

2005 Child Care Licensing Study Indiana

Data Profile for State Licensing Programs and Policies

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

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- [Licensing Staff](#)
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- [Types of Inspections](#)
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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Indiana Family & Social Services Administration		
Address: Division of Family Resources		
Bureau of Child Development – Licensing Section		
402 West Washington Street, Room W-386		
City: Indianapolis	State: IN	Zip: 46204
Phone: 877-511-1144	Toll Free: 800-441-7837	
Fax: 317-234-1513	E-mail:	
Web site: http://www.in.gov/fssa/carefinder/become/		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	617
Small family child care homes	2,803
Large/group family child care homes	308
<i>Other types of licensed facilities:</i> Registered child care ministries	652
Total number of licensed facilities	3,728
Data notes:	

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LICENSED CAPACITY	
Child care centers	61,424
Small family child care homes	37,344
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	42,762
Total licensed capacity	98,768
Data notes: N/A	

LICENSING STAFF



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

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	23
Data notes: 23 licensors plus 6 sanitarians and 5 nurses.	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	190:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	5
Data notes:	

TYPES OF INSPECTIONS



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

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once a year
Small family child care homes	Once a year
Large/group family child care homes	Once a year
<i>Other frequency of inspection:</i>	
Data notes: Child care ministry registrations are for 1 year, but inspections are required by law to be quarterly. These inspections are for sanitation and fire and building safety only. For centers, there are also annual inspections by the state fire marshal and a nurse.	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	2 years
Small family child care homes	2 years
Large/group family child care homes	2 years
<i>Other length of license:</i>	
Data notes: Child care ministry registrations are valid for 1 year, with quarterly inspections.	

INSPECTIONS AND MONITORING



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

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

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

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

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Referrals made to other agencies/organizations/individuals for technical assistance	
Child care centers	✓
Small family child care homes	✓
Large/group family child care homes	✓
<i>Agencies, organizations, or individuals used for technical assistance referrals: For example, when need is expressed for training in special needs programming or teacher education in general, referral is made to special needs advocacy groups or agencies providing education training.</i>	

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	
<i>Other tools used for inspections and monitoring: We considered using laser measuring devices but found them to be inaccurate.</i>	Yes

COMPLAINT INVESTIGATIONS



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

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

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	249	302	0	551
Number of substantiated licensing complaints	0	0	0	0
Data notes: Data on substantiated complaints is N/A. The number of FCC home complaints is a combination of small and large FCC homes (mostly small). Number of complaints filed for centers, 43; for child care ministries, N/A.				
<i>Nature of licensing complaints:</i> Not available				

CHILD ABUSE AND NEGLECT				
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes				
Licensing agency				
Protective services			✓	
Specialized unit for child abuse and neglect				
<i>Other agency:</i>				
Data notes:				
Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	19	39	0	58

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Data notes: The number for FCC homes is small and large combined (mostly small). The number of child abuse and neglect complaints filed for centers and small and large FCC homes is N/A. Unsubstantiated claims are expunged from system. There are 11 substantiated complaints against child care ministries.

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	✓	2	✓	41		0
Denial of license	✓	13	✓	31		0
Immediate closure of facility	✓	0	✓	0		0
Non-renewal of license		0		0		0
Probation	✓	9	✓	1		0
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0
Data notes: The number for FCC homes is small and large homes combined.						
<i>Legal representation for licensing agency:</i> Staff attorney and Deputy Attorney General.						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	Yes, the full report
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	Yes, but only substantiated complaints
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee: N/A</i>			
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Consultant, Sanitarian, Nurse

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	
No required educational qualifications	
<i>Other qualifications:</i> Licensing consultants are general human service consultants with social/behavioral science, social work, business, and public administration courses substituting for years of experience in professional human service work. Sanitarian and nurse positions have specific professional requirements.	✓
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
Data notes: No, but they are preferred and sought after in applicants.	
<i>Content areas or majors accepted:</i> Licensing consultants are general human service consultants with social/behavioral science, social work, business, and public administration courses substituting for years of experience in professional human service work. Sanitarian and nurse positions have specific professional requirements.	
Experience working in a setting with children required prior to working as a licensor	No
Data notes:	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes: Yes, at full staff meetings training is provided in required topics.	
<i>Amount of required training:</i> Staff receive at least 24 clock hours annually in 6-hour increments at quarterly staff meetings. All licensing staff recently completed and passed playground inspection training and certification. Since all staff are now regionally, rather than functionally, assigned, training has been cross-training and includes the following topics: CCDF, complaints, quality issues, new business rules for CCDF. Social and emotional child development is planned to be included in the future.	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
<i>Other training topics:</i>	✓
Data notes: All licensing staff recently completed and passed playground inspection training and certification. Since all staff are now regionally, rather than functionally, assigned, training has been cross-training and includes the following topics: CCDF, complaints, quality issues, new business rules for CCDF. Social and emotional child development is planned to be included in the future.	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	✓
Outside consultants	✓
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

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

QUALITY INITIATIVES



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

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Assessing quality with environment rating scale:	
Lead agency	✓
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	
Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

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

Qualification alternative #1: A two (2) year associate's degree in early childhood education from an accredited college or university, with a grade of C or better

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	3 years
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Qualification alternative #2: Any bachelor of arts or bachelor of science degree and CDA.

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	

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

<i>Qualification alternative #3:</i> Any bachelor of arts or bachelor of science degree and 15 credit hours in college level courses with documented content relating to the needs, skills, development, or teaching methods of children six (6) years of age or younger and grades of C or better.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

<i>Qualification alternative #4:</i> Bachelor of arts or bachelor of science degree in early childhood education or elementary education with a kindergarten endorsement and grades of C or better.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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

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

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

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



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

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

Qualification alternative #2: Associate's degree in early childhood and a bachelor of arts or bachelor of science degree	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #3: Bachelor of arts or bachelor of science degree from an accredited college or university that includes 15 credit hours in college level courses with document content relating to the needs, skills, development, or teaching methods of children six (6) years of age or younger	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #4: Bachelor of arts or bachelor of science degree in elementary education with a kindergarten endorsement	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #5: Bachelor of arts or bachelor of science degree in early childhood education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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

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

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

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	1

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

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

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

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



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

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

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

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STAFF QUALIFICATIONS FOR AIDES



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

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

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

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

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- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

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

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
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- [Background Checks](#)
- [Orientation Training](#)
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CHILD-STAFF RATIOS AND GROUP SIZE

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

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- [Supervision of Children During Naptime](#)
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- [Supervision of Children During Large Group Activities](#)
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CARE OF CHILDREN

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FACILITY REQUIREMENTS

- [Environment](#)
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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Rule 4.7. Child Care Centers; Licensing	
Date of regulations: 11/07/2003	
State has separate regulations for the following types of care:	
School-age care programs	✓
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> Exempted Day Nurseries; Registered Day Care Ministries	



DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center" means a nonresidential building where at least 1 child receives child care from a provider: (1) while unattended by a parent, legal guardian, or custodian; (2) for regular compensation; and (3) for more than 4 hours but less than 24 hours in each of 10 consecutive days per year, excluding intervening Saturdays, Sundays, and holidays.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	✓
Maximum number of hours services are provided	

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

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	4 or fewer hours
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	

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Program is a recreation program	
Program is instructional classes for children	
Services are provided by a religious organization	✓
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: N/A</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • Migrant Head Start programs. • "Registered day care ministry" means day care provided as an extension of a church or religious ministry that is a religious organization exempt from federal income taxation under Section 501 of the Internal Revenue Code, unlicensed but registered with the state board of health and state fire marshal's office. 	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS



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



AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	Not specified; preservice requirements above HS level
Master teacher	N/A	Not specified	Not specified; preservice requirements above HS level
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	N/A	N/A	N/A
Aide	N/A	N/A	N/A



Additional requirements: Also requirements for administrator - need not meet the education and experience requirements of the director.

When support staff are counted in child-staff ratios, they shall meet all the qualifications of the caregiver.

Volunteers may serve in any capacity for which they are qualified, but may not be left alone with a group of children.

Requirements for early childhood practicum students:

(a) Centers may count early childhood practicum students under 18 years of age in child/staff ratios with the following conditions:

- (1) They attend a high school early childhood program.
- (2) They are 17 years of age or 16 years of age if working at their on-site vocational child care center.
- (3) They are assigned to a lead caregiver who provides supervision at all times.
- (4) They are never left alone with a group of children.

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(5) They are not counted in the child/staff ratio of infant or toddler rooms.
 (b) Early childhood practicum students from colleges or universities may serve in any capacity for which they are qualified.

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

HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements:</i> N/A		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to provide proof of immunizations	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	

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Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
<ul style="list-style-type: none"> • State criminal history record check required • Federal criminal history record check required • Required for all center staff • Required for center staff having contact with children • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) • Required for volunteers • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	✓ ✓
State requires check of child abuse and neglect registry for center staff	No
<ul style="list-style-type: none"> • Required for all center staff • Required for center staff having contact with children • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) • Required for volunteers • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires checks of fingerprint records for center staff	No
<ul style="list-style-type: none"> • State fingerprint record check required • Federal fingerprint record check required • Required for all center staff • Required for center staff having contact with children • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) • Required for volunteers • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires checks of the sex offender registry	Yes
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

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ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	
<p><i>Required content for orientation training:</i> Prior to having direct contact with children or food, the following training or information shall be provided to all staff and volunteers according to the specific responsibilities assigned to that particular staff member or volunteer:</p> <ol style="list-style-type: none"> (1) The names, ages, and any specific needs of the children for whom the caregiver will be responsible. (2) The center's policy on confidentiality of children's records. (3) The center's child discipline policy. (4) Meal patterns and food handling policies of the center. (5) Emergency evacuation procedures. (6) General health policies and procedures, including, but not limited to, the following: <ol style="list-style-type: none"> (A) Division-approved hand washing techniques. (B) Division-approved diapering techniques. (C) All policies and documentation procedures for dispensing approved medication to children. (D) Procedures for feeding infants and toddlers, including formula preparation. (7) Training in universal precautions. A person trained annually in universal precautions shall repeat this training annually for all child care staff and include the following topics: <ol style="list-style-type: none"> (A) Blood borne diseases and their transmission, work practice controls, and the use of personal protective equipment as required by the OSHA and ISDH. (B) Procedures for documenting and handling incidents in which staff are directly exposed to contact with blood. (8) The health hazards listed in section 15(c) of this rule. <p>During the first two (2) weeks of employment, all staff and volunteers shall have the following training or information provided according to their individual responsibilities:</p> <ol style="list-style-type: none"> (1) Developmentally appropriate practices in the early childhood program. (2) The goals and philosophy of the center. (3) Daily schedules, routines, and transition procedures. (4) Parent communication policies. 	

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(5) Child abuse detection, prevention, and reporting responsibilities. (6) Recognizing symptoms of illness. (7) Cleaning, sanitation, and disinfection procedures. (8) Special needs inclusion policies. (9) Training specific to the special needs of children under their care. (10) The center's confidentiality policy. (11) All aspects of this rule.
<i>Additional requirements:</i> N/A

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	✓
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> During the first 2 weeks of employment, all staff shall receive documented training in recognizing and reporting child abuse and neglect. The director shall update this training annually.	

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Required in first year on ongoing training: requirements to recognize and report suspected child/abuse or neglect, how to make a child abuse or neglect report.
 Topics in ongoing training: symptoms of common childhood illnesses, hygiene.

ONGOING TRAINING	
Ongoing training required for directors	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	

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Ongoing training hours required in specific content areas for center directors	Yes
<i>Content of ongoing training hours:</i> The director shall receive training in each of the following categories: (A) Administrative issues. (B) Curriculum and developmentally appropriate practices. (C) Health, nutrition, sanitation, and safety.	
Ongoing training hours required in specific content areas for teaching staff	Yes
<i>Content of ongoing training hours:</i> Caregivers shall receive training in each of the following categories: (A) Positive classroom management and discipline. (B) Developmentally appropriate practices and curriculum. (C) Child development. (D) Health, nutrition, sanitation, and safety.	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	✓
Audio-visual materials/videos/reading materials	✓
Conference workshops	✓
Community-based workshops	✓
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	✓
<i>Other:</i> (A) Workshops; (b) Formal education; (c) Videos; (d) Training by consultants; or (e) Educational programs provided for staff by the director or director designated training facilitators.	

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CHILD-STAFF RATIOS AND GROUP SIZE



CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	5:1	10
27 months	5:1	10
3 years	10:1	20
4 years	12:1	24
5 years	15:1	30
6 years	15:1	30
7 years	15:1	30
8–9 years	15:1	30
10 years and older	15:1	30
<i>Additional requirements: N/A</i>		

MIXED-AGE GROUPS	
State permits mixed-age groupings of children	Yes
<p><i>Child-staff ratio requirements for mixed-age groups:</i> For the purpose of maintaining continuity of care, centers may mix children age 6 weeks to 36 months in 1 classroom under the following conditions:</p> <p>(1) A child/staff ratio of 4:1 is maintained. (2) The maximum group size is 8. (3) Each group shall have no more than 3 children under the age of 12 months.</p>	
<p><i>Group size requirements for mixed-age groups:</i> For the purpose of maintaining continuity of care, centers may mix children age 6 weeks to 36 months in 1 classroom under the following conditions:</p> <p>(1) A child/staff ratio of 4:1 is maintained. (2) The maximum group size is 8. (3) Each group shall have no more than 3 children under the age of 12 months.</p>	
<p><i>Additional requirements:</i></p> <p>(a) Age grouping policies apply at all times except as in subsection (f). (b) When mixing age groups, younger children shall be protected from aggressive older children. (c) Caregivers may care for preschool children in the same group or area. (d) Centers may group 30 to 36 month old children with children 3 years of age. (e) When all the 2 year olds in a group are at least 30 months of age, the child-staff ratio is 7:1. (f) Caregivers may group children 3 years of age through school age together during the first and last hour of the child care center's operation provided the group size does not</p>	

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exceed the maximum group size for the youngest children in the group.

(g) Caregivers shall care for school age children in a clearly defined separate room/area. When mixing age groups, the group may not be larger than the square foot capacity of the room.

(h) The maximum number of children per class is also determined by available space.

(i) Centers licensed prior to the effective date of this rule may elect to have a maximum group size for 2 year olds of 15, provided they use the same room.

(j) Kindergarten aged children may be mixed with either preschool or school aged groups.

For the purpose of maintaining continuity of care, centers may mix children age 6 weeks to 36 months in 1 classroom under the following conditions:

- (1) A child/staff ratio of 4:1 is maintained.
- (2) The maximum group size is 8.
- (3) Each group shall have no more than 3 children under the age of 12 months.

ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition: "Group" means a number of children who routinely work, learn, eat, sleep, and play together inside and outside.</i>	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions: N/A</i>	
Centers allowed legally to exceed required group size	
<i>Conditions: N/A</i>	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN [↑](#)

GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	✓
Staff must be alert/awake	
Staff must be able to see children at all times	

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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: All children shall be under the direct supervision of a responsible caregiver at all times.</i>	

SUPERVISION OF CHILDREN DURING NAPTIME ↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	✓
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	✓
• Infant and toddler	✓
• Preschool	✓
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements: During the rest period for children toddler age and older, caregivers may supervise children at 50 percent of the required child-staff ratio provided that: (1) the required child-staff ratio is maintained on the premises; (2) required caregivers are immediately accessible; and (3) a minimum of 50 percent of the children in the class are asleep. The 50 percent reduction in child/staff ratios does not apply to infants.</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE ↑	
(see also Specialized Care – Evening/Overnight Care)	
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	

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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	
State has specific child-staff ratio requirements for evening/overnight care	Yes
<i>Requirements:</i> There shall always be at least 2 caregivers on duty at all times regardless of the child-staff ratio.	
State has specific group size requirements for evening/overnight care	Yes
<i>Requirements:</i> Caregivers may combine infants, toddlers, and children 2 years of age only during evening sleeping hours. Caregivers shall determine maximum group size by the age of the youngest child.	
<i>Additional requirements:</i> N/A	

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

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES ↑	
State has requirements for the supervision of children during large group activities	No
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	No
<i>Requirements:</i> N/A	
State has specific group size requirements for large group activities	No

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

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	✓
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	✓
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements:</i> Child-staff ratios shall be twice the number required in this rule. The center may count employed lifeguards in child staff ratios. When children are taken to public pools or lakes while under the supervision of the child care center, the following rules apply: <ul style="list-style-type: none"> • Child/staff ratios shall be twice the number required in this rule. A center may count 1 pool or lake lifeguard in the child-staff ratios for the child care center unless pool or lake policies prohibit. • At all times, when children are in the water, staff shall directly supervise children with a minimum of 1 staff person at pool or lake side and another staff in the water with the children. 	
State has specific group size requirements for swimming and water activities	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> At all times, when children are in the water, staff shall directly supervise children with a minimum of 1 staff person at pool or lake side and another staff in the water with the children.	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation) ↑	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	

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Written permission from parents required for transporting children	✓
Emergency contact information for children taken on vehicle	✓
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements:</i> Maintain child/staff ratios when transporting children, except as in clause (C). When transporting more than 12 children on a school bus or Head Start bus to and from school or home, have at least 1 qualified caregiver not including the driver supervise the children.	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

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

CARE OF CHILDREN

AGE DEFINITIONS ↑
Definition of "infant"
<i>Text of definition:</i> "Infant" is defined as a child who is at least 6 weeks of age until the child is able to walk consistently unassisted.
Definition of "toddler"
<i>Text of definition:</i> "Toddler" is defined as a child who is less than 30 months of age and is able to walk consistently unassisted.

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Definition of "preschool-age"
<i>Text of definition:</i> "Preschool children" is defined as children at least 3 years of age and not yet attending first grade.
Definition of "school-age"
<i>Text of definition:</i> "School age children" is defined as children attending first grade or above.

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

NUTRITION	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	✓
Parents/guardians can provide food for their own children on a regular basis	

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Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i> 	
<i>Other forms of discipline allowed:</i> Caregivers shall use positive discipline. Caregivers shall do the following: (1) Communicate to children using positive statements. (2) Encourage children, with adult support, to use their own words and solutions in order to resolve their own interpersonal conflicts. (3) Communicate with children by getting down to their eye level and talking to them in a calm quiet manner about what behavior is expected.	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	
• Abusive language	✓
• Yelling or shouting/screaming	✓
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	✓
• Locked time-out room, closet, or dark room	✓
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	
<i>Other forms of discipline not allowed:</i> Caregivers shall not: (1) use time out for any child less than 3 years of age; (2) use time out for any purpose other than to enable the child to regain control; (3) physically restrain children except: (A) when it is necessary to ensure their own safety or that of others; and (B) only for as long as is necessary for control of the situation; and (4) use punishment to correct unacceptable behavior.	
Center must have written policies on discipline and behavior guidance practices	✓

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PROGRAM AND ACTIVITIES ↑		
Center must have a written daily schedule of activities		Yes
Center must post daily schedule		✓
Center must provide specific activities for children		Yes
Regular meal/snack times		✓
Nap or rest period		✓
Toileting and washing/hand washing		
Outdoor play		✓
Indoor play		✓
Child-initiated activities		
Staff-initiated activities		✓
Individual activities		✓
Group activities		✓
• Large group activities		✓
• Small group activities		✓
Active play		✓
Quiet play		✓
Free play		
Creative expression		✓
Gross motor activities		✓
Fine motor activities		✓
<i>Other activities: N/A</i>		
Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development	✓	
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development	✓	✓
Cultural development	✓	
<i>Other areas of development: Encouragement and enhancement of expressive activities that include play, story telling, music, and dancing. A variety of art media is readily available for creative expression.</i>		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
• Number of books required		

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<i>Additional requirements about books: N/A</i>	
Art supplies/creative activities	✓
Blocks/construction materials	✓
Sensory materials	✓
Fine motor manipulatives	✓
Gross motor equipment (indoor and/or outdoor)	✓
Dramatic play/pretend	✓
Science/experimental/math (counting/sorting)	✓
Technology/computers	
Music	✓
<i>Other types of equipment required: A shatterproof mirror.</i>	
<i>Additional requirements: N/A</i>	

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	✓
Center must have a resource area for parents	
<i>Additional requirements: Staff are required to communicate with parents daily on children's needs, etc. Written logs aren't specified.</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
• Each infant must have a primary caregiver	✓

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State has requirements for staff working with infants and/or toddlers	✓
<i>Staff requirements:</i>	
Infant/toddler room staff: Caregivers shall have had training specifically related to infant/toddler development.	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	✓
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
<i>Additional requirements on SIDS prevention: N/A</i>	

SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	✓
<i>Staff requirements:</i> The child care center that enrolls school-age children shall have at least 1 caregiver qualified by training or experience to work with this age group. The caregivers serving school-age children shall receive in-service training that relates to the specific needs of the children served.	
State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

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

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

SPECIALIZED CARE – DROP-IN CARE	
↑	
State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: N/A</i>	

FACILITY REQUIREMENTS

ENVIRONMENT	
↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required, timeframe not specified
Requires health inspections	
Requires building code inspections	

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Additional requirements: Peeling paint, on any interior or exterior surface or on any equipment, that contains lead in excess of current ISDH standards shall be made inaccessible to children until laboratory analysis is made on the peeling material.

SQUARE FOOTAGE	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet per child, based on age of child	
Per infant	50 square feet
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements:</i> 50 square feet per infant includes space for a crib.	

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

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	
State has requirements on the safety of outdoor equipment	
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	
<i>Details on state requirements on surfaces under equipment:</i> N/A	
State has requirements on sleeping equipment	
State requires equipment to be free of components that can pinch, sheer, or crush body tissues	

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

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: monthly</i>	
<i>Additional requirements: N/A</i>	

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

EMERGENCY PREPAREDNESS ↑	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	✓
<i>Additional requirements: N/A</i>	

SECURITY ↑	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	✓
Centers must have a procedure for signing children in and out when they enter and exit the facility	✓

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Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	✓
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	✓
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
<ul style="list-style-type: none"> • 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: Regulations do not specifically mention seat belts or car seats, but use the term "proper safety restraints."</i>	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required: N/A</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: N/A</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓

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

MEDICAL PROCEDURES ↑	
State has requirements on performing medical procedures on children	Yes
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: The giving or application of all other medication and carrying out medical procedures shall be done only on written order or prescription from a physician or other health care professional authorized to write prescriptions, which must be kept with the medication.</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: The center shall not admit children who are ill upon arrival.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements: The governing body, or others designated to represent the child care center, shall immediately notify the division, in writing, of the following: Any serious child injury, occurring while the child is in the care of child care center caregivers, that requires medical attention. Written records shall be maintained for all injuries that occur while children are under the care of child care center caregivers, both on and off premises.</i>	

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

HAND WASHING ↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
• 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: Before starting work; washed as often as necessary to keep them clean; after smoking; after drinking; after bathing a child; after wiping noses</i>	
State has requirements on the location and/or amount of hand washing facilities for staff	✓
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	✓
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	✓
<i>Other times children must wash their hands: N/A</i>	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	
Staff person changing diaper must wear gloves	

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State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area:</i> The center shall locate a sink within ten (10) feet of the changing table in the room/area or in a room that opens directly into the room/area.	
<i>Additional requirements:</i> N/A	

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	✓
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements:</i> The center shall establish and maintain a written policy that prohibits smoking on the child care premises.	

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

FIREARMS ↑	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	✓
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements:</i> Use or possession of firearms is prohibited unless the person is required to carry a firearm as a condition of their employment.	

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

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