

# 2005 Child Care Licensing Study Illinois

## 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](#)
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- [Inspections and Monitoring](#)
- [Complaint Investigations](#)
- [Enforcement Actions](#)
- [Access to Licensing Information](#)
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- [Licensing Staff Requirements](#)
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## STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
<b>Agency name:</b> Illinois Department of Children & Family Services		
<b>Address:</b> Office of Licensing 406 East Monroe Street, Station 60		
<b>City:</b> Springfield	<b>State:</b> IL	<b>Zip:</b> 62701-1498
<b>Phone:</b> 217-785-2688	<b>Toll Free:</b>	
<b>Fax:</b> 217-782-6446	<b>E-mail:</b> cfpolicy@idcfs.state.il.us	
<b>Web site:</b> <a href="http://www.state.il.us/dcfs/daycare/index.shtml">www.state.il.us/dcfs/daycare/index.shtml</a>		

## NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	2,898
Small family child care homes	10,286
Large/group family child care homes	357
<i>Other types of licensed facilities:</i>	0
<b>Total number of licensed facilities</b>	<b>13,541</b>
<b>Data notes:</b>	

### Key:

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LICENSED CAPACITY	
Child care centers	200,570
Small family child care homes	72,733
Large/group family child care homes	4,079
<i>Other types of licensed facilities:</i>	0
<b>Total licensed capacity</b>	<b>277,382</b>
<b>Data notes:</b> N/A	

## LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
<b>Line staff assignments to inspect child care facilities:</b>	
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>	
<b>Data notes:</b> Where possible, we strive to have specialized caseloads, but all day care licensing staff are certified to license all three license types. Except in large urban areas, they carry a blended caseload.	

## NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
<b>Total number of full-time equivalent line staff</b>	<b>170</b>
<b>Data notes:</b>	

LINE STAFF ESTIMATED CASELOAD	
<b>Estimated caseload ratio (number of facilities per staff)</b>	<b>80:1</b>
<b>Data notes:</b> 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	16
Data notes:	

## TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
<b>Prior to issuing a license</b>	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
<b>License renewal</b>	✓	✓	✓
• Announced	✓	✓	✓
• Unannounced			
Data notes:			
<b>Routine compliance</b>	✓	✓	✓
• 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>	
<b>Data notes:</b> Policies require other unannounced monitoring, e.g., 60 days following issuance of initial license, monthly during permit periods, post-complaint monitoring (regardless of the disposition of the complaint), and monthly monitoring for conditional licenses. Annual monitoring of child care facilities is mandated by statute.	

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## FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	3 years
Small family child care homes	3 years
Large/group family child care homes	3 years
<i>Other length of license:</i>	
<b>Data notes:</b>	

## INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once every 3 years
Small family child care homes	Once every 3 years
Large/group family child care homes	Once every 3 years
<b>Data notes:</b> Policy states that a full compliance review (in addition to initial and renewal studies) is done if reason is found for it during a monitoring visit or complaint investigation.	

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>	
<b>Data notes:</b>	
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
<b>Data notes:</b>	

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<b>DIFFERENTIAL MONITORING</b>	
<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>	
<b>System of differential monitoring based on compliance records used for inspections</b>	
Child care centers	Yes
<p><i>System of assessing compliance and differential monitoring:</i> Staff are expected to review basic issues such as the provisions of the license (age range, capacity, areas authorized for use); groupings and child/staff ratios; sampling of staff and children's records; child supervision; discipline; nutrition requirements; and health and safety issues. In addition, the licensing representative is expected to review any standards that were added since the last visit, and any other issues that he or she determines are appropriate based on the prior visits and/or any complaint investigations. The form on which monitoring visits are recorded is open-ended in that we do not subscribe to using "key indicators." However, some staff may have some standards printed on the forms prior to visits.</p>	
Small family child care homes	Yes
<p><i>System of assessing compliance and differential monitoring:</i> Staff are expected to review basic issues such as the provisions of the license (age range, capacity, areas authorized for use); groupings and child/staff ratios; sampling of staff and children's records; child supervision; discipline; nutrition requirements; and health and safety issues. In addition, the licensing representative is expected to review any standards that were added since the last visit, and any other issues that he or she determines are appropriate based upon the prior visits and/or any complaint investigations. The form on which monitoring visits are recorded is open-ended in that we do not subscribe to using "key indicators." However, some staff may have some standards printed on the forms prior to visits.</p>	
Large/group family child care homes	Yes
<p><i>System of assessing compliance and differential monitoring:</i> Staff are expected to review basic issues such as the provisions of the license (age range, capacity, areas authorized for use); groupings and child/staff ratios; sampling of staff and children's records; child supervision; discipline; nutrition requirements; and health and safety issues. In addition, the licensing representative is expected to review any standards that were added since the last visit, and any other issues that he or she determines are appropriate based upon the prior visits and/or any complaint investigations. The form on which monitoring visits are recorded is open-ended in that we do not subscribe to using "key indicators." However, some staff may have some standards printed on the forms prior to visits.</p>	
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TECHNICAL ASSISTANCE AND CONSULTATION			
<b>Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations</b>			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
<b>Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations</b>			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
<b>Data notes:</b>			
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>			
<b>Data notes:</b>			
<b>Referrals made to other agencies/organizations/individuals for technical assistance</b>			
Child care centers	✓		
Small family child care homes	✓		
Large/group family child care homes	✓		
<p><i>Agencies, organizations, or individuals used for technical assistance referrals:</i> If a non-compliance is identified or a licensee/applicant expresses interest for training that would help the group come into compliance with standards (e.g., appropriate discipline techniques, age-appropriate activities, etc.), referrals are routinely made to local Child Care Resource &amp; Referral Agencies, institutions of higher learning, and more. We may also suggest other facilities to visit for specific purposes.</p>			

DATA AUTOMATION	
Basic licensing data is automated	Yes
<b>Data notes:</b> N/A	
<b>Portable computers and inspection software used for inspections</b>	
Child care centers	No
Small family child care homes	No

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Large/group family child care homes	No
<b>Data notes:</b>	
<i>Other tools used for inspections and monitoring:</i>	No

## COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
<b>Licensing agency conducts complaint investigations</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b>	
<b>State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>State has separate staff who only work on complaint investigations</b>	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<b>State uses other complaint investigation staff</b>	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
<b>Data notes:</b> Unless there is a reason for the supervisor to assign to another licensing representative.	
<b>State investigates anonymous complaints</b>	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<b>Data notes:</b> Anonymous complaints are investigated when allegations suggest immediate danger to a child.	

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NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	1,233	2,310	89	3,632
Number of substantiated licensing complaints	314	710	18	1,042
<b>Data notes:</b> N/A				
<i>Nature of licensing complaints:</i>				
1) Record keeping requirements (children and staff records).				
2) Qualifications of staff.				
3) Emergency drills to be conducted (fire, tornado, etc.).				
4) Completion of training.				

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>				
<b>Data notes:</b> Licensing and Child Protective Services are divisions within DCFS. Child abuse and neglect complaints against child care facilities are examined by child abuse and neglect investigators, but this is done concurrently with licensing staff. The licensing representative approves the protective plan that requires restricting contact between the alleged perpetrator and children while an investigation is ongoing, and he or she examines any licensing violations that may emerge as part of the investigation.				
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	266	183	0	449
Number of substantiated child abuse and neglect complaints	28	39	0	67
<b>Data notes:</b> Due to the manner in which DCFS child abuse and neglect data is maintained—in a system not yet “connected” to licensing data—the information is not broken down between small and large FCC homes. Thus, the data in the small FCC column is a combination of both facility types.				

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## ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	1	✓	8	✓	0
Denial of license	✓	0	✓	159	✓	3
Immediate closure of facility	✓	1	✓	1	✓	0
Non-renewal of license	✓	0	✓	0	✓	0
Probation		0		0		0
Conditional license	✓	0	✓	0	✓	0
Consent agreement		0		0		0
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i> Surrenders that also could result from knowledge that enforcement action could result.	✓	256	✓	1,094	✓	48
<b>Data notes:</b> Non-renewal statistics are folded into revocation numbers.						
<i>Legal representation for licensing agency:</i> Administrative hearings on revocations/refusals to renew are held by the Administrative Hearings Unit. This unit hears all licensing appeals as well as child abuse and neglect finding appeals. Department licensing staff are represented by department legal counsel, who also handle child abuse and neglect appeals and child welfare services appeals.						

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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	No, inspection reports are not on Internet
<b>Data notes:</b> Complaint information and other violations cited by the licensing representative are accessible to the public through a toll-free telephone information line.	
Complaints against facilities are included in licensing reports on the Internet	N/A
<b>Data notes:</b>	

## 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		
<b>Data notes:</b>			
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			
<b>Data notes:</b> 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>			
<b>Data notes:</b>			

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## LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Day Care Licensing Representative

STAFF QUALIFICATIONS	
<b>Minimum entry-level qualifications for child care licensing line staff:</b>	
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> If entering state government, personnel must pass a Civil Service written examination, primarily a test of child development knowledge.	✓
<b>Data notes:</b>	
<b>Content and experience requirements</b>	
Degrees and/or courses must be in early childhood education, child development, or a related field	Yes
<b>Data notes:</b>	
<i>Content areas or majors accepted:</i> Coursework required – minimum of 18 semester hours in child development and/or early childhood education.	
Experience working in a setting with children required prior to working as a licensor	Yes
<b>Data notes:</b>	

STAFF TRAINING	
<b>Annual training requirements</b>	
Additional training required each year	Yes
<b>Data notes: For the first year</b>	
<i>Amount of required training:</i> Prior to being certified to perform licensing duties, all candidates must complete a 3-week core licensing training and pass a written examination on the content of the training, as well as pass written examinations on the licensing statute and all licensing rules for which they will be responsible.	

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<b>Topics covered in training:</b>	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i>	
<b>Data notes:</b>	
<b>Sources of training for child care licensing line staff:</b>	
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>	
<b>Data notes:</b>	

<b>FUNDING TO SUPPORT LICENSING STAFF</b>	
<b>Sources of funding to hire and support child care licensing staff:</b>	
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>	
<b>Data notes:</b>	

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## QUALITY INITIATIVES



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

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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

<b>State regulates role</b>	Yes
<b>State requires education and/or experience for role</b>	Yes
<b>Number of qualification alternatives for role</b> <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:** Completion of an approved credentialing program (CDA/CCP), completion of 12 semester (or 18 quarter hours) in courses related to child care and/or child development from birth to age six

#### 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	2 years
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<b>Qualification alternative #2:</b> 30 semester hours (or 45 quarter hours) of college credits with 10 semester or 15 quarter hours in courses related directly to child care and/or child development, and proof of enrollment in an accredited college or university until two years of college credit have been achieved. A total of 18 semester hours (or 27 quarter hours) in courses related directly to child care and/or child development is required to be obtained within the total two years of college credits	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	2 years

<b>Qualification alternative #3:</b> 60 semester hours (or 90 quarter hours) of credit from an accredited college or university with 18 semester or 27 quarter hours in courses related directly to child care and/or child development from birth to age six	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #4:</b> Persons holding a Montessori pre-primary credential may serve as director to children through age six. Persons holding a Montessori primary or elementary credential may serve as director to children six years of age or older.	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

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

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

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

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## STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
<b>State regulates role</b>			<b>No</b>
<b>State requires education and/or experience for role</b>			<b>No</b>
<b>Number of qualification alternatives for role</b> <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>			<b>0</b>
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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	

<b>State has additional requirements for experience to qualify for role</b>	<b>No</b>
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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# 2005 Child Care Licensing Study Illinois

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<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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# 2005 Child Care Licensing Study Illinois

## STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
<b>Number of qualification alternatives for role</b> <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>	<b>3</b>

<b>Qualification alternative #1: CDA or CCP credential</b>	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #2: 30 semester hours (or 45 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six</b>	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	1 year

<b>Qualification alternative #3: 60 semester hours (or 90 quarter hours) of credits from an accredited college or university with six semester or nine quarter hours in courses related directly to child care and/or child development, from birth to age six</b>	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

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# 2005 Child Care Licensing Study Illinois

<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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	

<b>State has additional requirements for experience to qualify for role</b>	<b>Yes</b>
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	

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<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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# 2005 Child Care Licensing Study Illinois

## 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

<b>Qualification alternative #1: High school diploma or equivalency certificate (GED)</b>	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>	
Clock hours	Bachelor's degree
Credit hours	Bachelor's degree or higher
Child Development Associate (CDA) credential	<i>Bachelor's degree in a related field:</i> N/A
State credential	Bachelor's degree in early care and education
• Infant and toddler credential	Bachelor's degree in early care and education or higher
• Director credential	Master's degree
• <i>Other state credentials:</i> N/A	<i>Master's degree in a related field:</i> N/A
Associate's degree	Master's degree in early care and education
<i>Associate's degree in a related field:</i> N/A	PhD or advanced degree
Associate's degree in early care and education	Teaching certificate/license

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<b>State has additional requirements for experience to qualify for role</b>	<b>No</b>
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	

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<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		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	
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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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<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<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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# 2005 Child Care Licensing Study Illinois

## Data Profile for State Child Care Center Regulations

Click on link to go to information:

### LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

### DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

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

### CENTER STAFF REQUIREMENTS

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

### CHILD-STAFF RATIOS AND GROUP SIZE

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

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## SUPERVISION OF CHILDREN

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

## CARE OF CHILDREN

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

## FACILITY REQUIREMENTS

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

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# 2005 Child Care Licensing Study Illinois

## LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Part 407 Licensing Standards For Day Care Centers	
Date of regulations: 02/15/2004	
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	
Other programs: 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" means any child care facility which regularly provides day care for less than 24 hours per day for more than 8 children in a family home or more than 3 children in a facility other than a family home, including senior citizen buildings.	
State has definition of "child care facility" or "day care facility"	Yes
<i>Text of definition:</i> "Child care facility" means any person, group of persons, agency, association or organization, whether established for gain or otherwise, who or which receives or arranges for care or placement of one or more children, unrelated to the operator of the facility, apart from the parents, with or without the transfer of the right of custody in any facility as defined in the Child Care Act of 1969, established and maintained for the care of children.	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	✓



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

EXEMPTIONS FROM LICENSING <span style="float: right;"><a href="#">↑</a></span>	
State has defined types of programs that are exempt from licensing	<b>Yes</b>
<b>Characteristics of programs that are exempt from licensing:</b>	
Maximum number of children in care to be exempt	8 or fewer children in a family home; 3 or fewer children not in a family home
Number of hours child care services are provided to be exempt	N/A
Services are part-day	✓
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	

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Services are provided by a relative of the children in care	
<i>State definition of "relative": N/A</i>	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	
Program is instructional classes for children	✓
Services are provided by a religious organization	✓
Services are provided during religious services	✓
Program offers religious instruction	✓
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	✓
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: Facilities operated in connection with a shopping center or service, religious services or other similar facility where transient children are cared for temporarily while parents or custodians of the children are occupied on the premises and readily available.</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	✓

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# 2005 Child Care Licensing Study Illinois

*Other exemptions:*

- Educational programs serving children who are 3 years of age and which are operated by a school which is registered with the State Board of Education and which is recognized or accredited by a recognized national or multi-state educational organization or association which regularly recognizes or accredits schools.
- Programs which exclusively serve, or that portion of the program which serves, handicapped children who are 3 years of age but are less than 21 years of age and which are registered and approved as meeting standards of the State Board of Education and applicable fire marshal standards.
- Any type of day care center that is conducted on federal government premises.
- Church-sponsored part-day child care programs that serve only children over the age of 3.

**Data notes:** N/A

## CENTER STAFF REQUIREMENTS

[↑](#)

<b>STAFF ROLES</b>		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Child care director; 50 or fewer or half-day program; more than 50; school-age program
Master teacher	No	N/A
Teacher	Yes	Early childhood teachers and school-age teachers
Assistant teacher	Yes	Early childhood assistants and school-age assistants
Aide	Yes	students or youth aides

[↑](#)

[↑](#)

<b>AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS</b>			
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	19	School-age teacher must be at least 5 years older than the oldest child	HS diploma or GED required
Assistant teacher	N/A	Not specified	HS diploma or GED required

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# 2005 Child Care Licensing Study Illinois

Aide	14	At least 5 years older than youngest child	Not required
<i>Additional requirements: N/A</i>			

<b>OTHER ROLES IN REGULATIONS</b> <a href="#">↑</a>			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Meet requirements for substituting role
Volunteer	✓	N/A	Regular volunteers must meet same requirements as staff roles they are filling
<i>Other roles: Driver</i>	✓	N/A	Driver must be at least 21; not specified for other roles

<b>HIRING POLICIES</b> <a href="#">↑</a>		
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"> <li>• Non-relative</li> <li>• Professional acquaintance</li> <li>• Previous employer</li> </ul>		
Type of references required (written, verbal, or both)	Written	Written
<i>Additional requirements: N/A</i>		

<b>STAFF HEALTH REQUIREMENTS</b> <a href="#">↑</a>	
Center facility records must include health reports on staff	
<b>Center staff required to have a physical exam or to provide health statement from a physician</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> <li>• Required annually or at another time interval</li> <li>• Required for staff having contact with children</li> <li>• Required for staff having contact with food</li> </ul>	<ul style="list-style-type: none"> <li style="text-align: center;">✓</li> <li style="text-align: center;">✓</li> <li></li> <li style="text-align: center;">✓</li> </ul>
<b>Center staff required to have tuberculosis screening</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> <li>• Required annually or at another time interval</li> <li>• Required for staff having contact with children</li> </ul>	<ul style="list-style-type: none"> <li style="text-align: center;">✓</li> <li></li> <li></li> </ul>

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• Required for staff having contact with food	✓
<b>Center staff required to provide proof of immunizations</b>	<b>No</b>
• Required at hiring	
• Required annually or at another time interval	
• Required for staff having contact with children	
• Required for staff having contact with food	
<b>Center staff must meet additional requirements regarding their health</b>	<b>Yes</b>
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: Staff shall be able to demonstrate the skill and competence necessary to contribute to each child's physical, intellectual, personal, emotional, and social development. Factors contributing to the attainment of this standard include physical and mental health that do not interfere with child care responsibilities.</i>	

<b>BACKGROUND CHECKS</b>	
<a href="#">↑</a>	
<b>State requires check of criminal history records for center staff</b>	<b>Yes</b>
• 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.)	
<b>State requires check of child abuse and neglect registry for center staff</b>	<b>Yes</b>
• 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.)	
<b>State requires checks of fingerprint records for center staff</b>	<b>Yes</b>
• State fingerprint record check required	✓
• Federal fingerprint record check required	✓
• Required for all center staff	✓
• Required for center staff having contact with children	

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• 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.)	
<b>State requires checks of the sex offender registry</b>	<b>Yes</b>
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

<b>ORIENTATION TRAINING</b>	
<b>Center staff required to complete orientation training</b>	<b>Yes</b>
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> As a part of new staff orientation, the child care director and all staff shall review the following documents and the date of their review shall be recorded in the personnel files:</p> <p>1) the Child Care Act of 1969 [225 ILCS 10];            2) the Abused and Neglected Child Reporting Act, as amended [325 ILCS 5]; and            3) the portions of 89 Ill. Adm. Code 407, Licensing Standards for Day Care Centers, that affect their functions and responsibilities.</p>	
<i>Additional requirements: N/A</i>	

<b>HEALTH AND SAFETY TRAINING</b>	
<b>Center staff required to complete first aid training</b>	<b>Yes</b>
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	

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# 2005 Child Care Licensing Study Illinois

first aid training	
<b>Center staff required to complete CPR training</b>	<b>Yes</b>
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	
<b>Center staff required to complete fire safety training</b>	<b>No</b>
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	
<b>Other types of health and safety training required</b>	
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> For centers serving infants, first aid for choking infants is required.	
The child care director must successfully complete a basic training course of 6 or more clock hours on providing care to children with disabilities that has been approved by the Department.	

<b>ONGOING TRAINING</b>	
<a href="#">↑</a>	
<b>Ongoing training required for directors</b>	<b>Yes</b>
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>	
<b>Ongoing training required for master teachers</b>	<b>No</b>
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	

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<i>Other: N/A</i>	
<b>Ongoing training required for teachers</b>	<b>Yes</b>
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>	
<b>Ongoing training required for assistant teachers</b>	<b>Yes</b>
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>	
<b>Ongoing training required for aides</b>	<b>Yes</b>
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>	
<b>Ongoing training hours required in specific content areas for center directors</b>	<b>Yes</b>
<p><i>Content of ongoing training hours:</i>            For the first year of employment, topics which must be included in the training are staff requirements to recognize and report suspected child/abuse or neglect, how to make a child abuse or neglect report, rules governing the operation of the facility, and the legal protection afforded to persons who report violations of licensing standards. Subsequent in-service training may include, but not be limited to, child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents.</p>	
<b>Ongoing training hours required in specific content areas for teaching staff</b>	<b>Yes</b>
<p><i>Content of ongoing training hours:</i>            For the first year of employment, topics which must be included in the training are staff requirements to recognize and report suspected child/abuse or neglect, how to make a child abuse or neglect report, rules governing the operation of the facility, and the legal protection afforded to persons who report violations of licensing standards. Subsequent in-service training may include, but not be limited to, child development, symptoms of common childhood illnesses, hygiene, guidance and discipline, and communication with parents.</p>	
<b>Types of training accepted/approved for ongoing training hours are specified</b>	<b>No</b>
Job orientation	
College credit hours	
Non-credit coursework	

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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:</i> N/A	
<b>Delivery methods accepted/approved for ongoing training hours are specified</b>	<b>Yes</b>
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:</i> The required in-service training hours may consist of on-site training; documented attendance at seminars, workshops, conferences and early childhood classes; and documented self-study programs that have been approved by the day care center director. Staff meetings may be counted only if a planned in-service program is presented.	

## 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	12
9 months	4:1	12
18 months	5:1	15
27 months	8:1	16
3 years	10:1	20
4 years	10:1	20
5 years	20:1	20
6 years	20:1	30
7 years	20:1	30
8–9 years	20:1	30
10 years and older	20:1	30
<i>Additional requirements:</i> The following exception is permitted: An early childhood teacher aided by an early childhood assistant may supervise a group of up to 30 children if all of the children are at least five years of age.		

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MIXED-AGE GROUPS <span style="float: right;"><a href="#">↑</a></span>	
<b>State permits mixed-age groupings of children</b>	<b>Yes</b>
<i>Child-staff ratio requirements for mixed-age groups:</i> Whenever children of different ages are combined, the staff-child ratio and maximum group size shall be based on the age of the youngest child in the group.	
<i>Group size requirements for mixed-age groups:</i> Whenever children of different ages are combined, the staff-child ratio and maximum group size shall be based on the age of the youngest child in the group.	
<i>Additional requirements:</i> Children may be combined in any of the following ways: 1) Infants, toddlers and 2-year-olds may be combined; and/or 2) 2-year-old through 5-year-old children may be mixed in any combination; and/or 3) 4-year-old through 6-year-old children may be mixed; and/or 4) Children of all ages may be mixed during the first hour and last hour of programs that operate 10 or more hours per day.	

ADDITIONAL REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has a definition for "group"</b>	<b>Yes</b>
<i>Text of definition:</i> "Group" means a specific number of children who remain together at least 60 percent of the time they are at the facility.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
<b>State requirements on legally exceeding limits</b>	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	✓
<i>Conditions:</i> With the exception of infants and toddlers, children may be under the direct supervision (staff in the same room) of 50% of the qualified staff required during nap times, provided the required staff-to-child ratio is maintained on the premises.	
Centers allowed legally to exceed required group size	✓
<i>Conditions:</i> The following exception is permitted: An early childhood teacher aided by an early childhood assistant may supervise a group of up to 30 children if all of the children are at least 5 years of age.	
<b>State has requirements for the supervision of children based on the size of the center</b>	<b>No</b>
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	

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## SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
<b>State has requirements for staff supervising children</b>	<b>Yes</b>
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: Children shall not be left unattended at any time.</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
<b>State has requirements for the supervision of children during naptime</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for naptime</b>	<b>Yes</b>
<i>Requirements: With the exception of infants and toddlers, children may be under the direct supervision (staff in the same room) of 50% of the qualified staff required during nap times, provided the required staff-to-child ratio is maintained on the premises. Infants and toddlers shall be under the direct supervision of staff required at all times.</i>	
<b>State has specific group size requirements for naptime</b>	<b>No</b>
<i>Requirements: N/A</i>	

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*Additional requirements:* When all of the children are two years of age or older, an early childhood assistant 18 years of age or older may provide direct supervision without the presence of an early childhood teacher for a maximum of 1 hour per day while the children are all on cots.

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE <span style="float: right;">↑</span>	
<i>(see also <a href="#">Specialized Care – Evening/Overnight Care</a>)</i>	
<b>State has requirements for the supervision of children during evening/overnight care</b>	<b>Yes</b>
Staff person must be present in room where children are sleeping	✓
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Awake at all times
Center must have written supervision plan for evening/overnight care	
<b>State has specific child-staff ratio requirements for evening/overnight care</b>	<b>Yes</b>
<i>Requirements:</i> Family-like groups of mixed ages are allowed during evening, night, weekend, and holiday care. The age of the youngest child present shall be used to determine the staff-child ratio and group size. Staff counted for purposes of meeting child-staff ratio requirements shall be awake at all times and shall be in the sleeping area whenever children are sleeping. Nap time staff-child ratios may be applied to the children who are on their cots.	
<b>State has specific group size requirements for evening/overnight care</b>	<b>Yes</b>
<i>Requirements:</i> Family-like groups of mixed ages are allowed during evening, night, weekend and holiday care. The age of the youngest child present shall be used to determine the staff-child ratio and group size.	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY <span style="float: right;">↑</span>	
<b>State has requirements for the supervision of children during outdoor play</b>	<b>No</b>
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	
<b>State has specific child-staff ratio requirements for outdoor play</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for outdoor play</b>	<b>No</b>
<i>Requirements:</i> N/A	

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*Additional requirements: N/A*

## SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES ↑

<b>State has requirements for the supervision of children during large group activities</b>	<b>No</b>
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	
<b>State has specific child-staff ratio requirements for large group activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for large group activities</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

## SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑

<b>State has requirements for the supervision of children when swimming or participating in water activities</b>	<b>Yes</b>														
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															
<b>State has specific child-staff ratio requirements for swimming and water activities</b>	<b>Yes</b>														
<p><i>Requirements: The following staff-child ratio shall be maintained when children are swimming, whether at the center or at other public or private swimming pools, lakes or recreational swimming facilities. A minimum of two adults must be present at all times.</i></p> <p>AGE OF CHILDREN NUMBER OF CHILDREN PER EACH STAFF:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 70%;">Infants/toddlers (under 2 years)</td> <td style="text-align: center;">1</td> </tr> <tr> <td>2-year-olds</td> <td style="text-align: center;">2</td> </tr> <tr> <td>3-year-olds</td> <td style="text-align: center;">5</td> </tr> <tr> <td>4-year-olds</td> <td style="text-align: center;">8</td> </tr> <tr> <td>5-year-olds</td> <td style="text-align: center;">8</td> </tr> <tr> <td>School-age children from 6 to 8 years of age</td> <td style="text-align: center;">10</td> </tr> <tr> <td>School-age children 9 years of age and older</td> <td style="text-align: center;">15</td> </tr> </table>		Infants/toddlers (under 2 years)	1	2-year-olds	2	3-year-olds	5	4-year-olds	8	5-year-olds	8	School-age children from 6 to 8 years of age	10	School-age children 9 years of age and older	15
Infants/toddlers (under 2 years)	1														
2-year-olds	2														
3-year-olds	5														
4-year-olds	8														
5-year-olds	8														
School-age children from 6 to 8 years of age	10														
School-age children 9 years of age and older	15														

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In addition to the lifeguard and staff required, one adult shall be present to serve as bathroom monitor and provide other general out-of-water supervision.	
<b>State has specific group size requirements for swimming and water activities</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> When children are swimming, supervision shall include at all times at least one person currently certified as a lifeguard or water safety instructor by the American Red Cross or an equivalent water safety program. If swimming is being done at a pool open to other persons and a lifeguard or lifeguards are provided by the pool or beach operator, an additional lifeguard is not necessary.	

<b>SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES</b> (see also <a href="#">Facility Requirements – Transportation</a> )	
<b>State has requirements for the supervision of children when transported in a vehicle</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for transporting children in a vehicle</b>	<b>Yes</b>
<i>Requirements:</i> The staff-child ratios as listed in this subsection shall be maintained. 1) A driver alone may transport 2 infants or 3 toddlers and shall be assisted by an adult attendant for each additional 1 to 3 infants or 1 to 4 toddlers. 2) A driver alone may transport 8 children between 2 and 5 years of age and shall be assisted by an adult attendant for each additional 1 to 8 children between 2 and 5 years of age. 3) A driver alone may transport ten children between 3 and 5 years of age and shall be assisted by an adult attendant for each additional 1 to 10 children between 3 and 5 years of age. 4) When children under 2 years of age are transported with children 2 years of age or older, the staff-child ratio shall be in accordance with required classroom ratios. 5) When school-age children are transported for program activities, the staff-child ratio shall be in accordance with required classroom ratios.	
<b>State has specific group size requirements for transporting children in a vehicle</b>	<b>No</b>
<i>Requirements:</i> N/A	

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*Additional requirements: N/A*

SUPERVISION OF CHILDREN DURING FIELD TRIPS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during field trips</b>	<b>No</b>
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	
<b>State has specific child-staff ratio requirements for field trips</b>	<b>No</b>
<i>Requirements: N/A</i>	
<b>State has specific group size requirements for field trips</b>	<b>No</b>
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

## CARE OF CHILDREN

AGE DEFINITIONS <span style="float: right;"><a href="#">↑</a></span>
<b>Definition of "infant"</b>
<i>Text of definition: "Infant" is defined as a child from 6 weeks through 14 months of age.</i>
<b>Definition of "toddler"</b>
<i>Text of definition: "Toddler" is defined as a child from 15 months to 2 years of age. The term may include a child up to 30 months of age depending upon physical or social development.</i>
<b>Definition of "preschool-age"</b>
<i>Text of definition: "Preschooler" is defined as a child from 3 through 5 years of age. Children enrolled in kindergarten may be considered either preschool or school-age. Children 2 years of age may be considered preschoolers or toddlers, depending on their level of development.</i>
<b>Definition of "school-age"</b>
<i>Text of definition: "School-age" is defined as a child up to 18 years of age who is enrolled in first grade or higher. Children enrolled in kindergarten may be considered either preschool or school-age.</i>

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<b>CHILDREN'S HEALTH REQUIREMENTS</b>	
<b>State requires children to have a physical exam to enroll in a center</b>	<b>Yes</b>
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	
<b>State requires children to have immunizations to enroll in a center</b>	<b>Yes</b>
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: Day care centers shall maintain an accurate list of all children enrolled in the center who are not immunized. The number of non-immunized children on the list shall be available to parents who request it.</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>	

<b>NUTRITION</b>	
<b>State has requirements about nutrition and meals/snacks for children</b>	<b>Yes</b>
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	✓

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Additional requirements: N/A

BEHAVIOR GUIDANCE AND DISCIPLINE <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements regarding behavior guidance and/or disciplining children</b>	Yes
<b>Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations</b>	Yes
<ul style="list-style-type: none"> <li>• Supervised separation from the group</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Physical/corporal punishment</li> </ul> <p><i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i></p> <p><i>Other forms of discipline allowed:</i></p> <p>(A) Written rules for all children shall be established and available to children, parents and staff. These rules shall set the limits of behavior required for the protection of the group and individuals. The rules shall:</p> <ol style="list-style-type: none"> <li>(1) Pertain to important situations;</li> <li>(2) Be understandable to children;</li> <li>(3) Be stated in the positive form whenever possible; and</li> <li>(4) Be enforceable.</li> </ol> <p>(B) Child care staff shall help individual children develop self-control and assume responsibility for their own actions.</p> <ol style="list-style-type: none"> <li>(1) Limits and consequences shall be clear and understandable to the child, consistently enforced and explained to the child before and as part of any disciplinary action.</li> <li>(2) Discipline shall be developmentally appropriate and logically related to the child's act and shall not be out of proportion to the particular inappropriate behavior. The child shall be made aware of the relationship between the act and the consequences.</li> <li>(3) Firm positive statements about behaviors or redirection of behaviors shall be the accepted techniques for use with infants and toddlers.</li> <li>(4) Removal from the group to help a child gain control shall not exceed one minute per year of age.</li> </ol> <p>(C) Preschool and school-age children shall have reasonable opportunity to resolve their own conflicts.</p> <p>(D) Discipline shall be the responsibility of adults who have an ongoing relationship with the child.</p> <p>(E) When there is a specific plan for responding to a child's pattern of unacceptable behavior, all staff who affect the child shall be aware of the plan and cooperate in its implementation.</p> <p>(F) Clinical behavior management plans may be developed to meet the needs of a particular child if developed with the parent and a professional clinician. This must be documented in the child's file. All staff working with the child shall receive training on implementing the plan.</p>	
<b>Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations</b>	Yes
<ul style="list-style-type: none"> <li>• Denial of food/food-related punishment</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Derogatory remarks</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Abusive language</li> </ul>	✓

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• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	
<p><i>Other forms of discipline not allowed:</i> Removal from the group shall not be used for children less than 24 months of age.</p> <p>The following behaviors are prohibited in all child care settings:            (A) Corporal punishment, including hitting, spanking, swatting, beating, shaking, pinching and other measures intended to induce physical pain or fear;            (B) Threatened or actual withdrawal of food, rest or use of the bathroom;            (C) Abusive or profane language;            (D) Any form of public or private humiliation, including threats of physical punishment; and            (E) Any form of emotional abuse, including shaming, rejecting, terrorizing, or isolating a child.</p>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES <span style="float: right;"><a href="#">↑</a></span>	
<b>Center must have a written daily schedule of activities</b>	<b>No</b>
Center must post daily schedule	
<b>Center must provide specific activities for children</b>	<b>Yes</b>
Regular meal/snack times	✓
Nap or rest period	✓
Toileting and washing/hand washing	✓
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
• Large group activities	✓
• Small group activities	✓
Active play	✓
Quiet play	✓
Free play	✓
Creative expression	

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Gross motor activities		✓
Fine motor activities		✓
<i>Other activities:</i> Occasional trips and activities away from the facility (frequency to be determined by the center).		
<b>Developmental needs of children must be addressed in activities</b>		<b>Yes</b>
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		
<b>State has requirements for the specific types of equipment/materials a center must have for children</b>		<b>Yes</b>
Books and other literacy materials		✓
• Number of books required		20
<i>Additional requirements about books:</i> At least 20 books per group of ten or fewer children; two books per child for groups larger than ten. All books need not be displayed at all times; child care staff may rotate books on display.		
Art supplies/creative activities		✓
Blocks/construction materials		
Sensory materials		
Fine motor manipulatives		✓
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		✓
Science/experimental/math (counting/sorting)		✓
Technology/computers		
Music		✓
<i>Other types of equipment required:</i> N/A		
<i>Additional requirements:</i> Reported is minimum equipment and supplies required for preschool programs. State also has requirements for infant and toddler programs and school-age programs.		

<b>PARENT INVOLVEMENT</b>		<a href="#">↑</a>
<b>State has requirements regarding parent involvement</b>		<b>Yes</b>
Center must encourage parent involvement		✓
Center must provide opportunities for parent involvement		
<i>Additional requirements:</i> N/A		

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<b>State has requirements about parents' access to the center</b>	<b>Yes</b>
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	
<b>State has requirements about the center's communication with parents</b>	<b>Yes</b>
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: Log of infant care is required.</i>	

<b>SPECIALIZED CARE – INFANT AND TODDLER</b> <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements that specifically address the care of infants and/or toddlers</b>	<b>Yes</b>
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	✓
<b>State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)</b>	
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: If using a blanket, put the child with his or her feet at the foot of the crib. Tuck a thin blanket around the crib mattress, reaching only as far as the child's chest.</i>	

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<b>SPECIALIZED CARE – SCHOOL-AGE</b>	
<b>State has requirements that specifically address the care of school-age children</b>	<b>Yes</b>
State has requirements on the supervision of school-age children	✓
State has requirements for staff working with school-age children	✓
<p><i>Staff requirements:</i></p> <p><b>School-age worker:</b>            (1) 30 semester hours (or 45 quarter hours) of credit from an accredited college or university with 6 semester hours (or nine quarter hours) related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields; or            (2) 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school, and 6 semester hours (or 9 quarter hours) of credit from an accredited college or university related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields; or            (3) A high school diploma or equivalency certificate plus 3120 clock hours of experience in a recreational program, kindergarten, or licensed day care center serving school-age children or a license exempt school-age child care program operated by a public or private school.</p> <p><b>School-age director:</b>            When a program serves only school-age children and meets the criteria of Section 407.90(c), qualifications for the school-age director responsible for multiple sites and the site coordinators shall be as follows:            (1) The school-age director and each site coordinator shall be at least 21 years of age.            (2) The school-age director shall meet both of the following requirements for education and experience:            (A) 60 semester hours (or 90 quarter hours) of credit from an accredited college or university, with 18 semester hours (or 27 quarter hours) in courses related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields; and            (B) At least 1560 clock hours of child development experience in a recreational program or a licensed day care center serving school-age children.</p> <p><b>School-age site coordinator:</b>            The school-age site coordinators must meet one of the following qualifications:            (A) 30 semester hours (or 45 quarter hours) of credit from an accredited college or university with 12 semester hours (or 18 quarter hours) related to school-age child care, child development, elementary education, physical education, recreation, camping or other related fields and 750 clock hours of experience in a recreational program or a licensed day care center serving school-age children or in a license exempt school-age child care program operated by a public or private school; or            (B) 1560 clock hours of experience in a recreational program or licensed day care center serving school-age children or license exempt school-age child care program operated by a public or private school and either 6 semester hours (or nine quarter) hours of credit from an accredited college or university related to school-age child care, child development,</p>	

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elementary education, physical education, recreation, camping or other related fields.	
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 <a href="#">Care of Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children who are mildly ill</b>	<b>Yes</b>
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 <a href="#">Supervision of Children During Evening/Overnight Care</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children during evening/overnight hours</b>	<b>Yes</b>
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 <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children in drop-in programs</b>	<b>No</b>
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care:</i> The following types of programs are EXEMPT: Facilities operated in connection with a shopping center or service, religious services or other similar facility where transient children are cared for temporarily while parents or custodians of the children are occupied on the premises and readily available.	

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## FACILITY REQUIRMENTS



ENVIRONMENT <span style="float: right;"></span>	
<b>State has requirements about environmental tests of the facility</b>	<b>No</b>
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
<b>State has requirements about environmental inspections</b>	<b>Yes</b>
Requires fire inspections	Required prior to occupancy and license renewal
Requires health inspections	Required prior to occupancy and license renewal
Requires building code inspections	
<i>Additional requirements:</i> The building housing a center shall be approved prior to occupancy and license renewal by the Illinois Department of Public Health and the Office of the State Fire Marshal or local agencies authorized by those State agencies to conduct inspections on their behalf.	

SQUARE FOOTAGE <span style="float: right;"></span>	
<b>Number of square feet of indoor space per child</b>	<b>35 square feet</b>
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
<b>Number of square feet of outdoor space per child</b>	<b>75 square feet</b>
Total amount of square feet for area	N/A
<i>Additional requirements:</i> The outdoor play area shall accommodate 25 percent of the licensed capacity at any one time.	
<b>Number of square feet per child, based on age of child</b>	
Per infant	55 square feet
Per toddler	55 square feet
Per preschool-age child	35 square feet
Per school-age child	N/A

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**Additional requirements:**

Infants: 25 square feet per child of play space and 30 square feet per child of sleeping space.

Toddlers: 35 square feet if sleep in same room and cots are stacked; 55 square feet if play and sleep in same room and cribs are used for sleep; if play and sleep in separate rooms, 35 square feet of play space and 30 square feet of sleeping space.

CONDITION OF FACILITY AND EQUIPMENT <a href="#">↑</a>	
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 <a href="#">↑</a>	
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> Protective surfaces (wood mulch, bark mulch, wood chips, sand, gravel, rubber mats, etc.) shall be provided in areas where climbing, sliding, swinging or other equipment from which a child might fall is located.</p> <p>(1) The protective surface shall extend at least 6 feet beyond the perimeter of the equipment, except for swings.</p> <p style="padding-left: 40px;">(A) For single-axis (traditional) swings, the protective surface shall extend both forward and backward a distance of at least 2 times the height measured from the supporting bar.</p> <p style="padding-left: 40px;">(B) For tire swings which rotate, the protective surface shall extend 6 feet beyond the farthest reach of the tire in all directions.</p> <p>(2) The protective surface shall have a Critical Height value of at least the height of the highest accessible part of the equipment, unless rubber mats are used which have been manufactured specifically for this purpose and which comply with the requirements established by the Consumer Products Safety Commission or the American Society for Testing Materials.</p> <p>(3) The surface material shall be properly drained to prevent the growth of molds and bacteria.</p> <p>(4) When resilient materials become packed, they shall be raked and/or turned to restore resilience.</p>	
State has requirements on sleeping equipment	✓

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State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓
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OUTDOOR SPACE <span style="float: right;"><a href="#">↑</a></span>	
<b>State requires outdoor space is enclosed/has a fence</b>	<b>Yes</b>
<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 <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on fire safety in child care centers</b>	<b>Yes</b>
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: Once a month</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS <span style="float: right;"><a href="#">↑</a></span>	
<b>Center must have a general emergency plan for all emergencies</b>	<b>No</b>
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 <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on emergency preparedness</b>	<b>Yes</b>
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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<b>SECURITY</b>	
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>	

<b>TRANSPORTATION</b> (see also <a href="#">Supervision of Children Transported in Vehicles</a> )	
<b>State has requirements on transporting children in vehicles</b>	<b>Yes</b>
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>	

<b>LIABILITY INSURANCE</b>	
<b>State requires centers to have liability insurance</b>	<b>Yes</b>
<b>General liability insurance required</b>	<b>Yes</b>
<i>Amount of insurance required: The day care center shall carry public liability insurance in the single limit minimum amount of \$300,000 per occurrence.</i>	
<b>Professional liability insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Automobile insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Medical payment insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: Centers must have personnel policies regarding workman's compensation and unemployment insurance.</i>	
<i>Additional requirements: N/A</i>	

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ADMINISTRATION OF MEDICATION <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on the administration of medication to children</b>	<b>Yes</b>
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 <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on performing medical procedures on children</b>	<b>No</b>
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 <a href="#">Specialized Care – Mildly Ill Children</a> ) <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on the care of mildly ill children</b>	<b>Yes</b>
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: Children shall be screened upon arrival daily for any obvious signs of illness. If symptoms of illness are present, the child care staff shall determine whether they are able to care for the child safely, based on the apparent degree of illness, other children present and facilities available to care for the ill child. Children need not be excluded for a minor illness unless any of the following exists [list of symptoms], in which case exclusion from the day care center is required.</i>	

INCIDENT REPORTING <span style="float: right;"><a href="#">↑</a></span>	
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:* Any accident or injury requiring professional medical care, death or other emergency involving a child shall be entered into the child's record and orally reported immediately to the child's parent or guardian and to the appropriate local licensing office of the Department. If the center is unable to contact the parent or guardian and the Department immediately, it shall document this fact in the child's record. Oral reports to the Department shall be confirmed in writing within two business days after the occurrence.

<b>ADDITIONAL HEALTH REQUIREMENTS</b>	
<a href="#">↑</a>	
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	

<b>HAND WASHING</b>	
<a href="#">↑</a>	
<b>State has requirements on hand washing for staff</b>	<b>Yes</b>
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>	
• After treating a wound Upon arrival at the center;	
• After wiping or blowing their nose, or helping a child to wipe or blow his or her nose;	
• After handling items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit);	
• Before dispensing any medication;	
• Before and after administering first aid; and	
• When changing rooms or caring for a different group of children.	
State has requirements on the location and/or amount of hand washing facilities for staff	✓
<b>State has requirements on hand washing for children</b>	<b>Yes</b>
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	✓

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<i>Other times children must wash their hands:</i>	
<ul style="list-style-type: none"> <li>• Upon arrival at the center</li> <li>• After wiping or blowing his or her nose</li> <li>• After touching items soiled with body fluids or wastes (e.g., blood, drool, urine, stool or vomit)</li> <li>• After outdoor play time</li> <li>• Before and after using the water table</li> </ul>	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

<b>DIAPERING</b>	
<b>State has requirements on diapering</b>	<b>Yes</b>
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: An accessible hand-washing sink within the same room without barriers such as doors unless the before- and after-school program is exempt per Section 2.09(a)(ii) of the Child Care Act.</i>	
<i>Additional requirements: N/A</i>	

<b>SMOKING POLICIES</b>	
<b>State has requirements about smoking in centers</b>	<b>Yes</b>
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: There shall be no smoking or use of tobacco products in any form in the child care center or in the presence of children while on the playground or engaged in other activity away from the center.</i>	

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HAZARDOUS MATERIALS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about the accessibility of hazardous supplies/materials</b>	<b>Yes</b>
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements: N/A</i>	

FIREARMS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about the presence of firearms in the facility</b>	<b>No</b>
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 <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about animals in the facility</b>	<b>Yes</b>
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	✓
State has requirements about the care and health of animals in child care centers	✓
Centers must notify parents of the presence of animals	
<i>Additional requirements: N/A</i>	

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