises shall be supervised at all times. The phrase "supervised at all times" means that each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group.

SUPERVISION OF CHILDREN DURING NAPTIME ↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	✓
• Infant and toddler	✓
• Preschool	✓
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> Young toddler 1:10 Older toddler 1:12 Preschool 1:20	
State has specific group size requirements for naptime	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> Staff persons who are on duty but are not providing child care during naptime shall remain in the child care portion of the facility premises.	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care) ↑	
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Other
Center must have written supervision plan for evening/overnight care	

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State has specific child-staff ratio requirements for evening/overnight care	Yes
<i>Requirements:</i> Infant 1:8 Young toddler 1:10 Older toddler 1:12 Preschool 1:20 Young school-age 1:24 Older school-age 1:30	
State has specific group size requirements for evening/overnight care	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> At least one staff person shall be awake at all times and shall check on the children at least every 2 hours.	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	✓
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements:</i> N/A	
State has specific group size requirements for outdoor play	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> Children on the facility premises shall be supervised at all times. Outdoor play space used by the facility is considered part of the facility premises. The phrase "supervised at all times" means that each staff person shall be assigned the responsibility for supervision of specific children. The staff person shall know the names and whereabouts of the children in his assigned group. The staff person shall be physically present with the children in his group.	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	
State has requirements for the supervision of children during large group activities	No
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	

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

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	✓
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: The following staff-child ratios apply while children are swimming:</i>	
Infant	1:1
Young or older toddler	1:2
Preschool	1:5
Young school-age	1:6
Older school-age	1:8
The person certified in lifeguard training may not be included in the staff-child ratio.	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation)	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	

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Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	✓
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements:</i> (a) The staff-child ratios relating to similar age level; and mixed age level apply when infant, young or older toddler and preschool children are transported. (b) The driver may not be considered part of the staff-child ratio when infant, young or older toddler or preschool children are transported. (c) When school-age children are transported, the driver may be considered part of the staff-child ratio.	
State has specific group size requirements for transporting children in a vehicle	Yes
<i>Requirements:</i> The maximum group size requirements do not apply during transportation.	
<i>Additional requirements:</i> The driver is only counted in the ratio if the children are school-age.	

SUPERVISION OF CHILDREN DURING FIELD TRIPS ↑	
State has requirements for the supervision of children during field trips	No
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	No
<i>Requirements:</i> N/A	
State has specific group size requirements for field trips	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

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CARE OF CHILDREN



AGE DEFINITIONS
Definition of "infant"
<i>Text of definition:</i> "Infant" is defined as a child from birth through 12 months of age.
Definition of "toddler"
<i>Text of definition:</i> "Young toddler" is defined as a child from 13 through 24 months of age. "Older toddler" is defined as a child from 25 through 36 months of age.
Definition of "preschool-age"
<i>Text of definition:</i> "Preschool child" is defined as a child from 37 months of age through the date the child enters 1st grade of a public or private school system.
Definition of "school-age"
<i>Text of definition:</i> "Young school-age child" is defined as a child from the 1st grade through the 3rd grade of a public or private school system. "Older school-age child" is defined as a child from the 4th grade of a public or private school system through 15 years of age.

CHILDREN'S HEALTH REQUIREMENTS	
State requires children to have a physical exam to enroll in a center	Yes
Center must keep records of children's physical exams	✓
Health records must be provided to the center within a specific time frame after a child's enrollment	✓
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	✓
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓

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Additional requirements: N/A

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

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	No
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed: N/A</i>	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	
• Punishment for toileting accident/toileting-related punishment	
• Putting something in child's mouth	
• Discipline/punishment by another child	

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<i>Other forms of discipline not allowed: N/A</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES ↑		
Center must have a written daily schedule of activities		Yes
Center must post daily schedule		✓
Center must provide specific activities for children		Yes
Regular meal/snack times		
Nap or rest period		
Toileting and washing/hand washing		
Outdoor play		✓
Indoor play		
Child-initiated activities		
Staff-initiated activities		
Individual activities		
Group activities		
<ul style="list-style-type: none"> • 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>		
Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development	✓	
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development	✓	
Cultural development	✓	
<i>Other areas of development: Daily activities shall promote the development of skills, social competence and self-esteem. Daily experiences shall recognize the child as an individual and give some choice of activities that respect personal privacy, lifestyle and cultural background.</i>		

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State has requirements for the specific types of equipment/materials a center must have for children	Yes
Books and other literacy materials	
• Number of books required	
<i>Additional requirements about books: N/A</i>	
Art supplies/creative activities	✓
Blocks/construction materials	
Sensory materials	
Fine motor manipulatives	✓
Gross motor equipment (indoor and/or outdoor)	✓
Dramatic play/pretend	✓
Science/experimental/math (counting/sorting)	
Technology/computers	
Music	
<i>Other types of equipment required: Play equipment and materials shall include items from the following categories:</i>	
(1) Materials for dramatic role playing.	
(2) Toys and materials for cognitive development.	
(3) Toys and materials for visual development.	
(4) Toys and materials for auditory development.	
(5) Toys to handle and manipulate and art materials for tactile development.	
(6) Toys and equipment for large muscle development.	
<i>Additional requirements: N/A</i>	

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	✓
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	

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Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	
<ul style="list-style-type: none"> • Each infant must have a primary caregiver 	
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
<i>Additional requirements on SIDS prevention: N/A</i>	

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

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

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

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: Care provided in a facility where the parent is present at all times child care is being provided is exempt.</i>	

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FACILITY REQUIREMENTS



ENVIRONMENT	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	No
Requires fire inspections	
Requires health inspections	
Requires building code inspections	
<i>Additional requirements:</i> Fire safety approval: A certificate of compliance will not be granted by the Department until the legal entity provides proof of compliance with the applicable requirements of the Department of Labor and Industry or local authorities in Scranton, Pittsburgh or Philadelphia.	

SQUARE FOOTAGE	
Number of square feet of indoor space per child	40 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> Indoor child care space is measured within permanent stationary partitions or walls. The allowable number of children in a space is determined by dividing the total square feet in a space by 40.	
Number of square feet of outdoor space per child	65 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> Can be indoor space for large muscle activity.	
Number of square feet per child, based on age of child	
Per infant	40 square feet
Per toddler	50 square feet
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements:</i> N/A	

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

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	✓
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment:</i> INDOOR: Indoor play equipment for climbing shall be installed or used over a protective surface covering which does not interfere with the stability of the equipment. OUTDOOR: Outdoor equipment that requires embedded mounting shall be mounted over at least 6 inches of loose-filled, impact-absorbing materials, anchored firmly and be in good repair.	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

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

FIRE SAFETY	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: At least every 60 days</i>	

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Additional requirements: N/A

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

EMERGENCY PREPAREDNESS	
↑	
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)	
<i>Additional requirements: N/A</i>	

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

TRANSPORTATION (see also Supervision of Children Transported in Vehicles)	
↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	✓
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	
• State has requirements about car seats/child restraint systems	✓

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State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓
<i>Additional requirements:</i> Regulations do not specifically mention seat belts or car seats, but use the term "safety restraints." A child 4 years of age or younger shall be transported in accordance with the requirements for parents and guardians as stated in regulations relating to restraint systems.	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required:</i> The legal entity shall have comprehensive general liability insurance to cover the persons who are on the premises. A current copy of the insurance policy shall be on file at the facility.	
Professional liability insurance required	No
<i>Amount of insurance required:</i> N/A	
Automobile insurance required	No
<i>Amount of insurance required:</i> N/A	
Medical payment insurance required	No
<i>Amount of insurance required:</i> N/A	
<i>Other types of insurance required:</i> N/A	
<i>Additional requirements:</i> N/A	

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

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Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: An operator who observes an enrolled child with symptoms of a communicable disease or infection that can be transmitted directly or indirectly and which may threaten the health of children in care shall exclude the child from attendance until the operator receives notification from a physician or a CRNP that the child is no longer considered a threat to the health of others. Before, during and after the admission process, an operator or facility person may not discriminate against serving a child who has an illness which is not transmitted by casual contact.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements: The operator shall immediately notify a child's parent and shall telephone notice to the appropriate regional office of the Department within 24 hours for inpatient hospitalization or emergency room treatment of a child receiving care at the facility. Copies of reports shall be kept in a file at the facility.</i>	

ADDITIONAL HEALTH REQUIREMENTS ↑	
Centers must have a health consultant	
Centers must have a first aid kit	✓
<ul style="list-style-type: none"> • Requirements specify items that must be in the first aid kit 	✓
<i>Additional requirements: N/A</i>	

HAND WASHING ↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
<ul style="list-style-type: none"> • Center staff must wash their hands after toileting 	✓
<ul style="list-style-type: none"> • Center staff must wash their hands after diapering a child 	✓

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

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

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

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	✓
Smoking is not allowed in areas where food is prepared	✓

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Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements:</i> Cigarettes, pipes or cigars may not be smoked in a child care space, a play space or a food preparation area when children are in care or when food is being prepared. Ashes and cigarette or cigar butts are prohibited in a child care space, a play space or a food preparation area.	

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

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

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

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