

2005 Child Care Licensing Study New Jersey

Data Profile for State Licensing Programs and Policies

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

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

STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: New Jersey Department of Human Services		
Address: Bureau of Licensing P.O. Box 707		
City: Trenton	State: NJ	Zip: 08625-0707
Phone: 609-987-2022 (north); 609-987-2016 (south)	Toll Free: 877-667-9845	
Fax: 609-987-2086	E-mail:	
Web site: http://www.state.nj.us/humanservices/dyfs/licensing.html		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	4,262
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	4,262
Data notes: The state has voluntary registration for FCC homes. There were 3,691 in 2005.	

Key:	
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LICENSED CAPACITY	
Child care centers	315,465
Small family child care homes	0
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	315,465
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: All line staff conduct licensing complaint investigations.</i>	✓
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	27
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	158:1
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. FCC homes are not licensed in New Jersey.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	4
Data notes: N/A for small FCC homes and large/group FCC homes.	

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	3 years
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 every 3 years
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:</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
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	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> Licensing regulation workshops are conducted upon request.	✓		
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: Upon request to professional organizations, accreditation agencies, or the NJ Professional Development Center.</i>	

DATA AUTOMATION	
Basic licensing data is automated	No
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:	
<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

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State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Small family child care homes	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	775	0	0	775
Number of substantiated licensing complaints	255	0	0	255
Data notes: N/A				
<i>Nature of licensing complaints:</i>				
1) Inadequate staff-child ratios.				
2) Inadequate supervision.				
3) Inappropriate discipline and staff action.				
4) Inadequate attention to child needs (e.g., diapering, feeding, nurturing).				

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	296	64	0	360
Number of substantiated child abuse and neglect complaints	0	0	0	0

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Data notes:

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	4		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> Enforcement for small FCC homes is done by contracted agencies in each of the 21 counties. Procedures are similar for handling voluntary registrations. There was one revocation, one suspension, and one refusal to renew in 2004.		0	✓	0		0
Data notes:						
<i>Legal representation for licensing agency:</i> Attorney General's office						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, inspection reports are not on Internet
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	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	6–15 children: \$110 16–30: \$140 31–60: \$165 61–100: \$195 101–180: \$220 181+: \$250		
<i>Other type of fee:</i>			
Data notes:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Child Care Quality Assurance Inspector

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

STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes: However, training is ongoing for review, clarification of regulations, new mandates, medication, administration, playground equipment and resilient surfaces, lead paint issues, NARA seminars, etc.	
<i>Amount of required training:</i>	

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

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

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QUALITY INITIATIVES



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

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

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

Qualification alternative #1: Bachelor's degree

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: Master's Degree in any field related to children or business

Time frame for requirements:

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

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Experience requirements:			
Amount of experience required			N/A
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	✓
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• 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> field related to children or business	✓
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	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>	10

Qualification alternative #1: Bachelor's Degree in any field other than Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development with six credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4 years

Qualification alternative #2: Bachelor's Degree in any field other than Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development with nine credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 years

Qualification alternative #3: Montessori education equivalent to a bachelor's 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	2 years

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Qualification alternative #4: Bachelor's Degree in Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development with six credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #5: Master's Degree in any field other than Education and nine credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #6: Master's Degree in Education with six credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #7: Teaching Certification from Department of Education in a field other than Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development, with six credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4 years

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Qualification alternative #8: Teaching Certification from Department of Education in a field other than Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development, with nine credits in early childhood education or child development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	3 years

Additional qualification alternatives:
9. Teaching Certification from Department of Education in Elementary Education, Nursery School, Preschool through Third Grade (P-3) or Teacher of the Handicapped with six credits in early childhood education or child development and 2 years of experience
10. Head Teacher endorsement from the New Jersey Registry for Childhood Professionals, New Jersey Professional Development Center for Early Care and Education

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> Education, Psychology, Health Care, Nursing, or any other field related to Child Growth and Development	✓
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> Education	✓
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	Yes
<i>Links to system:</i> On alternative is Head Teacher endorsement from the New Jersey Registry for Childhood Professionals, New Jersey Professional Development Center for Early Care and Education	
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>	4

Qualification alternative #1: Child Development Associate (CDA) Credential or Certified Child Care Professional (CCP) Certificate	
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: Six college credits in Early Childhood Education or Child Development AND Nine college credits in Education, Psychology, Health Care, Nursing, or any other field related to child growth or 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 #3: Associate's Degree in Early Childhood Education or Child Development	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

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Qualification alternative #4: Group Teacher endorsement from the New Jersey Registry for Childhood Professionals, New Jersey Professional Development Center for Early Care and 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
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	

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Qualifications are linked to the state's early care and education professional development system	Yes
<i>Links to system:</i> On alternative is Group Teacher endorsement from the New Jersey Registry for Childhood Professionals, New Jersey Professional Development Center for Early Care and Education	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



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

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

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

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STAFF QUALIFICATIONS FOR AIDES



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

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

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

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

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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 - [Outdoor Space](#)
 - [Fire Safety](#)
 - [General Emergency Plans](#)
 - [Emergency Preparedness](#)
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 - [Incident Reporting](#)
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 - [Firearms](#)
 - [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
↑	
Name of regulations: Chapter 122 Manual of Requirements for Child Care Centers	
Date of regulations: 03/01/2005	
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 " or "center" means any home or facility, by whatever name known, which is maintained for the care, development or supervision of 6 or more children under 13 years of age who attend for less than 24 hours a day.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	✓
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	
Services are provided on a scheduled basis	

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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	5 or fewer
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.)	✓
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	✓

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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	✓
<p><i>Other programs where parents are on the premises: A program, such as that located in a bowling alley, health spa or other facility, in which:</i></p> <p>(1) Each child attends on a drop-in basis for no more than two hours; and</p> <p>(2) The parent of each child attending the program is in the same building, is readily accessible at all times on an on-call basis, and is able to resume control of the child immediately.</p>	
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	
<p><i>Other exemptions:</i></p> <ul style="list-style-type: none"> • A child care center operated by a nonprofit organization in a public school building used as a public school is not required to meet the requirements on the safety and adequacy of the physical plant or facilities. • A child care program operating within a geographic area, enclave or facility that is owned and/or operated by the Federal government. • A family day care home that is registered pursuant to the Family Day Care Provider Registration Law. • Programs that offer activities for children who attend at their own discretion on an "open door" basis, where there is no agreement, written or implied, between the program and the parent for the program to assume responsibility for the care of the child. • A program offering child care on an ad hoc, sporadic and isolated basis in order to meet an emergency or special need, such as during emergency school closings, conferences or training sessions. • Regional schools operated by or under contract with the Department of Human Services. • Programs that are operated by a nonprofit organization in a public school building for eight weeks or less. To qualify for an exemption from licensing under this provision, a 	

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program must:

- (1) Be operated by a nonprofit organization in a public school building used as a public school;
- (2) Be operated on a seasonal or short-term basis for eight weeks or less; and
- (3) Not offer a continuous program that extends across the three-year period of licensure.

Data notes: N/A

CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director; 30 or fewer children; 30 or more
Master teacher	Yes	Head teacher
Teacher	Yes	Group teacher
Assistant teacher	No	N/A
Aide	No	N/A

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

Additional requirements: Staff members who are under 18 years of age shall be directly supervised by and visible to a staff member who is 18 years of age or older. Only staff members who are at least 14 years of age shall be counted for the staff-child ratio "Staff member " or "staff" means any person(s) employed by or working for or at a center on a regularly scheduled basis. This includes full-time, part-time, voluntary , substitute , contract or consulting personnel, whether compensated or not.

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

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

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

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Center staff must meet additional requirements regarding their health	✓
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:</i> The sponsor, director, and every staff member shall: <ol style="list-style-type: none"> 1. Be of good character and reputation; 2. Be in sufficient physical, mental and emotional health to perform his or her job duties satisfactorily; and 3. Possess skills, attributes, and characteristics conducive to and suitable for sponsoring a center or dealing with children, as applicable. 	

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	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.)	

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State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

ORIENTATION TRAINING	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	✓
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	
<p><i>Required content for orientation training:</i> The director shall ensure that all newly hired staff members receive orientation in the following within one month of beginning work at the center:</p> <ol style="list-style-type: none"> 1. Supervising and tracking all children; 2. Understanding center operations, policies and procedures; 3. Implementing group size limits and primary caregiver responsibilities; 4. Recognizing and reporting child abuse and/or neglect; 5. Evacuating the center and using the fire alarms; 6. Implementing the center's release policy; 7. Implementing the center's statement of policy on the disciplining of children; and 8. Implementing health practices. 	
<i>Additional requirements: N/A</i>	

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	

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Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	
<i>Additional health and safety training: Recognizing and reporting child abuse and/or neglect in orientation training. Implementing health practices in orientation training.</i>	

ONGOING TRAINING	
	↑
Ongoing training required for directors	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	8
Number of hours required bi-annually	

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Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<p><i>Content of ongoing training hours:</i> Each staff member shall complete staff development each year in all three of the following core areas:</p> <ol style="list-style-type: none"> 1. Child growth and development, including but not limited to: <ol style="list-style-type: none"> i. Understanding the stages of child development; ii. Planning for and providing age appropriate activities; iii. Creating a classroom environment; iv. Including children with special needs in the center's program; and v. Other Bureau- approved areas; 2. Positive guidance and discipline , including but not limited to: <ol style="list-style-type: none"> i. Using positive methods of guidance and discipline; ii. Promoting positive staff/child interactions; iii. Promoting family involvement and communication with families; iv. Recognizing, reporting and preventing child abuse and neglect; and v. Other Bureau-approved areas; and 3. Health and safety procedures, including but not limited to: <ol style="list-style-type: none"> i. Understanding New Jersey's child care center licensing regulations; ii. Understanding the nutritional needs of children; iii. Implementing infection control techniques; iv. Recognizing and responding to symptoms of illness and disease; v. Recognizing and responding to accidents and emergencies; vi. Preventing Shaken Baby Syndrome; vii. Placing infants in the appropriate sleep position; viii. Administering medication and health care procedures; and ix. Other Bureau-approved areas. <p>In addition to the child care staff development specified above, the director, head teacher, and program supervisor shall each complete 4 hours of staff development each year in one</p>	

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or more of the following areas: 1. Curriculum planning and development; 2. Availability of community services; 3. Personnel responsibilities and procedures; and 4. Other Bureau-approved areas.	
Ongoing training hours required in specific content areas for teaching staff	Yes
<p><i>Content of ongoing training hours:</i> Each staff member shall complete staff development each year in all three of the following core areas:</p> <ol style="list-style-type: none"> 1. Child growth and development, including but not limited to: <ol style="list-style-type: none"> i. Understanding the stages of child development; ii. Planning for and providing age appropriate activities; iii. Creating a classroom environment; iv. Including children with special needs in the center's program; and v. Other Bureau- approved areas; 2. Positive guidance and discipline , including but not limited to: <ol style="list-style-type: none"> i. Using positive methods of guidance and discipline; ii. Promoting positive staff/child interactions; iii. Promoting family involvement and communication with families; iv. Recognizing, reporting and preventing child abuse and neglect; and v. Other Bureau-approved areas; and 3. Health and safety procedures, including but not limited to: <ol style="list-style-type: none"> i. Understanding New Jersey's child care center licensing regulations; ii. Understanding the nutritional needs of children; iii. Implementing infection control techniques; iv. Recognizing and responding to symptoms of illness and disease; v. Recognizing and responding to accidents and emergencies; vi. Preventing Shaken Baby Syndrome; vii. Placing infants in the appropriate sleep position; viii. Administering medication and health care procedures; and ix. Other Bureau-approved areas. <p>In addition to the child care staff development specified above, the director, head teacher, and program supervisor shall each complete 4 hours of staff development each year in one or more of the following areas:</p> <ol style="list-style-type: none"> 1. Curriculum planning and development; 2. Availability of community services; 3. Personnel responsibilities and procedures; and 4. Other Bureau-approved areas. 	
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	

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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: Professional organization, professional consultant or State agency; be presented by persons with relevant expertise.</i>	

CHILD-STAFF RATIOS AND GROUP SIZE

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

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MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> When children of mixed ages requiring different staff-child ratios are in one room or area within a large divided room, the center shall compute the staff-child ratios applicable for each group separately to the nearest 10 th decimal. If the resulting cumulative figure for all age groups is any fraction above a whole number, an additional staff member shall be required.	
<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	
Centers allowed legally to exceed required group size	
<i>Conditions:</i> N/A	
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:</i> N/A	

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	

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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:</i> Children shall be supervised by a staff member at all times.	

SUPERVISION OF CHILDREN DURING NAPTIME ↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	✓
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
• Infant and toddler	
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> Under 2 years 1:10 2 years and above 1:20	
State has specific group size requirements for naptime	Yes
<i>Requirements:</i> Each group shall be limited to a maximum of 20 children except during naptime	
<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	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	

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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	Yes
<i>Requirements: Each group shall be limited to a maximum of 20 children except during outdoor activities.</i>	
<i>Additional requirements: The children shall be supervised by a staff member at all times, including during outdoor activities, as appropriate for their ages and developmental needs, the physical setting and the nature of the activity.</i>	

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

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SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	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: The center shall ensure that the children using swimming pools or natural bathing facilities are supervised in accordance with applicable provisions of the New Jersey Youth Camp Safety Act rules, as specified in N.J.A.C. 8:25.</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES ↑ (see also Facility Requirements – Transportation)	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	✓
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	✓
Driver is counted in child-staff ratio	
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements: There shall be a minimum of 2 staff members accompanying children on any field trip, outing or special event involving the transportation of children away from the center, even when the appropriate staff-child ratios allow fewer than 2 staff members.</i>	

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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	Yes
<i>Requirements: There shall be a minimum of 2 staff members accompanying children on any field trip, outing or special event involving the transportation of children away from the center, even when the appropriate staff-child ratios allow fewer than 2 staff members.</i>	
State has specific group size requirements for field trips	No
<i>Requirements: N/A</i>	
<i>Additional requirements: There shall be a minimum of 2 staff members accompanying children on any field trip, outing or special event involving the transportation of children away from the center, even when the appropriate staff-child ratios allow fewer than 2 staff members.</i>	

CARE OF CHILDREN

AGE DEFINITIONS ↑	
Definition of "infant" ↑	
<i>Text of definition: "Infants" are defined as under 18 months of age.</i>	
Definition of "toddler"	
<i>Text of definition: "Toddlers" is defined as 18 months to 2 years of age.</i>	
Definition of "preschool-age"	
<i>Text of definition: "Early childhood program" is defined as a supervised group program serving six or more children under 6 years of age.</i>	
Definition of "school-age"	
<i>Text of definition: "School-age child care program" is defined a supervised group program serving 6 or more children under 13 years of age who are enrolled in a public or private school, when their classes are not in session.</i>	

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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: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	
<i>Additional requirements: N/A</i>	

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

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BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment 	✓
<i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed: The methods of guidance and discipline used shall:</i>	
<ol style="list-style-type: none"> 1. Be positive; 2. Be consistent with the age and developmental needs of the children; and 3. Lead to the child's ability to maintain self control. 	
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: Staff members shall not engage in or inflict any form of child abuse and/or neglect.</i>	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES ↑	
Center must have a written daily schedule of activities	No
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	✓

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Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
<ul style="list-style-type: none"> • 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>	
State has requirements for the specific types of equipment/materials a center must have for children	Yes
Books and other literacy materials	✓
<ul style="list-style-type: none"> • 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>	

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

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
• Each infant must have a primary caregiver	✓
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
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	✓

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Additional requirements on SIDS prevention: N/A

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>Licensed Capacity: 6-15</p> <ul style="list-style-type: none"> High School Diploma or General Education Development (GED) Diploma and 6 hours training (in child care); and 2 years experience. <p>Licensed Capacity: 16-30</p> <ul style="list-style-type: none"> High School Diploma or General Education Development (GED) Diploma and 6 hours training (in child care); and 3 years experience; OR Certificate as a Recreation Technician from the National Recreation and Park Association (NRPA) and 6 hours training (in child care); and 1 year experience; OR Child Development Associate (CDA) Certificate; Group Teacher Approval; or 15 college credits in child development education, recreation, psychology, health care, nursing or any other field related to child growth and development and 6 hours training (in child care); and 1 year experience; OR 15 college credits in areas not related to children and 6 hours training (in child care); and 2 years experience. <p>Licensed Capacity: 31 or more</p> <ul style="list-style-type: none"> High School Diploma or General Education Development (GED) Diploma and 6 hours training (in child care) and 3 hours training (in child program management); and 4 years experience; OR Certificate as a Recreation Technician from the National Recreation and Park Association (NRPA) and 6 hours training (in child care) and 3 hours training (in child program management); and 2 years experience; OR Child Development Associate (CDA) Certificate; Group Teacher Approval; or 15 college credits in child development, education, recreation, psychology, health care, nursing or any other field related to child growth and development and 6 hours training (in child care) and 3 hours (in child program management); and 2 years experience; OR 15 college credits in areas not related to children and 6 hours training (in child care) and 3 hours training (in child program management); and 3 years experience; OR Associate's Degree in any field and 6 hours training (in child care) and 3 hours training (in child program management); and 2 years experience; OR Bachelor's Degree in a child related field; or Bureau of Licensing Head Teacher Approval and 3 hours training (in child program management); and 1 year experience; OR Certificate as a Recreation Administrator, Recreation Supervisor or Recreation Professional and 3 hours training (in child program management); and 1 year; OR Bachelor's Degree in an unrelated field and 6 hours training (in child care) and 3 hours training (in child program management); and 1 year; OR School Age Program Supervisor endorsement from the New Jersey Registry for 	

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Childhood Professionals, New Jersey Professional Development Center for Early Care and Education.	
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: The following type of program are EXEMPT: A program, such as that located in a bowling alley, health spa or other facility, in which:

1. Each child attends on a drop-in basis for no more than two hours; and
2. The parent of each child attending the program is in the same building, is readily accessible at all times on an on-call basis, and is able to resume control of the child immediately.

FACILITY REQUIREMENTS

↑	
ENVIRONMENT	
↑	
State has requirements about environmental tests of the facility	Yes
Requires lead tests	Required, timeframe not specified
Requires asbestos tests	
Requires radon tests	Required, timeframe not specified
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure and annually
Requires health inspections	
Requires building code inspections	
<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	N/A
Total amount of square feet for area	150 square feet

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Additional requirements: When more than 5 children are using such a space at one time, there shall be 30 square feet of net outdoor space for each additional child in addition to the required minimum of 150 square feet. If a center can demonstrate to the satisfaction of the Bureau that it cannot meet the outdoor space requirement, the center shall provide, in addition to space for play rooms, a minimum of 150 square feet of net indoor floor space. When more than 5 children are using such space at one time, there shall be 30 square feet of net indoor floor space for each additional child in addition to the minimum of 150 square feet. The indoor floor space may be either on the site of the center or at another nearby indoor facility, such as a gymnasium, exercise room or other recreational facility.

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:</i> N/A	

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

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment:</i> The center shall ensure that resilient playground surfacing that complies with the Playground Safety Subcode is installed.	
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	No
<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</i>	
<i>Additional requirements: N/A</i>	

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

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

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

TRANSPORTATION (see also Supervision 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	✓
<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: The sponsor shall secure comprehensive general liability insurance coverage for the center and shall maintain on file a copy of the insurance policy or documentation of current insurance coverage.</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: The vehicle owner possesses vehicle liability insurance at least at the minimum amounts required by New Jersey State insurance law, or at least at the minimum amounts required by a state other than New Jersey in which the vehicle is legally registered.</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	

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Additional requirements: 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: N/A</i>	

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

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children)	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	✓
<i>Additional requirements: A center serving well children shall not permit a child who has any of the illnesses or symptoms of illness specified in regulations to be admitted to the center on a given day unless medical diagnosis from a health care provider, which has been communicated to the center in writing, or verbally with a written follow-up, indicates that the child poses no serious health risk to himself or herself or to other children. The center may exclude a child whose illness prevents the child from participating comfortably in activities, or results in a greater need for care than the staff can provide without compromising the health and safety of other children at the center.</i>	

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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> The center shall notify the Bureau verbally of any injury or illness that results in the admittance to a hospital or death of a child by the next working day after the center learns of their occurrence. The center shall maintain on file a record of the incidents.	

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:</i> N/A	

HAND WASHING	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
<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:</i> After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluids or secretions.	
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	✓
<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 	✓ ✓ ✓

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• Children must wash their hands after handling animals	✓
<i>Other times children must wash their hands:</i> Immediately after coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluids or secretions.	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements:</i> N/A	

DIAPERING ↑	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	✓
<i>Requirements on proximity of sink to diapering area:</i> The diapering area shall be within 15 feet of a sink that is not used for food preparation.	
<i>Additional requirements:</i> N/A	

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

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

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

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

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