

2005 Child Care Licensing Study New Mexico

Data Profile for State Licensing Programs and Policies

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

- | | |
|---|---|
| <ul style="list-style-type: none"> • State Licensing Agency • Number of Licensed Facilities • Licensing Staff • Number of Licensing Staff • Types of Inspections • Frequency of Inspections • Frequency of Licensing | <ul style="list-style-type: none"> • 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: New Mexico Children, Youth & Families Department		
Address: Child Care Services Bureau P.O. Drawer 5160		
City: Santa Fe	State: NM	Zip: 87502-5160
Phone: 505-827-8008	Toll Free: 800-610-7610	
Fax: 505-827-7361	E-mail:	
Web site: http://www.newmexicokids.org		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	636
Small family child care homes	206
Large/group family child care homes	214
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	1,056
Data notes:	

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LICENSED CAPACITY	
Child care centers	41,434
Small family child care homes	1,255
Large/group family child care homes	2,471
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	45,160
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> Line staff also conduct complaint investigations.	✓
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	11
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	96:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	4
Data notes:	

TYPES OF INSPECTIONS



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

FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once a year
Small family child care homes	Once a year
Large/group family child care homes	Once a year
<i>Other frequency of inspection:</i>	
Data notes:	

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FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	1 year
Small family child care homes	1 year
Large/group family child care homes	1 year
<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	Once a year
Large/group family child care homes	Once a year
Data notes:	

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

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

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
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: One level of quality, Star 2, beyond minimum licensing regulations is validated by the licensing staff in New Mexico. During these visits, technical assistance/advice is given as needed to assist facilities in their goal of reaching the Star 2 level.</i>			

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Data notes:	
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> Providers are referred to Training and Technical Assistance programs throughout the state (there are 10 locations in total). These programs also have staff available who specialize in quality program improvement. These staff are generally referred to as Aim High Program Development Specialists.	

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> New Mexico is currently researching possible use of hand-held tools that will allow, at a minimum, storage and tracking of deficiencies, follow-up inspection documentation, and possibly posting inspections on the Internet.	Yes

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes

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State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<i>Other complaint investigation staff described:</i> New Mexico contracts with individuals who conduct complaint/incident investigations as well.	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	

NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	0	0	0	0
Number of substantiated licensing complaints	0	0	0	0
Data notes: Complaints are not tracked by type of licensed provider, therefore providing data by type of provider is not possible. New Mexico had approximately 370 complaints in 2004, with 22 substantiations.				
<i>Nature of licensing complaints:</i> Staff-child ratios, unlicensed facility, unattended children. There are also generic categories used when a complaint does not fit into a specific category. Thus, these complaints are not tracked by type.				

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

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Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	0	0	0	0
Number of substantiated child abuse and neglect complaints	0	0	0	0

Data notes: There were approximately 28 complaints that could be categorized as abuse/neglect. Of these, three were substantiated. Again, New Mexico does not track complaints by type of licensed provider.

ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	0	✓	0
Denial of license	✓	0	✓	0	✓	0
Immediate closure of facility	✓	0	✓	0	✓	0
Non-renewal of license	✓	0	✓	0	✓	0
Probation		0		0		0
Conditional license	✓	0	✓	0	✓	0
Consent agreement		0		0		0
Civil fine	✓	0	✓	0	✓	0
Criminal fine		0		0		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0

Data notes: The numbers are not tracked.

Legal representation for licensing agency: We use attorneys employed by the New Mexico Children, Youth and Families Department.

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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, but state is planning to put inspection reports on the Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A			
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee	\$55	\$15	\$15
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Compliance Officer

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:</i> Early childhood development, early childhood education, social work, psychology, public health, counseling, health education, nursing.	
Experience working in a setting with children required prior to working as a licenser	Yes
Data notes:	

STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes:	
<i>Amount of required training:</i> N/A	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	

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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>	9

Qualification alternative #1: One-year vocational certificate

Time frame for requirements:

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

Experience requirements:

Amount of experience required	2 years
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Qualification alternative #2: Child development associate (CDA) certificate, certified child care professional credential (CCP), or National Administrator's credential

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: An associate of arts (AA) degree in child development or early childhood education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #4: Applied science (AAS) degree in child development or early childhood education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #5: A Bachelor's degree in a related field	
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: A bachelor's degree in early childhood education	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

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Qualification alternative #7: Montessori teacher certification	
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 #8: Higher degree in related field	
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. Higher degree in early childhood education and 1 year of experience

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	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: 45-hour entry level course	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time: Within 6 months of employment</i>	✓
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #2: Approved 3-credit early care and education course	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	✓
Experience requirements:	
Amount of experience required	N/A

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

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Associate's degree in a related field: N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

Key:	
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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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Publication of NARA and NCCIC, 2006

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- [Supervision of Children During Naptime](#)
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Publication of NARA and NCCIC, 2006

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Title 8 Social Services Chapter 16 Child Care Licensing Part 2 Child Care Centers, Out of School Time Programs, Family Child Care Homes, and Other Early Care And Education Programs	
Date of regulations: 02/14/2005	
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" means a facility required to be licensed under these regulations that provides care, services, and supervision for less than 24-hours a day to children. A child care center is in a non-residential setting and meets the applicable state and local building and safety codes.	
State has definition of "child care facility" or "day care facility"	Yes
<i>Text of definition:</i> "Facility" means any premises licensed under these regulations where children receive care, services, and supervision (can be a center, home, program, or other site where children receive childcare).	
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: Child care facilities provided exclusively for children of parents who are simultaneously present in the same premises.</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	✓
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	✓
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • Facilities providing child care for 24 hours on a continuous basis. • Child cares facilities operated by the Federal government or a tribal government. • Private schools accredited or recognized by the New Mexico Department of Education, operated for educational purposes only for children age 5 years or older. • Parent's day out programs held in a church, religious building or house of worship, or public building operating for no more than 2 days per week and no more than 4 hours per day. The program will be staffed by parents participating in the program, or by others who are members of the church or public affiliation. 	
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	Staff members
Assistant teacher	No	N/A
Aide	No	N/A

[↑](#)

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

Additional requirements: Care givers who work directly with children and who are counted in the staff-child ratios must be 18 years of age or older.

[↑](#)

OTHER ROLES IN REGULATIONS ↑			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	18 or older if count in ratios; meet the same requirement as regular staff members except for training requirements.

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Volunteer	✓	N/A	18 or older if count in ratios; meet the same requirement as regular staff members except for training requirements.
<i>Other roles:</i> Driver	✓	N/A	not specified

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

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	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 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	

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Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• 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> Initial orientation will include training on the following: (1) scope of services, activities, and the program offered by the center; (2) emergency first aid procedures, recognition of childhood illness and indicators of child abuse; (3) fire prevention measures and emergency evacuation plans; (4) review of licensing regulations; (5) policies regarding discipline, child abuse reporting, and handling of complaints; (6) review of written policies and procedures as defined in Subsection C of 8.16.2.21 NMAC; (7) center/parental agreement; (8) sanitation procedure; (9) written goals of the program; (10) personnel handbook; (11) parent handbook; (12) names and ages of children; (13) names of parents; (14) tour of the facility; and (15) introduction to other staff and parents.	
<i>Additional requirements:</i> N/A	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓

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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	Yes
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	✓
Administration of medication	
<i>Additional health and safety training:</i> Required in orientation training:	
<ul style="list-style-type: none"> • Recognition of childhood illness and indicators of child abuse • Fire prevention measures and emergency evacuation plans Sanitation procedure 	

ONGOING TRAINING	
	
Ongoing training required for directors	Yes
Number of hours required annually	24
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>	

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Ongoing training required for teachers	Yes
Number of hours required annually	24
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<p><i>Content of ongoing training hours:</i> Training must address first aid, CPR, infection control and at least 3 competency areas within one year and all seven areas within 2 years. The competency areas are (1) child growth, development, and learning; (2) health, safety, nutrition, and infection control; (3) family and community collaboration; (4) developmentally appropriate content; (5) learning environment and curriculum implementation; (6) assessment of children and programs; and (7) professionalism.</p> <p>Directors may count hours in personnel and business training toward the training requirement.</p>	

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Ongoing training hours required in specific content areas for teaching staff	Yes
<p><i>Content of ongoing training hours:</i> Training must address first aid, CPR, infection control and at least 3 competency areas within one year and all seven areas within 2 years. The competency areas are (1) child growth, development, and learning; (2) health, safety, nutrition, and infection control; (3) family and community collaboration; (4) developmentally appropriate content; (5) learning environment and curriculum implementation; (6) assessment of children and programs; and (7) professionalism.</p> <p>Infant and toddler care givers must have at least 4 hours of training in infant and toddler care within 6 months of starting work. The 4 hours will count toward the 24-hour requirement.</p>	
Types of training accepted/approved for ongoing training hours are specified	Yes
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:</i> A college credit hour in a field relevant to the competency areas listed above will be considered equivalent to a minimum of 15 clock hours.	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other:</i> Training must be delivered by people who have relevant education or experience in the competency area (or areas) in which they train.	

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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	6:1	Not regulated
27 months	10:1	Not regulated
3 years	12:1	Not regulated
4 years	12:1	Not regulated
5 years	15:1	Not regulated
6 years	15:1	Not regulated
7 years	15:1	Not regulated
8–9 years	15:1	Not regulated
10 years and older	15:1	Not regulated
<i>Additional requirements: N/A</i>		

[↑](#)

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i>	
6 weeks through 24 months – 1 adult to every 6 children or fraction of group	
2 through 4 years - 1 adult to every 12 children or fraction of group	
3 through 5 – 1 adult to every 14 children or fraction of group	
6 years and older – 1 adult to every 15 children or fraction of group	
<i>Group size requirements for mixed-age groups: N/A</i>	
<i>Additional requirements: N/A</i>	

[↑](#)

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

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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	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	✓
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: Children must never be left unattended whether inside or outside the facility. Staff will be onsite, available and responsive to children during all hours of operation.</i>	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
• Infant and toddler	
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	

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Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	No
<i>Requirements: N/A</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: Staff must be physically available to sleeping children at all times. Children must not be isolated for sleeping or napping in an unilluminated room unless attended by a caregiver.</i>	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care)	
	↑
State has requirements for the supervision of children during evening/overnight care	Yes
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
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: 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	No
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	✓
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	✓
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: When in use, children will be constantly supervised and the number of adults present will be proportional to the ages and abilities of the children and type of water hazard in use.</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: A second adult will accompany the driver of the vehicle when a center transports 5 or more children under age 5 years.</i>	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

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

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CARE OF CHILDREN



AGE DEFINITIONS 	
Definition of "infant" 	
<i>Text of definition:</i> "Infant" is defined as a child age 6 weeks to 12 months.	
Definition of "toddler"	
<i>Text of definition:</i> "Toddler" is defined as a child age 12 months to 24 months.	
Definition of "preschool-age"	
<i>Text of definition:</i> N/A	
Definition of "school-age"	
<i>Text of definition:</i> N/A	

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: Discipline will be consistent and age appropriate. Discipline will include positive guidance, redirection, and clear limits that encourage the child's ability to become self-disciplined.</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	

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<i>Other forms of discipline not allowed: Unsupervised separation</i>	
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		✓
<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>		

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State has requirements for the specific types of equipment/materials a center must have for children	No
Books and other literacy materials	
• Number of books required	
<i>Additional requirements about books: N/A</i>	
Art supplies/creative activities	
Blocks/construction materials	
Sensory materials	
Fine motor manipulatives	
Gross motor equipment (indoor and/or outdoor)	
Dramatic play/pretend	
Science/experimental/math (counting/sorting)	
Technology/computers	
Music	
<i>Other types of equipment required: N/A</i>	
<i>Additional requirements: N/A</i>	

PARENT INVOLVEMENT ↑	
State has requirements regarding parent involvement	No
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: N/A</i>	
State has requirements about parents' access to the center	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: State only specifies that policies on discipline are given to parents.</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: Infant and toddler care givers must have at least 4 hours of training in infant and toddler care within 6 months of starting work. The 4 hours will count toward the 24-hour requirement.</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>	

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SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	✓
<p><i>Staff requirements:</i></p> <p>Administrator/director: (A) A child development associate (CDA) certificate, a certified child care professional credential (CCP), a Montessori teacher, a national administrator credential (NAC) or an associate of arts or applied science degree in child development or early childhood education and at least 2 years of experience in an early childhood growth and development setting or a school-age child care growth and development setting; or (B) A bachelor's degree or higher in early childhood education or a related field with at least 1 year of experience in an early childhood growth and development setting or a school-age child care growth and development setting. Early childhood growth and development settings include, but are not limited to, licensed or registered family child care programs, licensed center-based early childhood education and development programs, and family support programs.</p> <p>Site director: At least a high school diploma or GED and proof of at least 3 years of experience working with children.</p>	
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	

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

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

FACILITY REQUIREMENTS

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

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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: N/A</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 center will place energy absorbing surfaces beneath climbing structures, swings and slides.</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: 4 feet</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	✓
State has requirements about alternatives to outdoor space	

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: 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	No
<i>Amount of insurance required: N/A</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: N/A</i>	
Medical payment insurance required	No
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

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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:</i> Children or staff members absent due to any notifiable disease will not return to the center without a signed statement from a physician. A center will send a child home when: (1) The child's oral temperature is 100.4 degrees (Fahrenheit) or greater or armpit temperature is 99.4 degrees (Fahrenheit) or greater and the child shows signs of illness; or (2) A caregiver observes signs of contagious disease or severe illness.	

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	✓

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Additional requirements: A center will report immediately by phone to the licensing authority and follow-up in writing any incident that has threatened or could threaten the health and safety of children and staff members, such as, accidents, illness, or injuries that require medical care beyond on-site first aid. A record of any accidents, injuries or illnesses which require first aid or medical attention and any observations of recent bruises, bites or signs of potential abuse or neglect which must be reported to the parent or guardian.

ADDITIONAL HEALTH REQUIREMENTS	
↑	
Centers must have a health consultant	
Centers must have a first aid kit	✓
• Requirements specify items that must be in the first aid kit	✓
<i>Additional requirements:</i> 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	✓
• 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> Whenever hands are contaminated with body fluids.	
State has requirements on the location and/or amount of hand washing facilities for staff	✓
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
• Children must wash their hands after toileting	✓
• Children must wash their hands after diapering	✓
• Children must wash their hands before and/or after eating food	✓
• Children must wash their hands after handling animals	✓
<i>Other times children must wash their hands:</i> Whenever hands are contaminated with body fluids.	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements:</i> N/A	

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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: Any self-contained area for infants and toddlers in diapers will have hot and cold running water pressure.</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: A center will prohibit smoking in all areas, including vehicles.</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>	

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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: 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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