

2005 Child Care Licensing Study Louisiana

Data Profile for State Licensing Programs and Policies

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

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

STATE LICENSING AGENCY



| LICENSING AGENCY CONTACT INFORMATION | | |
|--|-------------------|-------------------|
| Agency name: Louisiana Department of Social Services | | |
| Address: Bureau of Licensing P.O. Box 3078 | | |
| | | |
| City: Baton Rouge | State: LA | Zip: 70821 |
| Phone: 225-342-9905 | Toll Free: | |
| Fax: 225-342-9690 | E-mail: | |
| Web site: http://www.dss.state.la.us/departments/os/Licensing_.html | | |

NUMBER OF LICENSED FACILITIES



| NUMBER OF LICENSED FACILITIES | |
|--|--------------|
| Child care centers | 1,993 |
| Small family child care homes | 0 |
| Large/group family child care homes | 0 |
| <i>Other types of licensed facilities:</i> | 0 |
| Total number of licensed facilities | 1,993 |
| Data notes: | |

Key:

✓ = Yes

↑ = Click to go back to top

FCC = Family child care

NARA = National Association for Regulatory Administration

NCCIC = National Child Care Information and Technical Assistance Center

N/A = Not Applicable/Not Addressed

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| LICENSED CAPACITY | |
|--|----------------|
| Child care centers | 139,638 |
| Small family child care homes | 0 |
| Large/group family child care homes | 0 |
| <i>Other types of licensed facilities:</i> | 0 |
| Total licensed capacity | 139,638 |
| 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 | 23 |
| Data notes: | |

| LINE STAFF ESTIMATED CASELOAD | |
|--|-------------|
| Estimated caseload ratio (number of facilities per staff) | 87:1 |
| 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. Ratio only for child care centers. Family child care is not licensed in Louisiana. | |

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|-----------------------------|---|
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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 licensed |
| Large/group family child care homes | Not licensed |
| <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 | 1 year |
| Small family child care homes | Not licensed |
| Large/group family child care homes | Not licensed |
| <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 | Not licensed |
| 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 | Yes |
| <i>Use of form described: After the initial license is issued, a compliance visit is conducted to look at major health and safety issues. Thereafter, if deficiencies are noted at the annual visit, only those deficiencies are checked at the follow-up visit.</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 | Yes |
| Small family child care homes | No |
| Large/group family child care homes | No |

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Data notes:

| 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 | No | | |
| Large/group family child care homes | No | | |
| 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> | |

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

COMPLAINT INVESTIGATIONS



| INVESTIGATIONS | |
|--|-----|
| Licensing agency conducts complaint investigations | |
| Child care centers | Yes |
| Small family child care homes | No |
| Large/group family child care homes | No |
| 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 | No |
| Large/group family child care homes | No |
| 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 |

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| | |
|---|-----|
| <i>Other complaint investigation staff described:</i> | |
| Data notes: | |
| State investigates anonymous complaints | |
| Child care centers | Yes |
| Small family child care homes | No |
| Large/group family child care homes | No |
| 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 | 578 | 0 | 0 | 578 |
| Number of substantiated licensing complaints | 207 | 0 | 0 | 207 |
| Data notes: N/A | | | | |
| <i>Nature of licensing complaints:</i> | | | | |
| 1. Discipline | | | | |
| 2. Personnel and children's records | | | | |
| 3. Supervision | | | | |
| 4. Unlicensed facilities | | | | |

| 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 | 61 | 0 | 0 | 61 |
| Number of substantiated child abuse and neglect complaints | 0 | 0 | 0 | 0 |
| Data notes: Data on substantiated complaints at centers N/A. | | | | |

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ENFORCEMENT ACTIONS



| USE OF ENFORCEMENT ACTIONS | | | | | | |
|---|--------------------|------|-------------------------------|------|-------------------------------------|------|
| Enforcement Actions | Child Care Centers | | Small Family Child Care Homes | | Large/Group Family Child Care Homes | |
| | Used | Num. | Used | Num. | Used | Num. |
| Revocation of license | ✓ | 23 | | 0 | | 0 |
| Denial of license | ✓ | 12 | | 0 | | 0 |
| Immediate closure of facility | | 0 | | 0 | | 0 |
| Non-renewal of license | ✓ | 23 | | 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> | | 0 | | 0 | | 0 |
| Data notes: No data on enforcement actions for FCC homes. | | | | | | |
| <i>Legal representation for licensing agency:</i> In-house attorneys. | | | | | | |

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 | No, complaints are not included |
| Data notes: | |

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LICENSING FEES



| LICENSING FEES CHARGED | | | |
|---|--|-------------------------------|-------------------------------------|
| Fees are charged for a license | | | |
| Child care centers | Yes | | |
| Small family child care homes | No | | |
| Large/group family child care homes | No | | |
| Data notes: | | | |
| Type of Licensing Fee | Child Care Centers | Small Family Child Care Homes | Large/Group Family Child Care Homes |
| Flat fee for all child care facilities | | | |
| Fee based on maximum number of children in facility | ✓ | | |
| <i>Other type of fee:</i> N/A | | | |
| Data notes: N/A | | | |
| Amount of Licensing Fee | Child Care Centers | Small Family Child Care Homes | Large/Group Family Child Care Homes |
| Flat fee | | | |
| Fee based on maximum number of children in facility | Fewer than 16 children, \$25 16–50 children, \$100 51–100 children, \$175 101 or more, \$250. | | |
| <i>Other type of fee:</i> | | | |
| Data notes: | | | |

LICENSING STAFF REQUIREMENTS



| LICENSING STAFF POSITION | |
|---------------------------------------|----------------------------|
| Name of licensing line staff position | Licensing Specialist 1 & 2 |

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| STAFF QUALIFICATIONS | |
|--|----|
| Minimum entry-level qualifications for child care licensing line staff: | |
| Master's degree | |
| Bachelor's degree | ✓ |
| Associate's degree | |
| College-level certification program or credential | |
| Some college education | |
| Certification program or credential (not college level) | |
| High school diploma or GED | |
| Experience working with children in the early care and education field | |
| No required educational qualifications | |
| <i>Other qualifications:</i> | |
| Data notes: Plus 3 years professional experience | |
| Content and experience requirements | |
| Degrees and/or courses must be in early childhood education, child development, or a related field | No |
| Data notes: | |
| <i>Content areas or majors accepted:</i> Any bachelor's degree. | |
| Experience working in a setting with children required prior to working as a licensor | No |
| Data notes: | |

| STAFF TRAINING | |
|---|----|
| Annual training requirements | |
| Additional training required each year | No |
| Data notes: | |
| <i>Amount of required training:</i> | |
| 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> | |

| | |
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| | |
|---|---|
| Data notes: | |
| Sources of training for child care licensing line staff: | |
| Licensing agency | ✓ |
| Community-based organization | |
| Local/state conferences | ✓ |
| National conferences | ✓ |
| Outside consultants | |
| College/university | |
| No sources of training | |
| Do not know | |
| <i>Other training sources:</i> | |
| Data notes: | |

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

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: | |

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| | |
|---|---|
| Accreditation facilitation project: | |
| Lead agency | |
| Initiative in same agency as licensing | ✓ |
| Licensing participates in planning | |
| Licensing not involved | |
| State does not have initiative | |
| Data notes: | |
| Professional development system: | |
| Lead agency | |
| Initiative in same agency as licensing | ✓ |
| Licensing participates in planning | |
| Licensing not involved | |
| State does not have initiative | |
| Data notes: | |
| Assessing quality with environment rating scale: | |
| Lead agency | |
| Initiative in same agency as licensing | |
| Licensing participates in planning | |
| Licensing not involved | |
| State does not have initiative | |
| Data notes: | |
| Other quality initiative: | |
| Lead agency | |
| Initiative in same agency as licensing | |
| Licensing participates in planning | |
| Licensing not involved | |
| State does not have initiative | |
| Data notes: | |

| | |
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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

| | |
|--|-----|
| State regulates role | Yes |
| State requires education and/or experience for role | Yes |
| Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i> | 9 |

Qualification alternative #1: Diploma from a vocational child care training program approved by the Board of Regents

Time frame for requirements:

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

Experience requirements:

| | |
|-------------------------------|--------|
| Amount of experience required | 1 year |
|-------------------------------|--------|

Qualification alternative #2: Certificate of completion from the International Correspondence School or the Professional Career Development Institute

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 | 1 year |

| | |
|---|--------|
| Qualification alternative #3: 60 clock hours in child care, 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 | 1 year |

| | |
|--|--------|
| Qualification alternative #4: Child Development Associate Credential which includes 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 | 1 year |

| | |
|--|--------|
| Qualification alternative #5: National Administrator Credential as awarded by the National Child Care Association | |
| 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 #6: 12 credit hours in child care, 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 | 1 year |

| | |
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| | |
|---|--------|
| Qualification alternative #7: Associate of Arts degree in a closely related area | |
| 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 #8: Associate of Arts degree 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 |

Additional qualification alternatives:

9. Bachelor's degree from a regionally accredited college or university with at least six credit hours of child development or early childhood education and one year of supervised child care experience in a licensed center or comparable setting

| | | | |
|--|---|---|---|
| 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 | | | 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 | | 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 ASSISTANT TEACHERS



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

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

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

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STAFF QUALIFICATIONS FOR AIDES



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

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

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

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

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

CENTER STAFF REQUIREMENTS

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

CHILD-STAFF RATIOS AND GROUP SIZE

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

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SUPERVISION OF CHILDREN

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

CARE OF CHILDREN

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

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
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- [Fire Safety](#)
- [General Emergency Plans](#)
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- [Security](#)
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- [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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LICENSING REGULATIONS

| CHILD CARE CENTER REGULATIONS SUMMARY  | |
|---|--|
| Name of regulations: Louisiana Minimum Standards for Licensure of Class B Child Day Care Centers  | |
| Date of regulations: 10/01/2000 | |
| 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> Class A Standards for programs that receive payment from state | |

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" is defined as any place or facility operated by any institution, society, agency, corporation, person or persons, or any other group for the primary purpose of providing care, supervision, and guidance of 7 or more children, not including those related to the caregiver, unaccompanied by parent or guardian, on a regular basis for at least 12 ½ hours in a continuous 7-day week. | |
| 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 | |

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| | |
|---|---|
| Minimum number of hours services are provided | ✓ |
| Maximum number of hours services are provided | |
| Services are provided on an ongoing/regular basis | ✓ |
| Services are provided on a scheduled basis | |
| Services are provided before or after school hours | |
| Services are provided at the parent's work site | |
| Parent is not present at work site | |
| Provider and children are not related by blood, marriage, and/or adoption | |
| Children are not from provider's immediate family; provider is not parent/guardian or custodian of children | |
| Children are not from one family (siblings) | |
| Services are provided in a non-residential setting | |
| Services are not provided in provider's/licensee's home | |
| Services are not provided in child's home | |
| Services can be provided in a private facility | |
| Services can be provided in a public facility | |
| Services can be provided for profit | |
| Services can be provided not for profit | |
| Services can be provided for payment or compensation | |
| 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 | N/A |
| Services are part-day | |
| Services are provided irregularly/occasionally | |
| Program is a nursery school or preschool program | |
| Program is a kindergarten program | ✓ |
| Program is a Head Start program | |
| Services are provided by a relative of the children in care | |
| <i>State definition of "relative":</i> N/A | |
| Services are provided by parent, guardian, or custodian of the children in care | |
| Services are provided at no cost to the parents | ✓ |
| Services are provided with no compensation to the provider | |
| Program is a club (Boys and Girls Club, etc.) | |

| | |
|------------------------------------|--|
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| | |
|--|---|
| Program is a day camp (summer, seasonal, etc.) | |
| Services are for school-age children | |
| Program is a recreation program | |
| Program is instructional classes for children | |
| Services are provided by a religious organization | ✓ |
| Services are provided during religious services | |
| Program offers religious instruction | |
| Services are provided in a facility where the parent is on the premises and accessible (not for employment) | |
| • Casino | |
| • Resort | |
| • Conference Center | |
| • Shopping mall | |
| • Bowling alley | |
| • Health club | |
| <i>Other programs where parents are on the premises: 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> | |
| • Private or public day schools serving children in grades 1 and above or pre-kindergartens and kindergartens. | |
| • State certified Montessori schools and camps. | |
| Data notes: N/A | |

| | |
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CENTER STAFF REQUIREMENTS

[↑](#)

| STAFF ROLES ↑ | | |
|-------------------------------|------------------------------|---------------------------|
| Role | Role Included in Regulations | State's Role Name |
| Director | Yes | Director |
| Master teacher | No | N/A |
| Teacher | Yes | Teacher; child care staff |
| Assistant teacher | Yes | Child care staff |
| 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 | N/A | N/A |
| Teacher | 18 | See notes | Not required |
| Assistant teacher | 16 | See notes | Not required |
| Aide | N/A | N/A | N/A |

Additional requirements: All center staff must be at least 18 years of age or older. However, the center may employ a person 16 or 17 years old that works under the direct supervision of a qualified adult staff person.

[↑](#)

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

| | |
|--|---|
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|--|---|

2005 Child Care Licensing Study Louisiana

| 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) | | |
| <i>Additional requirements: N/A</i> | | |

| STAFF HEALTH REQUIREMENTS ↑ | |
|---|------------|
| Center facility records must include health reports on staff | ✓ |
| Center staff required to have a physical exam or to provide health statement from a physician | Yes |
| <ul style="list-style-type: none"> • Required at hiring • 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 | |
| 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> | |

| | |
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|---|--|

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| BACKGROUND CHECKS | |
|--|------------|
| State requires check of criminal history records for center staff | Yes |
| • State criminal history record check required | |
| • Federal criminal history record check required | |
| • Required for all center staff | ✓ |
| • Required for center staff having contact with children | |
| • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) | |
| • Required for volunteers | |
| • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) | |
| State requires check of child abuse and neglect registry for center staff | No |
| • Required for all center staff | |
| • Required for center staff having contact with children | |
| • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) | |
| • Required for volunteers | |
| • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) | |
| State requires checks of fingerprint records for center staff | Yes |
| • State fingerprint record check required | |
| • Federal fingerprint record check required | |
| • Required for all center staff | ✓ |
| • Required for center staff having contact with children | |
| • Required for center staff under certain conditions (i.e., lived in state a certain amount of time) | |
| • Required for volunteers | |
| • Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) | |
| State requires checks of the sex offender registry | No |
| State requires center staff to sign a statement about criminal status | |
| <i>Additional requirements: 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 | |
| <i>Required content for orientation training:</i> This shall include the following: (a) provisions for a one-day orientation to center policies and practices; (b) health and safety procedures; and (c) 4 days of supervised work with children. | |
| <i>Additional requirements:</i> N/A | |

| HEALTH AND SAFETY TRAINING ↑ | |
|--|------------|
| Center staff required to complete first aid training | No |
| 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 | |

| | |
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| | |
|---|--|
| 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: All personnel are to be trained in emergency and evacuation procedures appropriate for the area in which the center is located.</i> | |

| ONGOING TRAINING | |
|---|------------|
| Ongoing training required for directors | Yes |
| Number of hours required annually | 3 |
| 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 | 3 |
| 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> | |

| | |
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|--|------------|
| 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 | 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: Child care workshops or conferences i.e. LAECA, LAPACC, NAEYC, etc., or local physician, dentist, public library, PBS, universities and extension services, etc.</i> | |

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CHILD-STAFF RATIOS AND GROUP SIZE

| CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN ↑ | | |
|---|-------------------|---------------|
| Age of Children | Child-Staff Ratio | Group Size |
| 6 weeks | 6:1 | Not regulated |
| 9 months | 6:1 | Not regulated |
| 18 months | 8:1 | Not regulated |
| 27 months | 12:1 | Not regulated |
| 3 years | 14:1 | Not regulated |
| 4 years | 16:1 | Not regulated |
| 5 years | 20:1 | Not regulated |
| 6 years | 25:1 | Not regulated |
| 7 years | 25:1 | Not regulated |
| 8–9 years | 25:1 | Not regulated |
| 10 years and older | 25:1 | Not regulated |
| <i>Additional requirements:</i> Louisiana regulates two types of centers: Class A and Class B. Ratio and group size information is reported for Class B centers that provide care for more than 11 children; Class A centers require more stringent ratios. | | |

| MIXED-AGE GROUPS ↑ | |
|--|------------|
| State permits mixed-age groupings of children | Yes |
| <i>Child-staff ratio requirements for mixed-age groups:</i> When the center serves children of mixed ages, excluding children under two years, an average of the staff ratio may be applied. | |
| <i>Group size requirements for mixed-age groups:</i> N/A | |
| <i>Additional requirements:</i> N/A | |

| ADDITIONAL REQUIREMENTS ↑ | |
|--|-----------|
| State has a definition for "group" | No |
| <i>Text of definition:</i> N/A | |
| State requires that each group of children has a designated space—either a separate room or delineated space in a large room | |
| State requirements on legally exceeding limits | |
| Centers allowed legally to exceed licensed capacity | |
| <i>Conditions:</i> N/A | |
| Centers allowed legally to exceed required child-staff ratios | |
| <i>Conditions:</i> N/A | |

| | |
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| | |
|---|------------|
| 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 | Yes |
| 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 | No |
| 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: N/A</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 | |
| <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 | Yes |
| <i>Requirements:</i> At naptime, appropriate staffing shall be present within the center to satisfy required child-staff ratio. | |
| State has specific group size requirements for naptime | No |
| <i>Requirements:</i> N/A | |
| <i>Additional requirements:</i> N/A | |

| SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care) ↑ | |
|---|--------------------|
| State has requirements for the supervision of children during evening/overnight care | Yes |
| Staff person must be present in room where children are sleeping | |
| Staff must be able to see sleeping children | |
| Staff must be able to hear sleeping children | |
| Staff person supervising sleeping children must be free of other duties | |
| Staff must be awake | 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 | No |
| <i>Requirements:</i> N/A | |
| State has specific group size requirements for evening/overnight care | No |
| <i>Requirements:</i> N/A | |
| <i>Additional requirements:</i> A minimum of 1 adult shall be present at all times during nighttime care. The adult in charge must remain awake all night and directly supervise the children at all times. | |

| 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> All children shall never be left alone in any room or outdoors at any time without a staff present. | |

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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 | No |
| 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 | No |
| <i>Requirements: N/A</i> | |
| State has specific group size requirements for swimming and water activities | No |
| <i>Requirements: N/A</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 | Yes |
| <i>Requirements: At least 2 staff, 1 of whom may be the driver, shall be in each vehicle unless the vehicle has a communication device and child-staff ratio is met in the vehicle.</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> N/A | |
| Definition of "toddler" | |
| <i>Text of definition:</i> "Toddlers" is defined as 12 months to 23 months. | |
| Definition of "preschool-age" | |
| <i>Text of definition:</i> N/A | |
| Definition of "school-age" | |
| <i>Text of definition:</i> "School age" is defined as children 6-year-olds and up. | |

| CHILDREN'S HEALTH REQUIREMENTS | |
|--|------------|
| State requires children to have a physical exam to enroll in a center | No |
| Center must keep records of children's physical exams | |
| Health records must be provided to the center within a specific time frame after a child's enrollment | |
| State requires children to have immunizations to enroll in a center | Yes |
| Immunization records must be provided to the center within a specific time frame after a child's enrollment | |
| Parents/guardians can provide a written statement that they do not wish to have children immunized | |
| Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons | |
| Center can exclude children from attendance until immunization records or exemption statements are provided | |
| Center can accept children on a conditional basis if not all immunizations are complete | |
| Center can refuse to enroll children of parents who do not wish to have their children immunized | |
| <i>Additional requirements:</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 | Yes |
| • 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 |
| • 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: Cruel, severe, unusual, or unnecessary punishment shall not be inflicted on children.</i> | |

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| | |
|---|---|
| Center must have written policies on discipline and behavior guidance practices | ✓ |
|---|---|

| PROGRAM AND ACTIVITIES | | |
|--|---------------------------------|--------------------------------------|
| Center must have a written daily schedule of activities | | Yes |
| Center must post daily schedule | | ✓ |
| Center must provide specific activities for children | | Yes |
| Regular meal/snack times | | ✓ |
| Nap or rest period | | ✓ |
| Toileting and washing/hand washing | | |
| Outdoor play | | ✓ |
| Indoor play | | ✓ |
| Child-initiated activities | | |
| Staff-initiated activities | | |
| Individual activities | | ✓ |
| Group activities | | |
| • Large group activities | | |
| • Small group activities | | |
| Active play | | ✓ |
| Quiet play | | ✓ |
| Free play | | |
| 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 | Yes |
|---|-----|
| 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: Equipment which encourages quiet play or activity (for example, sand, clay, crayons, paints, story and picture books, dolls, puzzles, and music).</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 | No |
| Center must provide access to parents at all times; no prior notice needed | |
| Parents can have unsupervised access to all children or the whole facility | |
| Parents can have unsupervised access only to their own children | |
| Parents can have supervised access to all children | |
| State has requirements about the center's communication with parents | Yes |
| Center must provide written copies of policies and procedures to parents | ✓ |
| Center must keep logs of children's care and communicate with parents | |
| Center must hold regularly scheduled meetings with parents | |
| Center must have a resource area for parents | |
| <i>Additional requirements: N/A</i> | |

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

| SPECIALIZED CARE – SCHOOL-AGE ↑ | |
|---|----|
| State has requirements that specifically address the care of school-age children | No |
| State has requirements on the supervision of school-age children | |
| State has requirements for staff working with school-age children | |
| <i>Staff requirements: N/A</i> | |
| State has requirements on program/activities specifically for school-age children | |
| State has requirements on equipment/materials specifically for school-age children | |
| State has requirements for the facility related to the care of school-age children | |

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

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|--|--|
| 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 | |
| <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 prior to licensure |
| Requires health inspections | Required prior to licensure |
| Requires building code inspections | |

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Additional requirements: N/A

| SQUARE FOOTAGE | |
|---|-----------------------|
| Number of square feet of indoor space per child | 35 square feet |
| Total amount of square feet for area | N/A |
| <i>Additional requirements: N/A</i> | |
| Number of square feet of outdoor space per child | 75 square feet |
| Total amount of square feet for area | N/A |
| <i>Additional requirements: Accommodate at least one-half of licensed capacity.</i> | |
| Number of square feet per child, based on age of child | |
| Per infant | N/A |
| Per toddler | N/A |
| Per preschool-age child | N/A |
| Per school-age child | N/A |
| <i>Additional requirements: N/A</i> | |

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

| SAFETY OF FACILITY AND EQUIPMENT | |
|---|---|
| State has requirements on the safety of indoor equipment | |
| State has requirements on the safety of outdoor equipment | |
| State has requirements on the surfaces under indoor equipment | ✓ |
| State has requirements on the surfaces under outdoor equipment | ✓ |
| <i>Details on state requirements on surfaces under equipment: A soft surface shall be provided under climbing apparatus with a potential fall of four feet or more to the ground. Soft surface examples are pea gravel, sand, wood chips, sawdust, or mats.</i> | |
| State has requirements on sleeping equipment | ✓ |
| State requires equipment to be free of components that can pinch, shear, or crush body tissues | |

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| OUTDOOR SPACE ↑ | |
|--|------------|
| State requires outdoor space is enclosed/has a fence | Yes |
| <i>Required height for fence: 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: at least once a month at various times during the day</i> | |
| <i>Additional requirements: N/A</i> | |

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

| EMERGENCY PREPAREDNESS ↑ | |
|--|-----------|
| State has requirements on emergency preparedness | No |
| Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions) | |
| Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.) | |
| Centers must have emergency plans/procedures for acts of terrorism | |
| Centers must perform drills of their emergency preparedness procedures (other than fire) | |
| <i>Additional requirements: N/A</i> | |

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

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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: N/A</i> | |

| LIABILITY INSURANCE ↑ | |
|---|------------|
| State requires centers to have liability insurance | Yes |
| General liability insurance required | Yes |
| <i>Amount of insurance required: A center shall maintain in force at all times current commercial liability insurance for the operation of a center and vehicle (if transportation is provided) to insure medical coverage for children in the event of accident or injury. Documentation shall consist of the insurance policy or current binder that includes the name of the insurance company, policy number, period of coverage and explanation of the coverage.</i> | |
| Professional liability insurance required | No |
| <i>Amount of insurance required: N/A</i> | |
| Automobile insurance required | Yes |
| <i>Amount of insurance required: All drivers and vehicles shall be covered by liability insurance as required by law.</i> | |
| Medical payment insurance required | No |
| <i>Amount of insurance required: N/A</i> | |
| <i>Other types of insurance required: N/A</i> | |
| <i>Additional requirements: N/A</i> | |

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

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

| CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑ | |
|---|------------|
| State has requirements on the care of mildly ill children | Yes |
| Centers can admit a child who is mildly ill | |
| Centers can exclude a child who is mildly ill | ✓ |
| <i>Additional requirements: Children with the following illnesses or symptoms shall be excluded from the center based on potential contiguousness (communicability) of the disease. Periods may be extended beyond this depending upon individual conditions.</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: An accident report including incidents shall be maintained detailing accident/incident of child and the action taken by the staff/director.</i> | |

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| ADDITIONAL HEALTH REQUIREMENTS ↑ | |
|--|---|
| Centers must have a health consultant | |
| Centers must have a first aid kit | ✓ |
| <ul style="list-style-type: none"> 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 | No |
| State has requirements for centers that specify when staff must wash their hands | |
| <ul style="list-style-type: none"> 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: N/A</i> | |
| State has requirements on the location and/or amount of hand washing facilities for staff | |
| State has requirements on hand washing for children | No |
| State has requirements for centers that specify when children must wash their hands | |
| <ul style="list-style-type: none"> 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 | No |
| 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 | |

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|---|--|
| Diaper changing table and area must be sanitized after each use | |
| A sink must be available exclusively for the diapering area | |
| Diapering sink must not be used for food preparation | |
| <i>Requirements on proximity of sink to diapering area: N/A</i> | |
| <i>Additional requirements: N/A</i> | |

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

| 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: The use of tobacco in any form, use of alcohol and possession of illegal substances or unauthorized potentially toxic substances, firearms, pellet or BB guns (loaded or unloaded) in any vehicle while transporting children is prohibited.</i> | |

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| ANIMALS IN FACILITY ↑ | |
|---|----|
| State has requirements about animals in the facility | No |
| 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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Publication of NARA and NCCIC, 2006