

2005 Child Care Licensing Study Vermont

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](#)
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- [Frequency of Licensing](#)
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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Vermont Department for Children and Families		
Address: Child Development Division Child Care Licensing Unit 103 South Main Street, A Building		
City: Waterbury	State: VT	Zip: 05671-5500
Phone: 802-241-3941	Toll Free: 800-649-2642 (within state)	
Fax: 802-241-4676	E-mail:	
Web site: http://www.dcf.state.vt.us/cdd/		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	640
Small family child care homes	1,244
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	1,884
Data notes: State also has legally exempt child care. There were 1,109 such facilities in 2005.	

Key:

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LICENSED CAPACITY	
Child care centers	0
Small family child care homes	0
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	0
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	7
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	269:1
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	1
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	Once a year
Large/group family child care homes	Not licensed
<i>Other frequency of inspection:</i>	
Data notes:	

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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	1 year
Large/group family child care homes	Not licensed
<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	Once a year
Large/group family child care homes	Not licensed
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	No
<i>Use of form described:</i>	
Small family child care homes	No
<i>Use of form described:</i>	
Large/group family child care homes	No
<i>Use of form described:</i>	
Data notes:	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes:	

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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:	

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	No		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
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> Community child care support agencies in each district.	

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
Data notes: As of March 2005	
<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	No
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	No
State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No

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<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	No
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	140	165	0	305
Number of substantiated licensing complaints	60	75	0	135
Data notes: N/A				
<i>Nature of licensing complaints:</i> No response.				

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:				
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: SIU accepted 45 child care investigations alleging abuse. Of the 45, 13 cases were substantiated. Eight children were at risk of harm (five were present when child care provider was using illegal drugs, two were at risk when found wandering unattended). There were three cases of child-to-child sexual abuse in a child care facility, and two cases of risk of harm due to a substantiated sex offender being in a facility.				

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ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license		0		0		0
Denial of license		0		0		0
Immediate closure of facility		0		0		0
Non-renewal of license		0		0		0
Probation		0		0		0
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0
Data notes:						
<i>Legal representation for licensing agency:</i> One full-time state's attorney representative.						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	Other
Data notes: Only the complaint history is substantiated. The information on the Internet only indicates a site visit has been made. Non-compliances are noted on the internet. In the case of a "clean" visit, just the fact that a visit was made is indicated.	
Complaints against facilities are included in licensing reports on the Internet	Yes, but only substantiated complaints
Data notes: The information on the Internet only indicates a site visit has been made. Non-compliances are noted on the internet. In the case of a "clean" visit, just the fact that a visit was made is indicated.	

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:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A			
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:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing field 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	
<i>Other qualifications:</i>	
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	Yes
Data notes:	
<i>Content areas or majors accepted:</i> Child care, education (early childhood), child psychology.	
Experience working in a setting with children required prior to working as a licensor	Yes
Data notes:	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> According to professional development plan.	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	

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State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics: varies</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>	
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:	

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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:	
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



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>	7

Qualification alternative #1: Child Development Associate (CDA)

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	N/A
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Qualification alternative #2: Certificate of completion from the registered child care apprenticeship program

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	

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<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Child care professional certification of completion from a human services program emphasizing child development/early childhood education and approved by the State Board of 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	N/A

Qualification alternative #4: 4 higher-education courses (minimum 12 credits) in topics related to early childhood 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	3 years

Qualification alternative #5: Child care certificate from Community College of Vermont	
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 #6: Associate's degree in a related 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

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Qualification alternative #7: Associate's degree in early childhood or human/child development	
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> child care professional certification of completion; apprenticeship	✓	<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 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>	3

Qualification alternative #1: Licensure from the Vermont Department of 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	N/A

Qualification alternative #2: Master's degree in a related 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: Master's degree in early childhood or in human/child development	
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

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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 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>	7

Qualification alternative #1: Child Development Associate (CDA)	
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 #2: Certificate of completion from the registered child care apprenticeship program	
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: Child care professional certification of completion from a human services program emphasizing child development/early childhood education and approved by the State Board of 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	N/A

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Qualification alternative #4: 4 higher-education courses (minimum 12 credits) in topics related to early childhood 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	3 years

Qualification alternative #5: Child care certificate from Community College of Vermont	
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 #6: Associate's degree in a related 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

Qualification alternative #7: Associate's degree in early childhood or human/child development	
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> child care professional certification of completion; apprenticeship	✓	<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 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>	2

Qualification alternative #1: Completion of a 30 hour course in child development topics approved by the Division	
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 #2: One higher education course (minimum 3 credits) in early childhood development to be successfully completed within one year of employment	
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	

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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	

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

Qualification alternative #1: Enrolled in a human services program that emphasize child development at a technical center approved by the State Board of 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	N/A

Qualification alternative #2: Graduated from a human services program that emphasize child development at a technical center approved by the State Board of 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	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	

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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	

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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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

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: State of Vermont Early Childhood Program Licensing Regulations	
Date of regulations: 02/12/2001	
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> N/A	



DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	No
<i>Text of definition:</i> N/A	
State has definition of "child care facility" or "day care facility"	Yes
<i>Text of definition:</i> "Early childhood facility" is defined as any place, operated as a business or service on a regular or continuous basis whether for compensation or not, which provides early child care and education. "Day care facility" is defined as any place operated as a business or service on a regular or continuous basis, whether for compensation or not, whose primary function is protection, care and supervision of children under 16 years of age outside their homes for periods of less than 24 hours a day by a person other than a child's own parent, guardian or relative.	
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	



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

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
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	✓
<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.)	

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Services are for school-age children	
Program is a recreation program	✓
Program is instructional classes for children	
Services are provided by a religious organization	
Services are provided during religious services	✓
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	✓
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • A person providing care for children of not more than two families other than that of the person providing the care. • A hospital or establishment holding a license issued by the department of health, or a person operating a program primarily for recreational or therapeutic purposes. 	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Program director; up to 12 children; 13-59; 60 or more
Master teacher	Yes	Master teacher
Teacher	Yes	Teacher; teaching associate
Assistant teacher	Yes	Teaching assistant
Aide	Yes	Trainee

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	Not specified; preservice requirements above HS level
Assistant teacher	18	N/A	HS diploma or GED required
Aide	17	N/A	Attending HS or GED prep courses
<p><i>Additional requirements:</i> A trainee must be enrolled in or graduated from a human services program that emphasize child development at a technical center approved by the State Board of Education.</p>			

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

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)		
<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	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 required to have tuberculosis screening	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 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 	

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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: N/A</i>	

BACKGROUND CHECKS	
State requires check of criminal history records for center staff	No
<ul style="list-style-type: none"> • 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	No
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • 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	

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Additional requirements: The owner or operator of a facility licensed or registered by the department may ask the commissioner for the record of convictions and the record of substantiated reports of child abuse of a current employee or a person to whom the owner or operator has given a conditional offer of employment. The request shall be in writing and shall be accompanied by a release signed by the current or prospective employee. The owner or operator shall inform the current or prospective employee that he or she has the right to appeal the accuracy and completeness of the record. Upon receiving a request under this subsection, the commissioner shall ask the Vermont crime information center for the record of convictions of the current or prospective employee.

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	
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	Yes
Current certification in CPR training required	
CPR training must be for the care of infants and/or children	✓

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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	✓
<i>Additional health and safety training: injury prevention and emergency readiness. Training in procedures: emergency procedures including staffing emergencies, evacuation plans, sick or injured children and medical emergencies; Emergency Response Plan for disasters.</i>	

ONGOING TRAINING	
	↑
Ongoing training required for directors	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	

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<i>Other: N/A</i>	
Ongoing training required for assistant teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
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: N/A</i>	
Ongoing training hours required in specific content areas for center directors	No
<i>Content of ongoing training hours: Child development, learning environments, effective teaching and nurturing, parent partnership, ethics and professional behavior, program management, child health, prevention and safety</i>	
Ongoing training hours required in specific content areas for teaching staff	No
<i>Content of ongoing training hours: Child development, learning environments, effective teaching and nurturing, parent partnership, ethics and professional behavior, program management, child health, prevention and safety</i>	
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.)	

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In-service training delivered by center director	
<i>Other:</i> These activities include but are not limited to workshop training sessions, course work, site visit to other programs, a mentoring session, lecture/presentation, or acting as a member of an Early Childhood Program Assessment Team assessing compliance to these regulations.	

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	4:1	8
27 months	5:1	10
3 years	10:1	20
4 years	10:1	20
5 years	10:1	20
6 years	13:1	Not regulated
7 years	13:1	Not regulated
8–9 years	13:1	Not regulated
10 years and older	13:1	Not regulated
<i>Additional requirements:</i> N/A		

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> The age of the youngest child in the group is used to determine the maximum number of children in the group and the proper staff to child ratio for mixed age groups	
<i>Group size requirements for mixed-age groups:</i> The age of the youngest child in the group is used to determine the maximum number of children in the group and the proper staff to child ratio for mixed age groups	
<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: The number of children who meet together regularly and can be identified with one another as being distinct from the larger population of children present and are assigned to a specific staff person or team of staff members.	
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	
<i>Additional requirements:</i> N/A	

Key:

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SUPERVISION OF CHILDREN DURING NAPTIME	
↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	✓
Staff must be able to see children	✓
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	✓
• Infant and toddler	✓
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	No
<i>Requirements: N/A</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: Sleeping infants are subject to in-person checks every 15 minutes.</i>	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE	
<i>(see also Specialized Care – Evening/Overnight Care)</i>	
↑	
State has requirements for the supervision of children during evening/overnight care	No
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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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: N/A</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: Constant visual supervision, in the same room or outdoor play area. Outdoor play areas shall be under the supervision of staff interacting with the children.</i>	

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	
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	

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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
<p><i>Requirements:</i> When lifeguards are on duty supervising the swimming area, they shall not be counted in the following child/staff ratio. The minimum ratio of staff to children participating in a swimming activity shall be:</p> <p>(a) 1:10 for children age 8 and older; (b) 1:8 for children age 6 and 7 year old; (c) 1:6 for children age 3-5; and (d) 1:4 for children under age three.</p> <p>Programs licensed for 12 or fewer children may provide swimming with no lifeguard present when the following staff: child ratios are maintained:</p> <ul style="list-style-type: none"> • For non-school aged children at least 1 staff for every two children swimming. • For school aged children at least 1 staff for every 6 children swimming. <p>For programs licensed for 13 or more there shall be at least one certified lifeguard assigned to each group of 25 or fewer children in the water. The licensee shall provide a sufficient number of certified lifeguards assigned to each group of 25 or fewer children, when the swimming facility does not have their own lifeguard.</p>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements:</i> N/A	
<p><i>Additional requirements:</i> Children using wading pools shall be under the direct supervision of at least one staff person, who holds valid certification in infant/child CPR. When children in care share swimming areas with other bathers, a system of visual identify must be in place to identify children in care. Commonly used identifiers are: specified bathing suits or caps, wristbands or colored zinc-oxide sun block. Personal flotation devices of any kind shall not be used as identifiers.</p>	

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	
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	✓

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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
<p><i>Requirements:</i> When there are 3 or more non-ambulatory children in the vehicle, there must be at least 2 staff present unless the vehicle is equipped with a two-way communication system linked to emergency backup services. When there are more than 6 non-ambulatory children in the vehicle a 1:4 ratio staff-child ratio shall apply.</p> <p>No more than 6 preschool children shall be transported in a vehicle without the presence of a second adult; no more than 15 preschool children shall be transported in a vehicle without the presence of a third adult.</p> <p>When school aged children are transported the following ratios shall apply: 1-6 children, 1 staff person 6-12 children, 2 staff persons</p>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> 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	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: N/A</i>	
Definition of "toddler"	
<i>Text of definition: N/A</i>	
Definition of "preschool-age"	
<i>Text of definition: N/A</i>	
Definition of "school-age"	
<i>Text of definition: N/A</i>	

CHILDREN'S HEALTH REQUIREMENTS	
↑	
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	
<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	✓
<i>Additional requirements: N/A</i>	

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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	✓
<i>Additional requirements: N/A</i>	

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	Yes
<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: Staffs expectations of children's social behavior shall be appropriate to each child's level of development. Guidance shall be designed to meet the individual needs of each child. Staff shall use positive methods of guidance and discipline that encourage self-control, self-direction, self-esteem and cooperation (for example, redirection, planning ahead to prevent problems, reinforcing and praising appropriate behavior and encouraging children to express their feelings and ideas instead of solving problems with force).</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	✓

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• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	
<i>Other forms of discipline not allowed: No employee, volunteer or parent shall use any form of inappropriate discipline or corporal punishment.</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES	
Center must have a written daily schedule of activities	No
Center must post daily schedule	
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
• Large group activities	✓
• Small group activities	✓
Active play	
Quiet play	
Free play	
Creative expression	✓
Gross motor activities	✓
Fine motor activities	✓
<i>Other activities: N/A</i>	

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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	✓	✓
<i>Other areas of development:</i> Sound health, safety and nutritional practices in the daily routine (for example: hand washing and giving opportunities to help prepare and serve food). Many opportunities for success through open-ended activities (for example: blocks, play dough and sand/ water) and praising effort, not just results. Creative expression and appreciation for the arts (for example: creating art work as process rather than product, dance, movement, dramatic play, music and materials that represent a variety of cultures).		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
<ul style="list-style-type: none"> • Number of books required 		
<i>Additional requirements about books:</i> 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		✓
<i>Other types of equipment required:</i> N/A		
<i>Additional requirements:</i> N/A		

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	✓
Center must provide opportunities for parent involvement	

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<i>Additional requirements:</i> The program may offer parents opportunities to be involved in: (a) Experiences and activities that enhance their skills, self-confidence and sense of independence in providing an environment where their child can develop to their full potential. (b) Experiences in child growth and development that will strengthen their role as the primary influence in their children's lives. (c) Ways of providing educational and developmental activities in the program. (d) Identifying and using family and community resources.	
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	
<i>Additional requirements:</i> N/A	

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:</i> N/A	
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	✓

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Additional requirements on SIDS prevention: N/A

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:</i>	
<p>Director and/or head teacher (12 or fewer children):</p> <p>a. Child Development Associate (CDA), or Certified Childcare Professional (CCP) Early Childhood Education Specialist, or</p> <p>b. Associates Degree in Early Childhood, Human/ Child Development (includes Pediatric Nursing), or Recreation, or</p> <p>c. Two years of successful the population being served experience relative to and at least 1 successfully completed higher education course in early childhood related topics (to be completed within 9 months),</p> <p>d. Child Care Certificate from Community College of Vermont or a certificate of completion from a Voc/ Tech Human Services Program approved by the State Board of Education emphasizing child care or early childhood education.</p>	
<p>Director and/or head teacher (13 and 59 children):</p> <p>a. CDA, CCP, or Associates Degree in Early Childhood</p> <p>b. Education, Elementary Education, Human Development, or Recreation and 2 years experience with groups of school-age children, or</p> <p>c. BA/BS with four courses in Early Childhood Education, Elementary Education, Human Development, or Recreation related topics and 2 years experience with groups of school age children, or d. BA/BS in Early Childhood or Human/Child Development or Recreation and 1 year experience with groups of school age children, or</p> <p>e. Three years successful experience in a youth or recreational program and 4 higher education courses successfully completed relative to the population being served. These higher education courses may be completed within 18 months of employment.</p>	
<p>Director and head teacher (60 or more children):</p> <p>a. BA/BS in Early Childhood or Human/Child Development, Elementary Education or Recreation and 2 years of successful experience relative to the population to be served, or</p> <p>b. BA/BS and 4 higher education courses successfully completed in early childhood, elementary education or recreation related topics and 3 years successful experience relative to the population to be served, or</p> <p>c. Associate's Degree and 4 higher education courses successfully completed in early childhood, elementary education or recreation related topics and 4 years of successful experience relative to the population to be served. Course work requirements shall be completed within 1 year of employment.</p>	
<p>Teacher:</p> <p>a. CDA, CCP, or</p> <p>b. Associates Degree in Early Childhood or Human/ Child Development, or</p>	

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c. One year of successful experience working with young children and 1 higher education course successfully completed in Early Childhood Education or Human/Child Development.

Assistant for a group of children shall be at least 18 years old and must have successfully completed, within one year of the beginning of employment or assignment, 1 course in child development approved by the Division. An assistant must be supervised by a teacher, head teacher or director until she/he has successfully completed a reasonable probationary employment period.

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 [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	No
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	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	✓

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State has requirements for the facility related to the care of children in drop-in programs	✓
<i>Additional requirements on drop-in care:</i> Requirements included in Children's Day Care Licensing Regulations for Non-recurring Clientele (3/24/98)	

FACILITY REQUIREMENTS

↑	
ENVIRONMENT	
State has requirements about environmental tests of the facility	Yes
Requires lead tests	
Requires asbestos tests	Required prior to licensure
Requires radon tests	
State has requirements about environmental inspections	No
Requires fire inspections	
Requires health inspections	
Requires building code inspections	
<i>Additional requirements:</i> N/A	

↑	
SQUARE FOOTAGE	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<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> Sufficient cushioning material shall be in place around and under climbers, slides, swings, etc. that allow a child to achieve a height of over 30 inches.	
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:</i> N/A	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	No
Centers are required to have an evacuation plan for fires	
Centers must conduct fire drills	
<i>Time interval for fire drills:</i> N/A	
<i>Additional requirements:</i> N/A	

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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: at least once a month</i>	

EMERGENCY PREPAREDNESS ↑	
State has requirements on emergency preparedness	No
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	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	

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Additional requirements: N/A

LIABILITY INSURANCE	
↑	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required: Each program shall carry liability insurance of a reasonable amount for its own protection. Evidence of insurance coverage shall be provided to the Division upon licensing and relicensing.</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: Automotive insurance covering property damage, bodily injury and liability shall be carried.</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

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: N/A</i>	

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	
<i>Additional requirements: N/A</i>	

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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:</i> Persons may be excluded if, in the opinion of the program director, they are too ill to participate.	

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:</i> The child's parent and the Division shall receive a written report within two working days of an incident or injury that required the services of a medical professional, including a dentist, which occurred while the child was in attendance.	

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

HAND WASHING ↑	
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	✓
<i>Other times staff must wash their hands:</i> Upon arrival at the facility After handling items soiled with blood or body fluids Before and after giving medication	

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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:</i> Upon arrival After playing outside	
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:</i> There shall be a sink for hand washing convenient to the diaper changing area with running hot and cold water. This shall not be the sink used for food preparation and clean up.	
<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	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements:</i> There shall be no smoking on the premises. Staff shall not smoke in view of the children.	

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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: N/A</i>	

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

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: N/A</i>	

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