

2005 Child Care Licensing Study Kansas

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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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Kansas Department of Health and Environment		
Address: Bureau of Child Care and Health Facilities		
Child Care Licensing and Registration Program		
Curtis State Office Bldg.		
1000 SW Jackson, Suite 200		
City: Topeka	State: KS	Zip: 66612-1274
Phone: 785-296-1270	Toll Free:	
Fax: 785-296-0803	E-mail: cclr@kdhe.state.ks.us	
Web site: http://www.kdhe.state.ks.us/bcclr/index.html		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	1,270
Small family child care homes	2,735
Large/group family child care homes	4,581
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	8,586
Data notes: Numbers of facilities are based on end of state fiscal year (June 30) 2004.	

Key:

✓ = Yes

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FCC = Family child care

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LICENSED CAPACITY	
Child care centers	66,972
Small family child care homes	15,932
Large/group family child care homes	45,288
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	128,192
Data notes: N/A	

LICENSING STAFF



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

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	57
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	151:1
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	4
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	Not inspected regularly
Large/group family child care homes	Once a year
<i>Other frequency of inspection:</i>	
Data notes:	

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FREQUENCY OF LICENSING



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

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Not licensed
Large/group family child care homes	Once a year
Data notes: Registered FCC homes are not inspected.	

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	No		
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:</i> Surveyors refer licensees to Child Care Resource & Referral Agencies and any other organizations providing training or technical assistance in the licensee's area. Some areas of Kansas have TEACH and WAGES initiatives or other "Smart Start" initiatives.	

DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes: No but Kansas is moving in that direction.	
<i>Other tools used for inspections and monitoring:</i> We currently use digital cameras when available to document environmental non-compliance. Some surveyors have used laser measuring with varied success.	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

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State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<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	0	0	0	0
Number of substantiated licensing complaints	0	0	0	0
Data notes: Conducted 1,756 complaint investigations in state fiscal year 2004. Data by type of child care facility or substantiation is N/A.				
<i>Nature of licensing complaints:</i> Data N/A.				

CHILD ABUSE AND NEGLECT	
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes	
Licensing agency	✓
Protective services	✓
Specialized unit for child abuse and neglect	
<i>Other agency:</i>	
Data notes:	

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	0	0	0	0
Data notes: Data N/A.				

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	0	✓	0
Denial of license	✓	0	✓	0	✓	0
Immediate closure of facility	✓	0	✓	0	✓	0
Non-renewal of license		0		0		0
Probation		0		0		0
Conditional license		0		0		0
Consent agreement	✓	0	✓	0	✓	0
Civil fine	✓	0	✓	0	✓	0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i> Suspension of license	✓	0	✓	0	✓	0
Data notes: Data not available by calendar year. Kansas data is only available by state fiscal year (July 1 through June 30). Revocation of license: 60 (breakdown by facility type N/A). Denial of license: 149 (breakdown by facility type N/A). Immediate closure of program: 14 (breakdown N/A). Consent agreement: total N/A.						

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Civil fine: 54 (breakdown N/A).
Other—suspension of license: 167 (breakdown N/A).
<i>Legal representation for licensing agency:</i> KDHE legal staff. Administrative appeal is done through the Kansas Department of Administration.

ACCESS TO LICENSING INFORMATION



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

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities		✓	✓
Fee based on maximum number of children in facility	✓		
<i>Other type of fee:</i> N/A			
Data notes: N/A			

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Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee		Registered, \$5; Licensed, \$15	\$15
Fee based on maximum number of children in facility	\$35 plus \$1 per child to a maximum of \$75		
<i>Other type of fee:</i>			
Data notes:			

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Child Care Facility Surveyor

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> College-level certification program or credential for registered and licensed nurses.	✓
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	Yes
Data notes:	
<i>Content areas or majors accepted:</i> Early childhood education, child development, human development and family life, social work, nursing.	
Experience working in a setting with children required prior to working as a licenser	No
Data notes:	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> Attendance at three of four training meetings conducted by state staff. Training specific to the job role as a child care facility surveyor. Total training offered per year is 16 hours, with 12 hours required.	
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> Investigation and Documentation	✓
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	✓
Outside consultants	
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

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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: Midwest Child Care Consortium. (Not a state initiative; collaboration of Iowa, Kansas, Missouri, and Nebraska.)	
Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

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

Qualification alternative #1: A child development associate credential

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	1 year
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Qualification alternative #2: Twelve semester hours of academic study or equivalent training in child development, early childhood education, curriculum resources, nutrition, child guidance, parent education, supervised practicum, and administration of early childhood programs

Time frame for requirements:

Preservice	✓
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Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #3: A two-year (pre-degree) certificate in child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #4: An associate of arts 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	1 year

Qualification alternative #5: BA or BS degree in a related academic discipline, and 12 hours of academic study or equivalent training in child development, early childhood education, curriculum resources, nutrition, child guidance, parent education, supervised practicum, and administration of early childhood programs	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	6 months

Qualification alternative #6: BA or BS degree in child development or early childhood education, including a supervised practicum	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 months

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

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

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

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	3

Qualification alternative #1: Five sessions of observation for not less than 2 ½ consecutive hours per observation in licensed preschools or child care centers	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #2: Child development associate 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 #3: Seven to nine semester hours of academic credit or equivalent training in child development or early childhood education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 months

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

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

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



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

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

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

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STAFF QUALIFICATIONS FOR AIDES



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

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

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

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Publication of NARA and NCCIC, 2006

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

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

CENTER STAFF REQUIREMENTS

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

CHILD-STAFF RATIOS AND GROUP SIZE

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

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Publication of NARA and NCCIC, 2006

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SUPERVISION OF CHILDREN

- | | |
|--|--|
| <ul style="list-style-type: none"> • General Supervision Requirements • Supervision of Children During Naptime • Supervision During Evening/Overnight Care • Supervision of Children During Outdoor Play | <ul style="list-style-type: none"> • 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

- | | |
|--|--|
| <ul style="list-style-type: none"> • Age Definitions • Children's Health Requirements • Nutrition • Behavior Guidance and Discipline • Program and Activities • Parent Involvement | <ul style="list-style-type: none"> • 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

- | | |
|--|--|
| <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Administration of Medication • Medical Procedures • Care of Mildly III Children • Incident Reporting • Additional Health Requirements • Hand Washing • Diapering • Smoking Policies • Hazardous Materials • Firearms • Animals in Facility |
|--|--|

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Publication of NARA and NCCIC, 2006

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Regulations for Licensing Preschools and Child Care Centers	
Date of regulations: 02/01/1990	
State has separate regulations for the following types of care:	
School-age care programs	✓
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	



DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center" means a facility: (1) which provides care and educational activities for 13 or more children 2 weeks to 16 years of age for more than 3 hours and less than 24 hours per day including day time, evening, and nighttime care; or (2) which provides before and after school care for school-age children. A facility may have fewer than 13 children and be licensed as a center if the program and building meet child care center regulations.	
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	✓

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

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	12 or fewer
Number of hours child care services are provided to be exempt	Less than 3 hours per day
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	
Program is a day camp (summer, seasonal, etc.)	

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Services are for school-age children	
Program is a recreation program	
Program is instructional classes for children	
Services are provided by a religious organization	
Services are provided during religious services	
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	
<ul style="list-style-type: none"> • Casino 	
<ul style="list-style-type: none"> • Resort 	
<ul style="list-style-type: none"> • Conference Center 	
<ul style="list-style-type: none"> • Shopping mall 	
<ul style="list-style-type: none"> • Bowling alley 	
<ul style="list-style-type: none"> • 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: N/A</i>	
Data notes: Could not find any other language on exemptions.	

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CENTER STAFF REQUIREMENTS

[↑](#)

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Program director: 13 or fewer children; 13-24 children; more than 24 children; more than 100 children
Master teacher	No	N/A
Teacher	Yes	Teaching staff: 13 or fewer children; 13-24 children
Assistant teacher	Yes	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	18	N/A	Not specified; preservice requirements above HS level
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	16	N/A	N/A
Aide	N/A	N/A	N/A
<i>Additional requirements: N/A</i>			

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OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Not specified
Volunteer	✓	14	Volunteers may be counted in the staff-child ratio if they are 16 years of age or older, participate in in-service training programs, and are supervised at all times by employed staff.
<i>Other roles: Driver</i>	✓	18	N/A

HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff	✓	✓
References must be from certain people		
• Non-relative		
• Professional acquaintance		
• Previous employer		
Type of references required (written, verbal, or both)	Not specified	Not specified
<i>Additional requirements: N/A</i>		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	Yes
• 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
• 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 required to provide proof of immunizations	No
• Required at hiring	
• Required annually or at another time interval	
• Required for staff having contact with children	
• Required for staff having contact with food	
Center staff must meet additional requirements regarding their health	Yes
Center staff required to provide proof of suitability to provide care to children	✓
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: (1) Each person caring for children shall be free from physical, mental or emotional handicaps as necessary to protect the health, safety and welfare of the children, and shall be qualified by temperament, emotional maturity, sound judgment, and an understanding of children. (2) Persons in contact with children shall not be in a state of impaired ability due to the use of alcohol or drugs.</i>	

BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	✓
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	Yes
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	✓
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	No
• 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.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements:</i> Criminal History Record check and Child Abuse and Neglect Registry check required for each person in center over 10 years of age.	

ORIENTATION TRAINING	
Center staff required to complete orientation training	No
Required orientation training is about the facility's policies and procedures	
Required orientation training is about state's licensing regulations	
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	
<i>Required content for orientation training:</i> N/A	
<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	No
Current certification in CPR training required	
CPR training must be for the care of infants and/or children	

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Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	
<i>Additional health and safety training: Each staff member shall be trained to observe symptoms of illness, neglect, and child abuse</i>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	5
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	10
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	

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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>	
Ongoing training hours required in specific content areas for center directors	No
<i>Content of ongoing training hours: N/A</i>	
Ongoing training hours required in specific content areas for teaching staff	No
<i>Content of ongoing training hours: N/A</i>	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

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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	3:1	9
9 months	3:1	9
18 months	5:1	10
27 months	7:1	14
3 years	12:1	24
4 years	12:1	24
5 years	14:1	28
6 years	16:1	32
7 years	16:1	32
8–9 years	16:1	32
10 years and older	16:1	32
<i>Additional requirements: N/A</i>		

[↑](#)

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> Infants to 6 years: 1 to 4 (max. 2 infants) 2½ years to school-age: 1 to 10 3 years to school-age: 1 to 12	
<i>Group size requirements for mixed-age groups:</i> Infants to 6 years: 8 (max. 4 infants) 2½ years to school-age: 20 3 years to school-age: 24	
<i>Additional requirements: N/A</i>	

[↑](#)

ADDITIONAL REQUIREMENTS ↑	
State has a definition for “group”	No
<i>Text of definition: N/A</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	

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<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	
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: No child shall be left unsupervised</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	No
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	
<ul style="list-style-type: none"> • 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	

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State has specific child-staff ratio requirements for naptime	No
<i>Requirements: N/A</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: 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	No
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY ↑	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: Unless extreme weather conditions prevail, children shall have a daily period of outdoor play under the supervision of an adult.</i>	

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

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
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: Required staff-child ratios shall be maintained at all times that children are involved in swimming or wading activities.</i>	
State has specific group size requirements for swimming and water activities	Yes
<i>Requirements: The number and ages of children using either swimming or wading pools shall be limited to allow appropriate supervision by adult staff members.</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES	
(see also Facility Requirements – Transportation)	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	✓
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	✓
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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

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CARE OF CHILDREN



AGE DEFINITIONS 	
Definition of "infant" 	
<i>Text of definition:</i> "Infant" is defined as a child who is between 2 weeks and 12 months of age, or a child over 12 months who has not learned to walk.	
Definition of "toddler"	
<i>Text of definition:</i> "Toddler" is defined as a child who has learned to walk and who is between 12 and 30 months of age.	
Definition of "preschool-age"	
<i>Text of definition:</i> "Preschool age" is defined as a child who is between 30 months of age and the age of eligibility to enter kindergarten.	
Definition of "school-age"	
<i>Text of definition:</i> "School-age" is defined as a child who will attain the age of 6 years on or before the first day of September of any school year, but who is not 16 years of age or older.	

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	

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NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	No
<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: N/A</i>	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • 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: N/A</i>	

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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: N/A</i>		

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State has requirements for the specific types of equipment/materials a center must have for children	No
Books and other literacy materials	
• Number of books required	
<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: N/A</i>	
<i>Additional requirements: N/A</i>	

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: For infant/toddler care there shall be daily communication between parents and the staff about the child's behavior and development.</i>	

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SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
<ul style="list-style-type: none"> • Each infant must have a primary caregiver 	
State has requirements for staff working with infants and/or toddlers	✓
<p><i>Staff requirements:</i> Single or multi-unit centers serving infants and toddlers shall employ one staff person per unit who meets the training requirements under one of the following options:</p> <p>(A) Option 1: A person with 6 months of teaching experience or a supervised practicum in licensed child care centers enrolling infants and toddlers; or</p> <p>(B) Option 2: A licensed L.P.N. or R.N. with 3 months of experience in pediatrics, or in licensed child care centers enrolling infants and toddlers; or</p> <p>(C) Option 3: A child development associate credential in infant/toddler care.</p>	
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>	

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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	✓
<p><i>Staff requirements:</i></p> <p>Administrator: Demonstrates administrative ability, knowledge of regulations governing school-age programs, and the skill to supervise the business operation of the program.</p> <p>Program director: Demonstrates the following: (1) Knowledge of child and youth development; (2) knowledge of licensing regulations applicable to the program; (3) administrative and supervisory skills; (4) the ability to communicate clearly; and (5) the competence to manage the program in compliance with the program policies, the program plan, and these regulations; Has either a high school degree or a general education degree (GED).</p> <p>(A) For a license capacity of 30 or fewer children or youth, has been approved as a program director, or has at least 3 months of job-related experience;</p> <p>(B) for a license capacity of 31 through 60 children or youth, meets one of the following requirements: (1) Has been approved as a program director; (2) has 15 academic credit hours; or (3) has six months of job-related experience;</p> <p>(C) for a license capacity of 61 through 120 children or youth, meets one of the following requirements: (1) Has been approved as a program director; (2) has 60 academic credit hours; (3) has 12 months of job-related experience; or (4) has a combination of 30 academic credit hours and 6 months of job-related experience;</p> <p>(D) for a license capacity of 121 or more children and youth, has a minimum of a 4-year bachelor’s degree from an accredited college or university and job-related experience.</p> <p>Group leader: Each group leader shall demonstrate the following: (A) Knowledge of child and youth development; (B) knowledge of licensing regulations for school-age programs; (C) an understanding of age-appropriate activities and services; (D) the ability to communicate clearly; (E) skills and abilities to implement the program of activities; and</p>	

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(F) the ability to foster positive, healthy relationships with children or youth.

Assistant group leader:

Demonstrates the ability to provide supervision and guidance to a group of children or youth under the direction of a group leader, the skill and ability to carry out the program of activities, and the capability to foster positive, healthy relationships with children and youth.

State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also [Care of Mildly Ill Children](#))



State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

SPECIALIZED CARE – EVENING/OVERNIGHT CARE
(see also [Supervision of Children During Evening/Overnight Care](#))



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

SPECIALIZED CARE – DROP-IN CARE



State has requirements that specifically address the care of children in drop-in programs	No
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	

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Additional requirements on drop-in care: N/A

FACILITY REQUIREMENTS

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

SQUARE FOOTAGE	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	750 square feet
<i>Additional requirements: Accommodate one-half of enrollment capacity, or minimum of 750 square feet, whichever is greater.</i>	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements: N/A</i>	

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

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

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

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>	

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GENERAL EMERGENCY PLANS ↑	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: 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	
Centers must keep daily attendance records of children	✓
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements: N/A</i>	

TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓

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Additional requirements: N/A

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required:</i> Liability insurance shall be carried by the center or preschool to provide recourse to parents of children enrolled in the event of negligence. Documentation of insurance coverage shall be on file, including the name of the insurance company or companies, policy number or numbers and dates of coverage.	
Professional liability insurance required	No
<i>Amount of insurance required:</i> N/A	
Automobile insurance required	Yes
<i>Amount of insurance required:</i> The vehicle shall be covered by accident and liability insurance in amount of not less than \$100,000 for personal injury or death in any one accident, \$300,000 for injury or death to two or more persons in any one accident; and \$50,000 for loss to property of others.	
Medical payment insurance required	No
<i>Amount of insurance required:</i> N/A	
<i>Other types of insurance required:</i> Accident insurance shall be carried on children.	
<i>Additional requirements:</i> N/A	

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

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

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Additional requirements: N/A

CARE OF MILDLY ILL CHILDREN (see also [Specialized Care – Mildly Ill Children](#))



State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	
<i>Additional requirements:</i> A quiet area shall be provided for sick children. Sick children shall be supervised by an adult. Admission and exclusion are not addressed.	

INCIDENT REPORTING



Centers must report to the licensing agency all serious injuries that occur to children in the program	
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements:</i> A file shall be maintained for each child which includes each accident report.	

ADDITIONAL HEALTH REQUIREMENTS



Centers must have a health consultant	
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	
<i>Additional requirements:</i> Regulations only specify that a first aid kit is needed in a vehicle.	

HAND WASHING



State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
• Center staff must wash their hands after toileting	
• Center staff must wash their hands after diapering a child	✓
• Center staff must wash their hands after toileting a child	
• Center staff must wash their hands before and/or after preparing, serving, or eating food	
• Center staff must wash their hands after attending to an ill child	
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	
<i>Other times staff must wash their hands:</i> After changing soiled clothes	

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State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	
<i>Other times children must wash their hands: 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	
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: Hand washing facilities shall be in or readily accessible to the diaper-changing area.</i>	
<i>Additional requirements: N/A</i>	

SMOKING POLICIES	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	✓
Smoking is allowed in a designated area	
<i>Additional requirements: Smoking shall be prohibited in the center or preschool. Smoking in the vehicle shall be prohibited while children are being transported.</i>	

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

FIREARMS	
State has requirements about the presence of firearms in the facility	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: Storage of firearms in any area used for children's activities shall be prohibited. Firearms stored in any other area of the premises shall be in locked storage, or shall be equipped with trigger locks.</i>	

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

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