

2005 Child Care Licensing Study Georgia

Data Profile for State Licensing Programs and Policies

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

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
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- [Licensing Staff Requirements](#)
- [Quality Initiatives](#)

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Bright From the Start: Georgia Department of Early Care and Learning		
Address: 10 Park Place South, Suite 600		
City: Atlanta	State: GA	Zip: 30303
Phone: 404-657-5562	Toll Free:	
Fax: 404-657-8936	E-mail:	
Web site: www.decal.state.ga.us/		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	3,019
Small family child care homes	6,736
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	9,755
Data notes: The number of small FCC homes is the total of small and large FCC homes.	

Key:

✓ = Yes

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FCC = Family child care

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LICENSED CAPACITY	
Child care centers	300,456
Small family child care homes	40,260
Large/group family child care homes	8,646
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	349,362
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	67
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	146:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	9
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	Twice a year
Small family child care homes	Other frequency of inspection
Large/group family child care homes	Twice a year
<i>Other frequency of inspection:</i> Family day care homes are inspected within 6 months of initial registration. Thirty percent of existing family day care homes are inspected yearly.	
Data notes:	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	Non-expiring license
Small family child care homes	1 year
Large/group family child care homes	Non-expiring license
<i>Other length of license:</i>	
Data notes:	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Other frequency of full compliance review
Large/group family child care homes	Once a year
Data notes:	

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

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DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	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:			

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Referrals made to other agencies/organizations/individuals for technical assistance	
Child care centers	✓
Small family child care homes	✓
Large/group family child care homes	✓
<i>Agencies, organizations, or individuals used for technical assistance referrals: We refer providers to the Child Care Resource & Referral Agencies in their regions for technical assistance when they apply for the Standards of Care or Homes of Quality programs. When a facility has problems, we usually refer them to the CCR&R or a private consulting firm. We also refer to training programs, including military base programs.</i>	

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>	No

COMPLAINT INVESTIGATIONS



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

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

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	1,659	396	24	2,079
Number of substantiated licensing complaints	1,291	48	0	1,339
Data notes: N/A for substantiated for Large FCC				
<i>Nature of licensing complaints:</i>				
1) Physical plant.				
2) Food service and nutrition.				
3) Hygiene.				
4) Children's health.				

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:	

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	313	88	0	401
Number of substantiated child abuse and neglect complaints	138	48	0	186
Data notes:				

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	✓	7	✓	12	✓	0
Denial of license	✓	5	✓	1	✓	0
Immediate closure of facility		0		0		0
Non-renewal of license		0		0		0
Probation		0		0		0
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine	✓	71	✓	17		0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0
Data notes:						
<i>Legal representation for licensing agency:</i> Three in-house attorneys and the State Attorney General.						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	Yes, the full report
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	Yes, but only substantiated complaints
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: No			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A			
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Childcare Consultants

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

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> Varies each year. The agency provides training and consultants are required to attend. Staff attend unit meetings as needed.	
Topics covered in training:	
Regulatory issues	✓
State's regulations	✓
Health and safety issues	✓

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

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

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QUALITY INITIATIVES



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

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

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

Qualification alternative #1: A high school diploma or general education diploma (GED)

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	1 year

Qualification alternative #2: Child Development and Related Care Diploma from a vocational institute accredited by the Commission on Colleges of the Southern Association of Colleges and Schools, or similar credential where the course of study includes an intensive practicum in child care as part of the curriculum and which is approved by the department

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Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Child Development Associate credential or similar credential where the course of study includes an intensive practicum in child care as part of the curriculum and which is approved by the department	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #4: Associate's degree in early childhood education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #5: Bachelor's degree in a field other than early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 months

Qualification alternative #6: Bachelor's degree in early childhood education and child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	

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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	✓
<ul style="list-style-type: none"> • Infant and toddler credential 		Bachelor's degree in early care and education or higher	
<ul style="list-style-type: none"> • Director credential 		Master's degree	
<ul style="list-style-type: none"> • <i>Other state credentials:</i> N/A 		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A	✓	PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role			No
State requires education and/or experience for role			No
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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STAFF QUALIFICATIONS FOR TEACHERS



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

Qualification alternative #1: One (1) year's qualifying child care experience if hired after the effective date of these rules	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #2: High school diploma or general education diploma (GED)	
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	

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Associate's degree in a related field: N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
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- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
↑	
Name of regulations: Chapter 591-1-1 Rules for Child Care Learning Centers	
Date of regulations: 03/01/1998	
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" and "child care learning center" mean any place operated by a person, society, agency, corporation, institution of group wherein are received for pay for group care, for fewer than 24 hours per day without transfer of legal custody, 19 or more children under 18 years of age and which is required to be licensed.	
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	

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

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	No more than 4 hours per day
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	✓

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Program is instructional classes for children	✓
Services are provided by a religious organization	
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	✓
• Health club	✓
<i>Other programs where parents are on the premises: Any short-term baby-sitting service provided by an establishment, e.g., church, health club, bowling lanes, etc., in its premises to children for the convenience of their parents who are participating in activities being provided by the establishment. No child shall be permitted to remain in the establishment's baby sitting facility for more than 4 hours per day and 8 hours per week.</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"> • Specialized day care centers that are qualified to furnish care and training to mentally handicapped individuals and have been granted a certificate of approval by the department. • Programs for children 5 years and older which operate solely for educational purpose with an established curriculum during the school term for the customary 7 hour school day. • A facility operated by a local school on school board property for children 5 years and older before and after the customary 7 hour day during the regular school term. • Child welfare agencies and other facilities and institutions wherein children and youths are detained which are operated by any department, or agency of state, county, or municipal government. • Mother's Morning Out or similar programs which operate for no more than 4 consecutive hours per day for no more than 2 days per week or which limit attendance to no more than 8 hours per week per child. 	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS

[↑](#)

STAFF ROLES		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Teacher/lead caregiver
Assistant teacher	Yes	Caregiver/aide
Aide	No	N/A

[↑](#)

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	16	N/A	Not required
Aide	N/A	N/A	N/A
<i>Additional requirements: N/A</i>			

[↑](#)

OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	18	N/A
Volunteer	✓	N/A	Not specified
<i>Other roles: Driver</i>	✓	18	Not specified for custodial, maintenance personnel

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HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		
Type of references required (written, verbal, or both)	N/A	N/A
<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	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to have tuberculosis screening	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff required to provide proof of immunizations	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff must meet additional requirements regarding their health	Yes
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: SAME REQUIREMENTS FOR DIRECTORS, TEACHERS AND AIDES: Not be suffering from any physical handicap or mental health disorder, which would interfere with the person's ability to perform assigned job duties adequately and in accordance with these rules.</i>	

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

ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	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	

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Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	
<i>Required content for orientation training:</i> Prior to assignment to children or task, all employees must receive initial orientation on the following subjects: (a) The center's policies and procedures; (b) The portions of these rules dealing with the care, health and safety of children; (c) The employee's assigned duties and responsibilities; (d) Reporting requirements for suspected cases of child abuse, neglect or deprivation; communicable diseases and serious injuries; (e) Emergency weather plans; and (f) Childhood injury control.	
<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	✓
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	

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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	
<p><i>Additional health and safety training:</i> Within the first year of employment, all employees hired after the effective date of these rules, who provide any direct care to the children, shall obtain 10 clock hours of training or instruction from an accredited school or department-approved source in child care issues. Custodial, maintenance personnel or volunteers, who provide no direct care to the children, do not have to meet this training requirement. At least 6 of the clock hours must be divided as follows:</p> <ul style="list-style-type: none"> • Four clock hours of training in any of the following topics: disease control, cleanliness, basic hygiene, illness detection, illness disposition and childhood injury control. • Two clock hours of training in identifying, reporting and meeting the needs of abused neglected or deprived children. <p>Within the first year of employment, the administrator and the person primarily responsible for food preparation hired after the effective date of these rules shall receive 4 clock hours of training in food nutrition planning, preparation, serving, proper dish washing and food storage.</p>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	10
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	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	10
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

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Number of hours required annually	10
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<i>Content of ongoing training hours:</i> Training which is task focused in early childhood education or child development or subjects relating to job assignment	
Ongoing training hours required in specific content areas for teaching staff	Yes
<i>Content of ongoing training hours:</i> Training which is task focused in early childhood education or child development or subjects relating to job assignment	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	✓
Training provided by an approved or accredited institution of higher education	✓
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: Other department-approved source</i>	

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CHILD-STAFF RATIOS AND GROUP SIZE



CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	6:1	12
9 months	6:1	12
18 months	8:1	16
27 months	10:1	20
3 years	15:1	30
4 years	18:1	36
5 years	20:1	40
6 years	25:1	50
7 years	25:1	50
8–9 years	25:1	50
10 years and older	25:1	50
<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:</i> In mixed-age groups, the required staff child ratios shall be based on the ages of the youngest children in the group if more than 20 percent of the children in the mixed-age group belong to younger age grouping(s).	
<i>Group size requirements for mixed-age groups:</i> N/A	
<p><i>Additional requirements:</i></p> <p>During early morning times of arrival and late afternoon times of departure, infants and children younger than 3 years may be grouped with older children so long as staff: child ratios and group size are met based upon the age of the youngest child in the group.</p> <p>Children who turn 3 years of age during the regular school year may remain grouped with other 2 year olds for the remainder of the school year provided that the continued placement in the younger group is with the agreement of the older child's parents and is developmentally appropriate for the child.</p>	



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ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition: "Group" means a specific number of children assigned to specific staff throughout the day. More than one group may occupy the same physical space.</i>	
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: N/A</i>	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required group size	✓
<i>Conditions: Maximum group size does not apply to outdoor play on the playground routinely used by the center or for special activities in the center lasting no more than 2 hours. However, required staff-child ratios must be maintained.</i>	
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: N/A</i>	

SUPERVISION OF CHILDREN [↑](#)

GENERAL SUPERVISION REQUIREMENTS ↑	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	
Staff must be alert/awake	✓
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: Employees shall be assigned so that in so far as possible children receive care from the same employee each day. Children shall be supervised at all times.</i>	

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SUPERVISION OF CHILDREN DURING NAPTIME ↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	✓
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
• Infant and toddler	
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> Child Ratios During Day-time Schedule Rest or Sleeping Periods. During those periods, the staff-child ratios may be doubled for children 3 years and older provided that: (a) At least 1 staff person is in each room providing direct supervision of the children; and (b) All staff required to meet staff-child ratios are in the center and available to assure safe evacuation in an emergency.	
State has specific group size requirements for naptime	No
<i>Requirements:</i> N/A	
<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	
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> The required staff-child ratios shall be maintained except when a majority of the children are sleeping. When a majority of the children are sleeping, then the required ratios may be doubled. However, all staff must be available on the premises of the center to resume supervision of the children whenever a majority of the children in care in an area are no longer asleep or an emergency situation arises.	

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State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	Yes
<i>Requirements: Maximum group size does not apply to outdoor play on the playground routinely used by the center. However, required staff-child ratios must be maintained.</i>	
State has specific group size requirements for outdoor play	Yes
<i>Requirements: Maximum group size does not apply to outdoor play on the playground routinely used by the center. However, required staff-child ratios must be maintained.</i>	
<i>Additional requirements: N/A</i>	

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
<i>Requirements: Maximum group size does not apply special activities in the center lasting no more than 2 hours. However, required staff-child ratios must be maintained.</i>	
State has specific group size requirements for large group activities	Yes
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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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
<p><i>Requirements: Supervision of Children in Water Over Two Feet Deep. For water-related activity (such as swimming, fishing, boating or wading) in water over 2 feet deep, continuous supervision of children must be provided as follows:</i></p> <p>Under 2½ yrs. - 1:2 2½ to 4 yrs. - 1:5 4 yrs. and older who cannot swim a distance of 5 yards unassisted - 1:6 4 yrs. and older who can swim a distance of 15 yards unassisted - 1:15</p> <p><i>Supervision of Children in Water Less than Two Feet Deep. For water-related activity (such as swimming, fishing, boating or wading) in water less than 2 feet deep (such as a wading pool), continuous supervision must be provided in accordance with normal staff: child ratios which are as follows:</i></p> <p>Infants less than 1 year old or children under 18 months who are not walking - 1:6 1 year olds who are walking - 1:8 2 year olds - 1:10 3 year olds - 1:15 4 year olds - 1:18 5 year olds - 1:20 6 years and older - 1:25</p> <p><i>Additional Supervision. At least one additional staff member above the required staff: child ratios for any water-related activity (such as swimming, fishing, boating, or wading) shall be available to rotate among the age groups as needed when any of the following circumstances are present:</i></p> <p>(a) the majority of the children in a group are not accustomed to or are afraid of the water; (b) the majority of the children in a group comprised of children who cannot swim a distance of 15 yards unassisted cannot touch the bottom of the water facility without submerging their heads; (c) the water facility is particularly crowded; and (d) the children have special needs which impact on their ability to participate safely in the water-related activity.</p>	

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

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation)	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	✓
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	✓
Driver is counted in child-staff ratio	✓
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	✓
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements:</i> When transporting children, the center shall provide: (A) A minimum of 2 staff members (the driver and non-driver) in the following situations: (I) When 3 or more children under 3 years of age are transported, or (II) When 7 or more children under 5 years of age occupy the vehicle, or (III) When 18 or more children 5 years of age and older occupy the vehicle; and (B) A third employee, who is at least 18 years of age, shall be provided in the vehicle when transporting children in the following situations: (I) When more than 8 children under 3 years of age occupy the vehicle with other children, or (II) When more than 20 children under 5 years of age occupy the vehicle with other children. (C) When more than 36 children under the age of 5 occupy the vehicle the staff-child ratios as set forth in Rule 290-2-2-.09(g)3. shall be met in lieu of the ratios set forth above. (D) Whenever more 36 children 5 years and older are transported on the vehicle with no other children under the age of 5, the staff-child ratio on the vehicle of 1 staff for each additional 20 children shall be maintained on the transporting vehicle.	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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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:</i> Regular staff-child ratios must be maintained on a trip and an additional employee, chaperon or student in training, who is at least 16 years of age shall be available to assist in the supervision of each group of 25 children	
State has specific group size requirements for field trips	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

CARE OF CHILDREN

AGE DEFINITIONS ↑
Definition of "infant"
<i>Text of definition:</i> "Infant" is defined as any child who is under 12 months of age or any child who is under 18 months of age and who is not yet walking.
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 children" is defined as children who are at least 5 years old by the first of September of the current school year and who are eligible to attend public school.

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CHILDREN'S HEALTH REQUIREMENTS ↑	
State requires children to have a physical exam to enroll in a center	No
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	✓
Parents/guardians can provide a written statement that they do not wish to have children immunized	
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	
Center can exclude children from attendance until immunization records or exemption statements are provided	✓
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements: N/A</i>	

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>	

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BEHAVIOR GUIDANCE AND DISCIPLINE	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	No
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment <p><i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i></p> <p><i>Other forms of discipline allowed: N/A</i></p>	
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: see notes</i>	
Center must have written policies on discipline and behavior guidance practices	

PROGRAM AND ACTIVITIES	
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	✓
Nap or rest period	✓
Toileting and washing/hand washing	✓
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓

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• Large group activities	✓
• Small group activities	✓
Active play	✓
Quiet play	✓
Free play	✓
Creative expression	✓
Gross motor activities	✓
Fine motor activities	✓
<i>Other activities:</i>	
<ul style="list-style-type: none"> • Language experiences such as, but not limited to, listening, talking, rhymes, finger plays, stories, use of film strips, recordings or flannel boards. • Arts and crafts, such as, but not limited to, painting, coloring, cutting, or pasting. • Dramatic play such as, but not limited to, play in a home center, with dolls, puppets, or dress up. • Rhythm and music such as, but not limited to, listening, singing, dancing, or making music. • Nature and science experiences such as; but not limited to, measuring, pouring, activities related to the “world around us” such as nature walks, plants, leaves or weather, or experiences in using the five senses through sensory play. 	
Developmental needs of children must be addressed in activities	
Area of Children’s Development	Must Be Addressed in Activities
Regulations List Specific Activities	Yes
Social development	
Emotional development	
Cognitive/intellectual development	
Physical development	✓
Language/literacy development	✓
Cultural development	
<i>Other areas of development:</i> Staff shall assist and encourage each child to become independent in the development of self-help skills, such as washing hands and face, dressing, eating, and toileting.	
State has requirements for the specific types of equipment/materials a center must have for children	
Regulations List Specific Activities	Yes
Books and other literacy materials	
• Number of books required	
<i>Additional requirements about books:</i> N/A	
Art supplies/creative activities	✓
Blocks/construction materials	
Sensory materials	
Fine motor manipulatives	✓
Gross motor equipment (indoor and/or outdoor)	✓
Dramatic play/pretend	✓

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Science/experimental/math (counting/sorting)	
Technology/computers	
Music	
<i>Other types of equipment required: N/A</i>	
<i>Additional requirements: N/A</i>	

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

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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:</i> If a blanket is required for the comfort of the infant, the infant's feet shall be placed at the foot of the crib and the infant shall be covered with the blanket only to chest level with the blanket tucked firmly under the crib mattress. Positioning devices that restrict an infant's movement in the crib shall not be used unless a physician's written statement authorizing its use is provided for that particular infant.	

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	✓

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State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	✓
State has requirements for the facility related to the care of children during evening/overnight hours	✓

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<p><i>Additional requirements on drop-in care:</i> The following types of program are EXEMPT:</p> <ul style="list-style-type: none"> • Mother's Morning Out or similar programs which operate for no more than 4 consecutive hours per day for no more than 2 days per week or which limit attendance to no more than 8 hours per week per child. • Any short-term baby-sitting service provided by an establishment, e.g. church, health club, bowling lanes, etc., on its premises to children for the convenience of their parents who are participating in activities being provided by the establishment. No child shall be permitted to remain in the establishment's baby sitting facility for more than 4 hours per day and 8 hours per week. This exemption does not apply to programs operated by an organization for its employees or registered students. 	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	No
Requires fire inspections	
Requires health inspections	
Requires building code inspections	
<p><i>Additional requirements:</i> The center shall submit proof of a compliance with applicable laws and regulations issued by the state fire marshal, the proper local fire marshal or state inspector, including a certificate of occupancy if required prior to receiving any children for care.</p>	

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SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	100 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: Outdoor space is 100 square feet per child that is playing outdoors at one time or multiplied by one-third of licensed capacity.</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>	

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

SAFETY OF FACILITY AND EQUIPMENT ↑	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment: Have a resilient surface beneath the equipment and the fall-zone from such equipment which is adequately maintained by the center to assure continuing resiliency.</i>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

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

FIRE SAFETY	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	
Centers must conduct fire drills	
<i>Time interval for fire drills: N/A</i>	
<i>Additional requirements: Plan for the protection of children in the event of a fire; evacuation not specified.</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	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	✓
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	
<i>Additional requirements: N/A</i>	

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

TRANSPORTATION (see also Supervision 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	No
General liability insurance required	No
<i>Amount of insurance required: N/A</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>	

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

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

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: A child shall not be accepted nor allowed to remain at the center if the child has the equivalent of a 101 degree or higher oral temperature and another contagious symptom, such as, but not limited to, a rash or diarrhea or a sore throat.</i>	

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

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Additional requirements: Within 24 hours or the next work day following the reportable situation to the Child Care Licensing Office, any serious illness or injury requiring hospitalization or professional medical attention other than first aid of a child while in the care of the center shall be reported. Documentation of incidents requiring professional medical attention, other than simple first aid performed by center staff shall be kept in records.

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> Using tobacco products; being contaminated by other means.	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	
<i>Other times children must wash their hands:</i> N/A	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements:</i> N/A	

Key:	
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DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	✓
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area:</i> In centers first licensed after the effective date of these rules and centers that renovate existing plumbing facilities, a hand washing lavatory with running heated water shall be located adjacent to the diapering area.	
<i>Additional requirements:</i> N/A	

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	
Smoking is not allowed on the grounds of a child care center	✓
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	✓
Smoking is allowed in a designated area	✓
<i>Additional requirements:</i> Staff, or other persons, shall not smoke or use tobacco except in designated enclosed rooms or areas which are totally separated from the child care areas either within the center premises, on the center playgrounds or on any vehicle being used to transport children during the hours that the center is in operation.	

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

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

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

Key:

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⬆ = Click to go back to top

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