

2005 Child Care Licensing Study West Virginia

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](#)
- [Frequency of Inspections](#)
- [Frequency of Licensing](#)
- [Inspections and Monitoring](#)
- [Complaint Investigations](#)
- [Enforcement Actions](#)
- [Access to Licensing Information](#)
- [Licensing Fees](#)
- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: West Virginia Department of Health & Human Resources		
Address: Bureau of Children and Families Division of Early Care and Education 350 Capitol Street, Room B-18		
City: Charleston	State: WV	Zip: 25301
Phone: 304-558-1885	Toll Free:	
Fax: 304-558-8800	E-mail:	
Web site: http://www.wvdhhr.org/bcf/		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	432
Small family child care homes	2,341
Large/group family child care homes	86
<i>Other types of licensed facilities:</i> Head Start programs (less than four hours per day)	144
Total number of licensed facilities	2,859
Data notes:	

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

LICENSED CAPACITY	
Child care centers	17,750
Small family child care homes	9,364
Large/group family child care homes	1,032
<i>Other types of licensed facilities:</i>	4,900
Total licensed capacity	28,146
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	39
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	77:1
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.	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	5
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	Once a year
<i>Other frequency of inspection:</i>	
Data notes:	

Key:

✓ = Yes

⬆ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

FREQUENCY OF LICENSING



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

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once every 2 years
Small family child care homes	Once every 2 years
Large/group family child care homes	Once every 2 years
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	Yes
<i>Use of form described:</i> The abbreviated checklist is used during annual compliance monitoring visits of FCC homes accepting subsidy payments.	
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	Yes
Large/group family child care homes	No

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

Data notes:

DIFFERENTIAL MONITORING

(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")

System of differential monitoring based on compliance records used for inspections

Child care centers	No
--------------------	----

System of assessing compliance and differential monitoring:

Small family child care homes	No
-------------------------------	----

System of assessing compliance and differential monitoring:

Large/group family child care homes	No
-------------------------------------	----

System of assessing compliance and differential monitoring:

Data notes:

TECHNICAL ASSISTANCE AND CONSULTATION

Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations

Child care centers	Yes
--------------------	-----

Small family child care homes	Yes
-------------------------------	-----

Large/group family child care homes	Yes
-------------------------------------	-----

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	Yes
-------------------------------------	-----

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:

Key:

✓ = Yes

⬆ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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> Referrals are made as needed to local Child Care Resource & Referral Agencies, local child care and adult food programs, health departments, fire marshals, and other services, as available.	

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	Yes
Data notes:	
<i>Other tools used for inspections and monitoring:</i> Laser measuring devices are used by some center licensing staff.	Yes

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
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

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed
By NARA and NCCIC, 2006	

2005 Child Care Licensing Study West Virginia

State uses other complaint investigation staff	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<i>Other complaint investigation staff described:</i> Child Protective Services for abuse or neglect allegations.	
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	60	0	0	60
Number of substantiated licensing complaints	50	0	0	50
Data notes: 'N/A' written in for small and large FCC.				
<i>Nature of licensing complaints:</i>				
1) Too many children in family homes/failure to abide by staff-child ratios in centers.				
2) Failure to supervise or inadequate supervision.				
3) Use of inappropriate discipline, such as physical punishment, which is prohibited.				

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:	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

2005 Child Care Licensing Study West Virginia

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	18	35	2	55
Number of substantiated child abuse and neglect complaints	0	0	0	0

Data notes: "N/A" written in for substantiated complaints.

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	✓	1
Non-renewal of license	✓	0	✓	0	✓	2
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:
Legal representation for licensing agency: State attorney

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, but state is planning to put inspection reports on the Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



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:			

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

2005 Child Care Licensing Study West Virginia

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Family Child Care Monitor; Child Care Center Licensing Specialist

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	
No required educational qualifications	
<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	No
Data notes:	
<i>Content areas or majors accepted:</i> Social work.	
Experience working in a setting with children required prior to working as a licenser	No
Data notes:	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> Licensed social workers must complete 50 continuing education credits every 2 years.	
Topics covered in training:	
Regulatory issues	
State's regulations	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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: No response	
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: National conferences: Program management staff	

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:	

<p>Key: ✓ = Yes ↑ = Click to go back to top FCC = Family child care</p>	<p>NARA = National Association for Regulatory Administration NCCIC = National Child Care Information and Technical Assistance Center N/A = Not Applicable/Not Addressed</p>
---	---

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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: Child care center licensing staff participate on PIECES committees, a collaborative for the birth–age 5 system of early care and education in West Virginia.	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
↑ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

By NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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>	3

Qualification alternative #1: Fifteen (15) years of relevant work experience

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	15 years
-------------------------------	----------

Qualification alternative #2: A registered Apprenticeship Certificate for Child Development Specialist

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	

Key:

✓ = Yes

↑ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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

Qualification alternative #3: Twenty-eight (28) college credits, with at least nine (9) credit hours in early childhood 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> 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	

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

2005 Child Care Licensing Study West Virginia

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

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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>	5

Qualification alternative #1: Two (2) years of relevant work experience	
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: CDA credential	
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	300 hours

Qualification alternative #3: Twelve (12) college credits in an early care and education 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	300 hours

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

2005 Child Care Licensing Study West Virginia

Qualification alternative #4: Twenty-eight (28) college credits, with at least nine (9) credit hours in early childhood 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

Qualification alternative #5: Registered Apprenticeship Certificate for Child Development Specialist	
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	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> Registered Apprenticeship Certificate for Child Development Specialist	✓	<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	

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

2005 Child Care Licensing Study West Virginia

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

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

2005 Child Care Licensing Study West Virginia

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>	4

Qualification alternative #1: Two (2) years of relevant work experience	
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: CDA credential	
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	300 hours

Qualification alternative #3: West Virginia Training Certificate in Early Care and Education (WVTCECE) or its equivalent	
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

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

2005 Child Care Licensing Study West Virginia

Qualification alternative #4: Twelve (12) college credits in an early care and education 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			300 hours
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> ECE	✓	<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	

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

2005 Child Care Licensing Study West Virginia

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

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

2005 Child Care Licensing Study West Virginia

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>	1

Qualification alternative #1: West Virginia Training Certificate in Early Care and Education (WVTCECE) or its equivalent and a minimum of one (1) year of relevant work experience	
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	✓
• Infant and toddler credential	Bachelor's degree in early care and education
• Director credential	Bachelor's degree in early care and education or higher
• <i>Other state credentials:</i> ECE	✓
Associate's degree	<i>Master's degree in a related field:</i> N/A
<i>Associate's degree in a related field:</i> N/A	Master's degree in early care and education
Associate's degree in early care and education	PhD or advanced degree
	Teaching certificate/license

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

2005 Child Care Licensing Study West Virginia

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

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

2005 Child Care Licensing Study West Virginia

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>	1

Qualification alternative #1: Be enrolled in the West Virginia Training Certificate in Early Care and Education program or its equivalent.	
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	✓
<ul style="list-style-type: none"> • Infant and toddler credential 	Bachelor's degree in early care and education
<ul style="list-style-type: none"> • Director credential 	Master's degree
<ul style="list-style-type: none"> • <i>Other state credentials:</i> ECE 	✓
Associate's degree	<i>Master's degree in a related field:</i> N/A
Associate's degree in early care and education	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

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

2005 Child Care Licensing Study West Virginia

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

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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](#)

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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](#)

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
↑	
Name of regulations: Title 78 Legislative Rules, Series 1, Day Care Centers Licensing	
Date of regulations: 07/01/2003	
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> 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"	Yes
<i>Text of definition:</i> "Day care center" is defined as a facility operated by an individual, firm, corporation, association or organization, public or private, for the care of 13 or more children on a nonresidential basis.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
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	

Key:

✓ = Yes

↑ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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	12 or fewer
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<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	

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

2005 Child Care Licensing Study West Virginia

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: An individual or facility that offers occasional care of children for brief periods while parents are shopping, engaging in recreational activities, attending religious services or engaging in other business or personal affairs.</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"> • Hospitals or other medical facilities that are primarily used for temporary residential care of children for treatment, convalescence, or testing. • Any juvenile detention facility or juvenile correctional facility operated by or under contract with the division of juvenile services for the secure housing or holding of juveniles committed to its custody. 	
Data notes: N/A	

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

2005 Child Care Licensing Study West Virginia

CENTER STAFF REQUIREMENTS



STAFF ROLES		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director; Centers: Type I (30 or fewer children); Type II (31-60); Type III (61 or more)
Master teacher	Yes	Assistant director or lead teacher
Teacher	Yes	Teacher
Assistant teacher	Yes	Assistant teacher
Aide	Yes	Teaching assistant



AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	HS diploma or GED required
Master teacher	21	N/A	Not required
Teacher	18	N/A	Not required
Assistant teacher	18	N/A	HS diploma or GED required
Aide	18	N/A	HS diploma or GED required
<p><i>Additional requirements:</i> A teen aide shall:</p> <p>a. Be at least 2 years older than the oldest child in the group with whom he or she is working; and</p> <p>b. Not be left alone with a child other than his or her own child.</p> <p>Also have role of "student intern."</p>			



OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Not specified
Volunteer	✓	18	N/A
<i>Other roles:</i> Driver	✓	N/A	Not specified for support staff; driver must be 21



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

2005 Child Care Licensing Study West Virginia

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 		
<ul style="list-style-type: none"> • Professional acquaintance 		
<ul style="list-style-type: none"> • Previous employer 		
Type of references required (written, verbal, or both)	Written	Written
<i>Additional requirements: N/A</i>		

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 	✓
<ul style="list-style-type: none"> • Required annually or at another time interval 	✓
<ul style="list-style-type: none"> • Required for staff having contact with children 	
<ul style="list-style-type: none"> • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring 	✓
<ul style="list-style-type: none"> • Required annually or at another time interval 	✓
<ul style="list-style-type: none"> • Required for staff having contact with children 	
<ul style="list-style-type: none"> • 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 	
<ul style="list-style-type: none"> • Required annually or at another time interval 	
<ul style="list-style-type: none"> • Required for staff having contact with children 	
<ul style="list-style-type: none"> • 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: N/A</i>	

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

2005 Child Care Licensing Study West Virginia

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	Yes
• 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:</i> State requires a report of a Federal Bureau of Investigation (FBI) records check, for any staff member who has lived outside West Virginia within the past 5 years, or has established residence outside West Virginia for more than 1 year since turning 18 years of age.	

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	
<p><i>Required content for orientation training:</i> Prior to or during the first week of employment and prior to having sole responsibility for a group of children, a center shall provide orientation to the staff member that includes a review of:</p> <ol style="list-style-type: none"> 1. Licensing, other regulatory requirements, and a center's administrative manual; 2. Policies and staff duties; 3. Policies and procedures for confidentiality and information disclosure, behavior management, reporting child abuse and neglect, and emergencies; 4. Policies and procedures for basic sanitation and infection control; 5. Policies and procedures for safety, including prevention of injury both indoors and outdoors, and fire safety, including the use of fire extinguishers; 6. The statement of purpose and daily schedule, including the planned program of activities, routines and transitions; and 7. Communication at a center, including procedures to inform staff of any special dietary or other needs of the children for whom they will be responsible. 	
<i>Additional requirements:</i> N/A	

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	✓

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

2005 Child Care Licensing Study West Virginia

CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	✓
<i>Additional health and safety training:</i> Abuse recognition and prevention. Oral health concepts and child oral health education. If a center uses a microwave oven, the center shall train staff members in the correct use and potential dangers of the oven.	

ONGOING TRAINING	
↑	
Ongoing training required for directors	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	

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

2005 Child Care Licensing Study West Virginia

Ongoing training required for teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	Yes
Number of hours required annually	15
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	Yes
Number of hours required annually	15
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	Yes
<i>Content of ongoing training hours: Must include a minimum of 6 hours of approved training related to the care of children in the program.</i>	
Ongoing training hours required in specific content areas for teaching staff	Yes
<i>Content of ongoing training hours: Must include a minimum of 6 hours of approved training related to the care of children in the program.</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	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	

Key:

✓ = Yes

⬆ = Click to go back to top

N/A = Not Applicable/Not Addressed

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

NRC = National Resource Center for Health and Safety in Child Care and Early Education

Publication of NARA and NCCIC, 2006

2005 Child Care Licensing Study West Virginia

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

CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	4:1	12
27 months	8:1	16
3 years	10:1	20
4 years	12:1	24
5 years	12:1	24
6 years	16:1	32
7 years	16:1	32
8–9 years	16:1	32
10 years and older	16:1	32
<i>Additional requirements: N/A</i>		

[↑](#)

MIXED-AGE GROUPS	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups: For each mixed age group at a center, the center shall maintain the staff-child ratio and group size for the youngest child in the group</i>	
<i>Group size requirements for mixed-age groups: For each mixed age group at a center, the center shall maintain the staff-child ratio and group size for the youngest child in the group</i>	
<i>Additional requirements: N/A</i>	

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

2005 Child Care Licensing Study West Virginia

ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition:</i> Group: A specific number of children, distinct from the larger population of children, who regularly meet together and interact with each other and with 1 or more specific staff members, in an assigned space. The size of the group and required number of staff are determined by the staff-child ratio set out in this rule.	
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> For short periods of time such as when children are arriving and departing, for scheduled activities such as eating and napping, and for special occasions, including field trips, a center may combine school-age groups of children and children 5 years of age and under.	
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	

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

2005 Child Care Licensing Study West Virginia

Additional requirements: The children have adequate supervision at all times.

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> <ul style="list-style-type: none"> • For groups of children 12 months of age and under, a center shall ensure that each qualified staff member is present in the nap area and able to see and hear all of the children at all times. • For groups of children over 12 months of age who participate in a nap-time program, a center shall ensure that at least 1 qualified staff member is in each area visually supervising the children and each qualified staff member required to meet the staff-child ratio is on the premises and within calling distance of the areas occupied by the children. • For short periods of time such as when children are napping, a center may combine school-age groups of children and children 5 years of age and under. When groups are combined, a center shall continue to maintain the staff-child ratios required under this rule. 	
State has specific group size requirements for naptime	Yes
<i>Requirements:</i> For short periods of time such as when children are napping, a center may combine school-age groups of children and children 5 years of age and under. When groups are combined, a center shall continue to maintain the staff-child ratios required under this rule.	
<i>Additional requirements:</i> N/A	

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	✓

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

2005 Child Care Licensing Study West Virginia

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	Yes
<i>Requirements:</i> One qualified staff member supervises a maximum of 8 children; when providing evening and nighttime care a center shall maintain the general staff-child ratios.	
State has specific group size requirements for evening/overnight care	Yes
<i>Requirements:</i> When providing evening and nighttime care a center shall maintain the general group size.	
<i>Additional requirements:</i> At least 1 qualified staff member is in each room visually supervising the children at all times and checking at least hourly on each sleeping child; and each qualified staff member required to meet the staff-child ratio is on the premises and within calling distance of the rooms occupied by the children.	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY ↑	
State has requirements for the supervision of children during outdoor play	No
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements:</i> N/A	
State has specific group size requirements for outdoor play	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES ↑	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	Yes

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

2005 Child Care Licensing Study West Virginia

<i>Requirements:</i> For short periods of time such as special occasions, a center may combine school-age groups of children and children 5 years of age and under. When groups are combined, a center shall continue to maintain the staff-child ratios required under this rule.	
State has specific group size requirements for large group activities	Yes
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

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:</i> When a child is participating in a Level I or Level II water activity, except a swimming lesson with a qualified instructor, a center shall maintain the following staff-child											
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>Age of Children</th> <th>Child-Staff Ratio</th> </tr> </thead> <tbody> <tr> <td>12 months and under</td> <td style="text-align: center;">1:1</td> </tr> <tr> <td>13-24 months</td> <td style="text-align: center;">2:1</td> </tr> <tr> <td>25 - 59 months</td> <td style="text-align: center;">4:1</td> </tr> <tr> <td>60 months and over</td> <td style="text-align: center;">8:1</td> </tr> </tbody> </table>		Age of Children	Child-Staff Ratio	12 months and under	1:1	13-24 months	2:1	25 - 59 months	4:1	60 months and over	8:1
Age of Children	Child-Staff Ratio										
12 months and under	1:1										
13-24 months	2:1										
25 - 59 months	4:1										
60 months and over	8:1										
When 2 or more children 24 months of age and under are participating in a Level I or Level II water activity in a mixed age group, except a swimming lesson with a qualified instructor, the center shall ensure that at least 2 qualified staff members are present.											
State has specific group size requirements for swimming and water activities	No										
<i>Requirements:</i> N/A											
<i>Additional requirements:</i> Ensure adequately prepared staff who are in the water or prepared to enter it at any time and have a system, known to the children and staff members, for checking to ensure that each child is safe when in the water.											

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

2005 Child Care Licensing Study West Virginia

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES	
<i>(see also Facility Requirements – Transportation)</i>	
↑	
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	
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: At all times when transporting a child, a center shall ensure that no child is unattended in a vehicle, and a center shall maintain the general staff-child ratio and not include the driver in the staff-child ratio.</i>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	✓
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	✓
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements: A center shall ensure that when a child is participating in a field trip, at least 2 qualified staff members are present at all times. For short periods of time such as for special occasions, including field trips, a center may combine school-age groups of children and children 5 years of age and under. When groups are combined, a center shall continue to maintain the staff-child ratios required under this rule.</i>	

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

2005 Child Care Licensing Study West Virginia

State has specific group size requirements for field trips	Yes
<i>Requirements:</i> For short periods of time such as for special occasions, including field trips, a center may combine school-age groups of children and children 5 years of age and under. When groups are combined, a center shall continue to maintain the staff-child ratios required under this rule.	
<i>Additional requirements:</i> N/A	

CARE OF CHILDREN

AGE DEFINITIONS
Definition of "infant"
<i>Text of definition:</i> N/A
Definition of "toddler"
<i>Text of definition:</i> N/A
Definition of "preschool-age"
<i>Text of definition:</i> N/A
Definition of "school-age"
<i>Text of definition:</i> "School age child is defined as a person who is between 5 and 13 years of age and is eligible to attend school or is enrolled in school."

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:</i> N/A	

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

2005 Child Care Licensing Study West Virginia

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>	

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
• Supervised separation from the group	✓
• Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<p><i>Other forms of discipline allowed: At all times, staff members are responsible for providing positive guidance that is appropriate to each child's age, understanding and circumstances. Staff members shall:</i></p> <ol style="list-style-type: none"> a. Teach by example; b. Recognize and encourage acceptable behavior; c. Make eye contact with the child and kneel or sit beside the child whenever possible when speaking to the child; d. Supervise with kindness, understanding and firmness; e. Define clear limits, set fair and consistent rules and, when appropriate, permit an older school age child to participate in the development of rules and procedures; f. Help a child develop self control to assume responsibility for his or her own actions; g. Guide a child's activities in an orderly manner; h. Prepare a child for his or her next activity a few minutes ahead of time, and allow the child a brief transition time before beginning the new activity; 	

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

2005 Child Care Licensing Study West Virginia

i. Help a child avoid long waiting periods when the child has nothing to do by ensuring that the environment includes materials that hold his or her attention; and j. Help a child feel successful at tasks and provide options if chosen tasks prove to be too difficult.	
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	✓
<i>Other forms of discipline not allowed:</i> Excessive exercise or any cruel treatment that may cause pain. Seeking or accepting parental permission to use physical punishment or other actions is prohibited by this rule.	
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	✓
• Large group activities	
• Small group activities	
Active play	✓
Quiet play	✓
Free play	✓

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

2005 Child Care Licensing Study West Virginia

Creative expression		
Gross motor activities		✓
Fine motor activities		✓
<i>Other activities:</i> Active and passive learning experiences.		
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> N/A		
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> Books for children 24-36 months of age must be sturdy with heavy paper or cardboard pages, tactile or touch-me, pop-up or hidden picture and dressing books. Books for children 36-72 months of age must be picture books with simple stories and rhymes, complex pop-up books, age-appropriate stories.		
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> Represent diverse cultures, ethnic groups, gender roles and abilities in ways that do not reinforce stereotypes.		
<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	✓

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

2005 Child Care Licensing Study West Virginia

<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	✓
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>	

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

2005 Child Care Licensing Study West Virginia

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: N/A</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	

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	

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

2005 Child Care Licensing Study West Virginia

State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care:</i> The following types of programs are EXEMPT: An individual or facility that offers occasional care of children for brief periods while parents are shopping, engaging in recreational activities, attending religious services or engaging in other business or personal affairs.	

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	Yes
Requires fire inspections	Required prior to licensure
Requires health inspections	Required prior to licensure
Requires building code inspections	
<i>Additional requirements: N/A</i>	

[↑](#)

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: N/A</i>	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
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: N/A</i>	

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

2005 Child Care Licensing Study West Virginia

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	✓
<p><i>Details on state requirements on surfaces under equipment:</i></p> <p>INDOOR: Use zones are extended by at least 6 feet in all directions from the perimeter of indoor climbing equipment, and landing mats are provided that are at least 4 inches thick, constructed of materials such as rubber or a rubber composition, and securely fixed in place.</p> <p>OUTDOOR: That the surface of the play area in an equipment use zone is composed of: A. Loose fill, including sand, pea gravel, shredded tires, wood chips or wood mulch, to a depth of at least 6 inches, increasing with the height of the equipment to 12 inches as recommended by the Consumer Product Safety Commission; B. A unitary surface, such as rubber tiles or mats, or rubber poured in place; or C. An appropriate combination of loose fill and unitary surface material.</p>	
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	

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

2005 Child Care Licensing Study West Virginia

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 two times a month</i>	
<i>Additional requirements: N/A</i>	

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	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>	

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

2005 Child Care Licensing Study West Virginia

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

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required: Center must include in application proof of liability insurance.</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	No
<i>Amount of insurance required: N/A</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>	

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

2005 Child Care Licensing Study West Virginia

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>	

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	✓
<p><i>Additional requirements: A center shall exclude a sick child from the center:</i></p> <ol style="list-style-type: none"> 1. Immediately when a child has a serious communicable illness; 2. When the illness prevents a child from participating in routine activities; 3. When a child's illness results in a greater need for care than staff members can provide without compromising the health and safety of the other children; 4. When a child appears to have certain symptoms, unless a licensed health care provider determines that they do not indicate a communicable disease. <ul style="list-style-type: none"> • When a licensed health care provider excludes a child because of a communicable illness, a center shall readmit the child only after the child's parent provides a signed statement from a licensed health care provider that the risk of transmission is no longer present and the child is well enough to participate in center activities; and • After receiving a signed statement from a licensed health care provider that the child poses no health risk to the children at the center, the center may permit the child to remain at the center. 	

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	✓

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

2005 Child Care Licensing Study West Virginia

Additional requirements: A center shall verbally report the occurrence within 24 hours or by the next work day to the Secretary, and before the end of the day, ensure that the staff member in charge prepares and signs a serious occurrence report; and complete a report of each serious occurrence ensuring that the report is signed by the staff member completing it and by the child's parent. Copies of the report are to be placed in the child's file and in a separate cumulative file maintained by the center.

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> Before starting work When hands are contaminated with body fluids Before giving medication After playing outdoors After handling garbage After removing gloves used for any purpose	
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	✓

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

2005 Child Care Licensing Study West Virginia

<i>Other times children must wash their hands:</i> When hands are contaminated with body fluids Before giving medication After playing outdoors After handling garbage After removing gloves used for any purpose	
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: N/A</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	
Smoking is not allowed in a vehicle while transporting children	✓
Smoking is allowed in a designated area	
<i>Additional requirements: Smoking and spit tobacco use is prohibited on the premises and everywhere in the presence of children. Smoking is prohibited anytime in vehicles operated by the center, even in the absence of children. Staff shall ensure that children will not see anyone smoking or using any tobacco products while at the day care center. All tobacco products, lighters and matches shall be kept out of the children's reach.</i>	

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

2005 Child Care Licensing Study West Virginia

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	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: A center shall prohibit firearms unless carried by a regulatory or law enforcement professional in the line of duty.</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>	

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