

# 2005 Child Care Licensing Study Oklahoma

## Data Profile for State Licensing Programs and Policies

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

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

## STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
<b>Agency name:</b> Oklahoma Department of Human Services		
<b>Address:</b> Division of Child Care Licensing Unit P.O. Box 25352		
<b>City:</b> Oklahoma City	<b>State:</b> OK	<b>Zip:</b> 73125-0352
<b>Phone:</b> 405-521-2152	<b>Toll Free:</b> 800-347-2276	
<b>Fax:</b> 405-522-2564	<b>E-mail:</b>	
<b>Web site:</b> <a href="http://www.okdhs.org/programsandservices/cc/lic/">http://www.okdhs.org/programsandservices/cc/lic/</a>		

## NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	1,526
Small family child care homes	3,172
Large/group family child care homes	1,153
<i>Other types of licensed facilities:</i> Part-day facilities and school-age child care facilities	386
<b>Total number of licensed facilities</b>	<b>5,851</b>
<b>Data notes:</b>	

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LICENSED CAPACITY	
Child care centers	89,980
Small family child care homes	22,122
Large/group family child care homes	13,740
<i>Other types of licensed facilities:</i>	21,133
<b>Total licensed capacity</b>	<b>125,842</b>
<b>Data notes:</b> N/A	

## LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
<b>Line staff assignments to inspect child care facilities:</b>	
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>	
<b>Data notes:</b>	

## NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
<b>Total number of full-time equivalent line staff</b>	<b>107</b>
<b>Data notes:</b>	

LINE STAFF ESTIMATED CASELOAD	
<b>Estimated caseload ratio (number of facilities per staff)</b>	<b>58:1</b>
<b>Data notes:</b> 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	22
Data notes:	

## TYPES OF INSPECTIONS



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

## FREQUENCY OF INSPECTIONS



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

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## FREQUENCY OF LICENSING



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

## INSPECTIONS AND MONITORING



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

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> During all visits. Our compliance forms cover approximately 75 percent of the requirements for each facility type.	
Small family child care homes	Yes
<i>Use of form described:</i> During all visits.	
Large/group family child care homes	Yes
<i>Use of form described:</i> During all visits.	
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

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**Data notes:**

<b>DIFFERENTIAL MONITORING</b>	
<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>	
<b>System of differential monitoring based on compliance records used for inspections</b>	
Child care centers	Yes
<i>System of assessing compliance and differential monitoring: Non-compliant facilities are visited more than 3 times per year.</i>	
Small family child care homes	Yes
<i>System of assessing compliance and differential monitoring: Non-compliant facilities are visited more than 3 times per year.</i>	
Large/group family child care homes	Yes
<i>System of assessing compliance and differential monitoring: Non-compliant facilities are visited more than 3 times per year.</i>	
<b>Data notes:</b>	

<b>TECHNICAL ASSISTANCE AND CONSULTATION</b>			
<b>Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations</b>			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
<b>Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations</b>			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
<b>Data notes:</b>			
<b>Means of providing technical assistance/consultation</b>	<b>Child Care Centers</b>	<b>Small Family Child Care Homes</b>	<b>Large/Group Family Child Care Homes</b>
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>			
<b>Data notes:</b>			

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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: Resource &amp; Referral Agency, Center for Early Childhood Professional Development, Scholar Coordinators at 2-year colleges, Stars Outreach Specialists.</i>	

DATA AUTOMATION	
Basic licensing data is automated	Yes
<b>Data notes:</b> 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
<b>Data notes:</b>	
<i>Other tools used for inspections and monitoring: We used laser measuring in the past and found it was not accurate.</i>	No

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

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

<b>NUMBER OF COMPLAINTS</b>				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	1,597	592	314	2,503
Number of substantiated licensing complaints	450	160	100	710
<b>Data notes:</b> N/A				
<i>Nature of licensing complaints:</i>				
<ol style="list-style-type: none"> <li>1. Supervision</li> <li>2. Behavior and guidance</li> <li>3. Staff-child ratios</li> <li>4. Insufficient care of infants, toddlers, and twos</li> </ol>				

<b>CHILD ABUSE AND NEGLECT</b>	
<b>Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes</b>	
Licensing agency	✓
Protective services	✓
Specialized unit for child abuse and neglect	
<i>Other agency:</i>	
<b>Data notes:</b> Pilot question did not have agencies listed separately. Respondent chose "Protective Services and Licensing."	

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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
<b>Data notes:</b> There were 865 referrals to the child welfare agency; 512 were accepted.				

## 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	✓	5	✓	34	✓	0
Denial of license	✓	0	✓	25	✓	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
<b>Data notes:</b> There were 70 voluntary closures at centers and all FCC homes.						
<i>Legal representation for licensing agency:</i> Attorney on agency staff.						

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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
<b>Data notes:</b>	
Complaints against facilities are included in licensing reports on the Internet	N/A
<b>Data notes:</b>	

## LICENSING FEES



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

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## LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Specialist

STAFF QUALIFICATIONS	
<b>Minimum entry-level qualifications for child care licensing line staff:</b>	
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>	
<b>Data notes:</b>	
<b>Content and experience requirements</b>	
Degrees and/or courses must be in early childhood education, child development, or a related field	No
<b>Data notes:</b>	
<i>Content areas or majors accepted: Any 4-year degree that is accepted in the Social Worker Series, with a preference for early childhood study.</i>	
Experience working in a setting with children required prior to working as a licenser	No
<b>Data notes:</b>	

STAFF TRAINING	
<b>Annual training requirements</b>	
Additional training required each year	Yes
<b>Data notes:</b>	
<i>Amount of required training: 40 hours.</i>	
<b>Topics covered in training:</b>	
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>	
<b>Data notes:</b>	
<b>Sources of training for child care licensing line staff:</b>	
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>	
<b>Data notes:</b>	

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>	
<b>Data notes:</b>	

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## QUALITY INITIATIVES



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

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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

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

### **Qualification alternative #1:** Oklahoma Director's Credential, Bronze Level

Minimum of 90 formal hours with at least 10 hours in each of the seven knowledge and skill areas and a minimum of 40 formal hours with at least 10 hours in any of three Management Knowledge/Skills areas; and 3 years experience in an Early Childhood setting or 12 months of documented administrative internship or supervised lab

#### **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	See above
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<b>Qualification alternative #2:</b> Oklahoma Director's Credential, Bronze Level	
Child Development Associate (CDA), Certified Child Care Professional (CCP), Oklahoma Competency Certificate in Early Care and Education and a minimum of 40 formal hours with at least 10 hours in any of three Management Knowledge/Skills areas; and 3 years experience in an Early Childhood setting or 12 months of documented administrative internship or supervised lab	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	See above

<b>Qualification alternative #3:</b> 6 approved credit hours in ECE/CD and a minimum of 40 formal hours with at least 10 hours in any of three Management Knowledge/Skills areas; and 3 years experience in an Early Childhood setting or 12 months of documented administrative internship or supervised lab	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	See above

<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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> Oklahoma Competency Certificate in Early Care and Education	✓	<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	

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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> Qualifications are from Oklahoma Professional Development Ladder. Credit hours must be on the Recommended Approved Coursework List. Regulations include detail on the Oklahoma Training Approval System.	
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>	14

<b>Qualification alternative #1:</b> Oklahoma Competency Certificate in Early Care and Education	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #2:</b> Current Child Development Associate Credential (CDA) or Current Certified Childcare Professional Credential (CCP)	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #3:</b> Oklahoma Certificate of Mastery	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

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<b>Qualification alternative #4:</b> 30 credit hours with at least 12 credit hours in ECE/CD	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #5:</b> 60 credit hours toward BA/BS in ECE/CD with at least 12 credit hours in ECE/CD	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #6:</b> 90 credit hours toward BA/BS in ECE/CD with at least 18 credit hours in ECE/CD	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	0

<b>Qualification alternative #7:</b> AA/AS degree (non ECE/CD) with at least 12 credit hours in ECE/CD	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

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<b>Qualification alternative #8:</b> AA/AS degree in ECE/CD	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Additional qualification alternatives:</b>
9. BA/BS degree with a non ECE/CD Major with at least 6 credit hours in ECE/CD
10. BA/BS degree (non ECE/CD) with at least 12 credit hours in ECE/CD
11. BA/BS degree (non ECE/CD) with at least 18 credit hours in ECE/CD
12. BA/BS degree with at least 24 credit hours in ECE/CD
13. BA/BS in ECE/CD
14. Advanced degree in ECE/CD

<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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> Oklahoma Competency Certificate in Early Care and Education; Oklahoma Certificate of Mastery	✓	<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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<b>State has additional requirements for experience to qualify for role</b>	<b>No</b>
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	

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>Yes</b>
<i>Links to system:</i> Qualifications are from Oklahoma Professional Development Ladder. Credit hours must be on the Recommended Approved Coursework List.	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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# 2005 Child Care Licensing Study Oklahoma

## 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

<b>Qualification alternative #1:</b> Completed the tenth grade and be in the process of obtaining a GED for a period not to exceed 12 months.	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #2:</b> Have a high school diploma or GED	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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	

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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	Yes
<i>Links to system:</i> Qualifications are from Oklahoma Professional Development Ladder. Credit hours must be on the Recommended Approved Coursework List. Regulations include detail on the Oklahoma Training Approval System.	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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# 2005 Child Care Licensing Study Oklahoma

## STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
<b>Number of qualification alternatives for role</b> <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>	<b>3</b>

<b>Qualification alternative #1:</b> Be currently enrolled in secondary education or the equivalent	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #2:</b> Have completed the tenth grade and be in the process of obtaining a GED	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

<b>Qualification alternative #3:</b> Have a high school diploma or GED	
<b>Time frame for requirements:</b>	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
<b>Experience requirements:</b>	
Amount of experience required	N/A

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<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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	

<b>State has additional requirements for experience to qualify for role</b>	<b>No</b>
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	

<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<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 AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
<b>Types of training, credentials, and degrees included in qualification alternatives:</b>			
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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<b>Qualifications are linked to the state's early care and education professional development system</b>	<b>No</b>
<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](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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## LICENSING REGULATIONS

CHILD CARE CENTER REGULATIONS SUMMARY <a href="#">↑</a>	
Name of regulations: Licensing Requirements for Child Care Centers	
Date of regulations: 01/01/2005	
<b>State has separate regulations for the following types of care:</b>	
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> summer camps - with school-age part day children's program	

## DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

DEFINITION OF LICENSED CENTERS <a href="#">↑</a>	
<b>State has definition of "child care center" or "day care center"</b>	Yes
<i>Text of definition:</i> "Child care center" means a facility that provides care for children and operates more than 30 hours per week.	
<b>State has definition of "child care facility" or "day care facility"</b>	No
<i>Text of definition:</i> N/A	
<b>Elements included in state's definition of a licensed child care center:</b>	
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	

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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	
<b>Data notes:</b> N/A	

<b>EXEMPTIONS FROM LICENSING</b>	
State has defined types of programs that are exempt from licensing	<b>Yes</b>
<b>Characteristics of programs that are exempt from licensing:</b>	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	15 hours or less per week
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	

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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:</i> Programs in which children attend on a drop-in basis and parents are on the premises and readily accessible.	
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"> <li>• Child care facilities on tribal country land or federal property.</li> <li>• Care provided in a child's own home.</li> <li>• Informal arrangements which parents make with friends or neighbors for the occasional care of their children. Programs in which school-aged children are participating in home-schooling.</li> <li>• Facilities whose primary purpose is medical treatment. Boarding schools that have education as their primary purpose and that are recognized as accredited by the State Board of Education. To be exempt, such programs shall:             <ul style="list-style-type: none"> <li>a. have classroom facilities that are not used for residential living,</li> <li>b. not have been granted nor have assumed legal custody of any child attending the facility, and</li> <li>c. adhere to standard educational holiday and seasonal recess periods to permit students reasonable opportunities to return to their primary places of residence with parents or legal guardians.</li> </ul> </li> <li>• Day treatment programs and maternity homes operated by a licensed hospital.</li> <li>• Juvenile facilities certified by the Office of Juvenile Affairs or certified by any other state agency authorized by law to license such facilities.</li> </ul>	
<b>Data notes:</b> N/A	

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# 2005 Child Care Licensing Study Oklahoma

## CENTER STAFF REQUIREMENTS



STAFF ROLES <span style="float: right;">↑</span>		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	Yes	Master teacher
Teacher	Yes	Teacher
Assistant teacher	Yes	Assistant teacher
Aide	Yes	Teen aides



AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	HS diploma or GED required
Master teacher	18	N/A	HS diploma or GED required
Teacher	18	N/A	Attending HS or GED prep courses
Assistant teacher	16	N/A	Attending HS or GED prep courses
Aide	13	13-15 years old	Not required
<p><i>Additional requirements:</i>                      Permanent substitutes are required to meet minimum requirements for the position they are filling.                      Temporary substitutes must be at least 18 years of age.                      Teen aides must be 13 through 15 years of age.</p>			



OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Permanent substitutes must meet the same qualifications as the position they are filling; temporary substitutes must be at least 18
Volunteer	✓	N/A	Not specified

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<i>Other roles:</i> Driver	✓	18	N/A
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HIRING POLICIES <span style="float: right;"><a href="#">↑</a></span>		
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"> <li>• Non-relative</li> </ul>	✓	✓
<ul style="list-style-type: none"> <li>• Professional acquaintance</li> </ul>		
<ul style="list-style-type: none"> <li>• Previous employer</li> </ul>	✓	✓
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements:</i> N/A		

STAFF HEALTH REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>	
Center facility records must include health reports on staff	
<b>Center staff required to have a physical exam or to provide health statement from a physician</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> </ul>	
<ul style="list-style-type: none"> <li>• Required annually or at another time interval</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with food</li> </ul>	
<b>Center staff required to have tuberculosis screening</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> </ul>	
<ul style="list-style-type: none"> <li>• Required annually or at another time interval</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with food</li> </ul>	
<b>Center staff required to provide proof of immunizations</b>	<b>No</b>
<ul style="list-style-type: none"> <li>• Required at hiring</li> </ul>	
<ul style="list-style-type: none"> <li>• Required annually or at another time interval</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with children</li> </ul>	
<ul style="list-style-type: none"> <li>• Required for staff having contact with food</li> </ul>	
<b>Center staff must meet additional requirements regarding their health</b>	<b>Yes</b>
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	

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*Additional requirements:* Records must include health reports only if there is a concern that an employee has a physical, mental, or emotional condition that impairs the employee's ability to perform assigned job responsibilities. OKDHS Division of Child Care, Licensing Services may require a report of a physical or psychological examination by a licensed physician or mental health professional if it is reported or observed that an employee has a physical, mental, or emotional condition that impairs the employee's ability to perform assigned job responsibilities.

<b>BACKGROUND CHECKS</b>	
<b>State requires check of criminal history records for center staff</b>	<b>Yes</b>
• 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.)	
<b>State requires check of child abuse and neglect registry for center staff</b>	<b>No</b>
• 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.)	
<b>State requires checks of fingerprint records for center staff</b>	<b>No</b>
• 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.)	
<b>State requires checks of the sex offender registry</b>	<b>Yes</b>
State requires center staff to sign a statement about criminal status	
<i>Additional requirements:</i> Employees that have resided in Oklahoma for less than one year must have a Criminal History Record check from their previous state of residence.	

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ORIENTATION TRAINING <span style="float: right;"><a href="#">↑</a></span>	
<b>Center staff required to complete orientation training</b>	<b>Yes</b>
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>            Orientation includes a review of:</p> <ol style="list-style-type: none"> <li>(1) infection control;</li> <li>(2) injury prevention;</li> <li>(3) handling common childhood emergencies, including choking;</li> <li>(4) sudden infant death syndrome (SIDS);</li> <li>(5) shaken baby syndrome;</li> <li>(6) the center's policy and procedure and staff responsibility for implementation;</li> <li>(7) licensing requirements;</li> <li>(8) employees' assigned duties and responsibilities;</li> <li>(9) emergency procedures in the event of injury, severe weather, or fire, including evacuation procedures and routes, and location and use of fire extinguishers;</li> <li>(10) the definition, identification, and mandatory reporting of child abuse and neglect;</li> <li>(11) the daily schedule;</li> <li>(12) the methods used to inform staff of any special health, nutritional, or developmental needs of children assigned to the caregiver;</li> <li>(13) confidentiality of information regarding children and their families;</li> <li>(14) appropriate use of discipline; and</li> <li>(15) transportation and car seat safety.</li> </ol>	
<i>Additional requirements:</i> N/A	

HEALTH AND SAFETY TRAINING <span style="float: right;"><a href="#">↑</a></span>	
<b>Center staff required to complete first aid training</b>	<b>Yes</b>
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	
<b>Center staff required to complete CPR training</b>	<b>Yes</b>
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	
<b>Center staff required to complete fire safety training</b>	<b>No</b>
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	
<b>Other types of health and safety training required</b>	
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: N/A</i>	

<b>ONGOING TRAINING</b>	
	<a href="#">↑</a>
<b>Ongoing training required for directors</b>	<b>Yes</b>
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
<b>Ongoing training required for master teachers</b>	<b>Yes</b>
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>	

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<b>Ongoing training required for teachers</b>	<b>Yes</b>
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>	
<b>Ongoing training required for assistant teachers</b>	<b>Yes</b>
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>	
<b>Ongoing training required for aides</b>	<b>Yes</b>
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>	
<b>Ongoing training hours required in specific content areas for center directors</b>	<b>Yes</b>
<i>Content of ongoing training hours: Training is relevant to job responsibilities and includes center administration or management, age-appropriate childhood education, and infection control.</i>	
<b>Ongoing training hours required in specific content areas for teaching staff</b>	<b>No</b>
<i>Content of ongoing training hours: N/A</i>	
<b>Types of training accepted/approved for ongoing training hours are specified</b>	<b>No</b>
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
<b>Delivery methods accepted/approved for ongoing training hours are specified</b>	<b>Yes</b>
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	✓

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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> No more than 6 hours of self-directed readings, use of videos, or informal on-site training is counted toward the required annual training hours.	

## CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	6:1	12
27 months	8:1	16
3 years	12:1	24
4 years	15:1	30
5 years	15:1	30
6 years	20:1	40
7 years	20:1	40
8–9 years	20:1	40
10 years and older	20:1	40
<i>Additional requirements: N/A</i>		

[↑](#)

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<b>MIXED-AGE GROUPS</b>	
<b>State permits mixed-age groupings of children</b>	<b>Yes</b>
<i>Child-staff ratio requirements for mixed-age groups:</i>	
Age of children	Center staff child ratio
0-35 months This ratio must be used when all children in the group are 35 months of age or less.	1:06 No more than 2 under 12 months of age per staff
Infants and older	1:08 No more than 2 under 2 years of age per staff
Two's and older	1:12 No more than 4 2-year olds per staff
Three's and older	1:15 No more than 6 3-year-olds per staff
Four's and older	1:18 No more than 8 4-year-olds per staff
The ratio and maximum group size for the age of the youngest child in the group is used for mixed-age groupings.	
<i>Group size requirements for mixed-age groups:</i>	
Age of children	Maximum group size
0-35 months	12
Infants and older	16
Two's and older	24
Three's and older	30
Four's and older	36
The ratio and maximum group size for the age of the youngest child in the group is used for mixed-age groupings.	
<i>Additional requirements: N/A</i>	

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ADDITIONAL REQUIREMENTS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has a definition for "group"</b>	<b>Yes</b>
<i>Text of definition:</i> A group is determined by the number of children cared for by a caregiver or group of caregivers in a designated area not to exceed the maximum group size. Groups are required to have assigned staff and be recognizable by both staff and children.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	✓
<b>State requirements on legally exceeding limits</b>	
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	
<b>State has requirements for the supervision of children based on the size of the center</b>	<b>No</b>
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	
<b>State has requirements for staff supervising children</b>	<b>Yes</b>
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	

**Key:**

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*Additional requirements:* All children are required to be adequately supervised at all times. Each child is assigned a staff person responsible for him or her who is aware of the details of the child's habits, interests, and special problems, if any. Staff are prohibited from participating in personal activities that interfere with the adequate supervision of children, such as visitors and phone calls.

SUPERVISION OF CHILDREN DURING NAPTIME <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during naptime</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for naptime</b>	<b>Yes</b>
<p><i>Requirements:</i>            Infants, toddlers and two-year olds.            Staff required to meet staff-child ratios are present in the room or adjacent bathroom and able to see or hear all infants, toddlers, and 2-year-olds at all times, including nap time.</p> <p>Preschool-age children.            At nap time when preschool-age children are resting quietly, at least one staff person is required to be within sight and hearing of children. Other staff required to meet staff-child ratios remain in the building.</p>	
<b>State has specific group size requirements for naptime</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE <span style="float: right;"><a href="#">↑</a></span> (see also <a href="#">Specialized Care – Evening/Overnight Care</a> )	
<b>State has requirements for the supervision of children during evening/overnight care</b>	<b>Yes</b>
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

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Center must have written supervision plan for evening/overnight care	
<b>State has specific child-staff ratio requirements for evening/overnight care</b>	<b>Yes</b>
<i>Requirements:</i> A staff person remains with each group. Other staff required to meet staff-child ratios remain in the building.	
<b>State has specific group size requirements for evening/overnight care</b>	<b>Yes</b>
<i>Requirements:</i> Groups with their assigned staff may be combined for special group activities, for example, sleeping	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during outdoor play</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for outdoor play</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for outdoor play</b>	<b>Yes</b>
<i>Requirements:</i> Groups with their assigned staff may be combined for special group activities, for example, outdoor play.	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during large group activities</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for large group activities</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for large group activities</b>	<b>Yes</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

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SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES <span style="float: right;">↑</span>	
<b>State has requirements for the supervision of children when swimming or participating in water activities</b>	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	
<b>State has specific child-staff ratio requirements for swimming and water activities</b>	Yes
<p><i>Requirements:</i> Staff-child ratios listed below apply when children are swimming and not participating in swimming lessons with a certified instructor.            The staff-child ratio that applies when children are swimming is:            (1) 1:1 for children younger than 2 years of age;            (2) 1:2 for children 2 years of age;            (3) 1:6 for children 3 years of age;            (4) 1:7 for children 4 and 5 years of age;            (5) 1:10 for children 6 years of age and older; and            (6) the staff-child ratio for the youngest child when children of 2 or more ages are grouped together.</p>	
<b>State has specific group size requirements for swimming and water activities</b>	No
<i>Requirements:</i> N/A	
<p><i>Additional requirements:</i> Any activity which involves water is supervised constantly. This includes supervision of children in dressing areas. Staff are in or at the water and prepared to enter it at any time.</p>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES <span style="float: right;">↑</span>	
(see also <a href="#">Facility Requirements – Transportation</a> )	
<b>State has requirements for the supervision of children when transported in a vehicle</b>	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	✓

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Center must have written supervision plan for transporting children in a vehicle	
<b>State has specific child-staff ratio requirements for transporting children in a vehicle</b>	<b>Yes</b>
<i>Requirements:</i> When transporting children who are younger than 4 years of age, proper staff-child ratios are maintained without counting the driver. However, centers with only one staff person, or who transport 1 or 2 children, may provide transportation locally without a second staff person. For children 4 years old and older, the driver may be counted toward meeting the staff-child ratio.	
<b>State has specific group size requirements for transporting children in a vehicle</b>	<b>No</b>
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING FIELD TRIPS <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements for the supervision of children during field trips</b>	<b>Yes</b>
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	
<b>State has specific child-staff ratio requirements for field trips</b>	<b>No</b>
<i>Requirements:</i> N/A	
<b>State has specific group size requirements for field trips</b>	<b>Yes</b>
<i>Requirements:</i> Groups with their assigned staff may be combined for special group activities, for example, outdoor play, meals, sleeping, or field trips.	
<i>Additional requirements:</i> N/A	

## CARE OF CHILDREN

AGE DEFINITIONS <span style="float: right;"><a href="#">↑</a></span>	
<b>Definition of "infant"</b>	
<i>Text of definition:</i> "Infant" is defined as a child from birth up to 12 months of age	
<b>Definition of "toddler"</b>	
<i>Text of definition:</i> "Toddler" is defined as a child who is 12 months to 24 months of age	

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<b>Definition of "preschool-age"</b>
<i>Text of definition:</i> "Preschool child" is defined as a child age 3 to 5 years who has not entered kindergarten
<b>Definition of "school-age"</b>
<i>Text of definition:</i> "School-age child" is defined as a child who is at least 5 years of age and who is attending or has completed kindergarten.

<b>CHILDREN'S HEALTH REQUIREMENTS</b>	
<a href="#">↑</a>	
<b>State requires children to have a physical exam to enroll in a center</b>	<b>No</b>
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	
<b>State requires children to have immunizations to enroll in a center</b>	<b>Yes</b>
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	

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

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

<b>BEHAVIOR GUIDANCE AND DISCIPLINE</b> <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements regarding behavior guidance and/or disciplining children</b>	<b>Yes</b>
<b>Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Supervised separation from the group</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Physical/corporal punishment</li> </ul> <p><i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i></p>	
<p><i>Other forms of discipline allowed:</i> Discipline is required to be constructive and educational and appropriate to the child's age and circumstances. Staff members are permitted to:</p> <p>(1) recognize and encourage acceptable behavior;</p> <p>(2) teach by example and use fair and consistent rules in a relaxed atmosphere with discipline that is relevant to the child's behavior;</p> <p>(3) supervise with an attitude of understanding and firmness;</p> <p>(4) give clear directions and provide guidance appropriate to the child's level of understanding;</p> <p>(5) redirect children by stating alternatives when behavior is unacceptable;</p> <p>(6) speak so that children understand that they and their feelings are acceptable but unacceptable action or behavior is not;</p> <p>(7) encourage children to control their own behavior, cooperate with others and solve problems by talking things out;</p> <p>(8) give guidance in activities in an orderly fashion including a choice of interesting planned activities;</p> <p>(9) help children feel successful at a task and give options for other tasks if the one chosen proves too difficult;</p> <p>(10) prepare children for the next activity a few minutes ahead and allow them to wind down from one activity before beginning another;</p> <p>(11) use "time-out" periods only as necessary to enable the child to gain control of himself or herself. Time-out periods do not exceed five minutes. One minute of time-out for each year of a child's age is recommended. The child is allowed to rejoin the group as soon as the child regains control;</p> <p>(12) use safe, natural, and logical consequences to address inappropriate behavior;</p> <p>(13) maintain perspective about school-age children's misbehavior, recognizing that every infraction does not warrant staff attention or intervention; and</p> <p>(14) when necessary, intervene as quickly as possible to ensure the safety of all children.</p>	
<b>Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations</b>	<b>Yes</b>
<ul style="list-style-type: none"> <li>• Denial of food/food-related punishment</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Derogatory remarks</li> </ul>	✓
<ul style="list-style-type: none"> <li>• Abusive language</li> </ul>	✓

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• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	✓
• Locked time-out room, closet, or dark room	✓
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	✓
• Discipline/punishment by another child	✓
<i>Other forms of discipline not allowed:</i>	
• Any cruel treatment that may cause pain	
• Punishing an entire group due to the actions of a few children	
• Seeking or accepting parental permission to use any punishment or act prohibited by the requirements	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES <span style="float: right;"><a href="#">↑</a></span>	
<b>Center must have a written daily schedule of activities</b>	<b>Yes</b>
Center must post daily schedule	
<b>Center must provide specific activities for children</b>	<b>Yes</b>
Regular meal/snack times	✓
Nap or rest period	✓
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
• Large group activities	
• Small group activities	✓
Active play	
Quiet play	
Free play	
Creative expression	
Gross motor activities	
Fine motor activities	
<i>Other activities: N/A</i>	

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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		✓
• 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 <span style="float: right;"><a href="#">↑</a></span>	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	✓
<p><i>Additional requirements: Each center is required to provide at least 4 of the options listed below.</i></p> <p>(1) Parents are welcome in the center at all times, for example, to observe, eat lunch with a child, or volunteer in the classroom.</p> <p>(2) Conferences are held at least once a year and at other times as needed to discuss children's progress, accomplishments, and difficulties.</p> <p>(3) A parent resource area is available, with books, pamphlets, or articles on parenting.</p> <p>(4) Parent meetings are held, with guest speakers or special events, for example, open house, family pot-luck dinners, or children's programs.</p>	

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<p>(5) Parents are informed of the center's program through a parent's bulletin board, regular newsletter, or parent handbook.</p> <p>(6) Parents participate in program and policy development through board involvement, planning meetings, or questionnaires.</p>	
<b>State has requirements about parents' access to the center</b>	<b>Yes</b>
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	
<b>State has requirements about the center's communication with parents</b>	<b>Yes</b>
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>	

<b>SPECIALIZED CARE – INFANT AND TODDLER</b>	
	<a href="#">↑</a>
<b>State has requirements that specifically address the care of infants and/or toddlers</b>	<b>Yes</b>
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	✓
<b>State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)</b>	
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: Waterbeds, sofas, soft mattresses, pillows, beanbag chairs, and other soft surfaces are prohibited as infant sleeping surfaces.</i>	

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SPECIALIZED CARE – SCHOOL-AGE <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements that specifically address the care of school-age children</b>	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><b>Director:</b> The director of a school-age program is required to be at least 21 years of age and have: (A) a high school diploma or General Educational Development (GED) and 2 years of satisfactory full-time experience in a related school-age, educational, or child care setting; (B) a high school diploma or GED and 12 college credit hours in child development, elementary, or secondary education, or a closely related subject and 1 year of satisfactory experience in a related school-age, educational, or child care setting; (C) an associate or bachelor degree with at least 12 college credit hours in child development, elementary or secondary education or a closely related subject; or (D) a high school diploma or GED and successful completion of a school-age child care training program that meets the criteria approved by the Child Care Advisory Committee.</p> <p><b>Lead teacher:</b> Lead teachers are required to be at least 19 years of age and have: (A) a high school diploma or GED and 1 year of satisfactory full-time experience in a related school-age, educational, or child care setting; (B) a high school diploma or GED and 12 college credit hours in child development, elementary, or secondary education or a closely related subject; (C) an associate degree with at least 6 college credit hours in child development, early childhood, elementary, or secondary education or a closely related subject; or (D) a high school diploma or GED and successful completion of a school-age training program that meets the criteria approved by the Child Care Advisory Committee.</p> <p><b>Teachers:</b> Teachers hired after September 1, 1997 are required to: (A) be at least 18 years of age; (B) have a high school diploma or GED; or (C) have completed the 10<sup>th</sup> grade and be in the process of obtaining a GED for a period not to exceed 12 months.</p> <p><b>Assistant teachers:</b> Assistant teachers are at least 16 years of age and: (A) have a high school diploma or GED; or (B) are currently enrolled in school.</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	✓

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<b>SPECIALIZED CARE – MILDLY ILL CHILDREN</b> (see also <a href="#">Care of Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children who are mildly ill</b>	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	✓

<b>SPECIALIZED CARE – EVENING/OVERNIGHT CARE</b> (see also <a href="#">Supervision of Children During Evening/Overnight Care</a> ) <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children during evening/overnight hours</b>	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	✓

<b>SPECIALIZED CARE – DROP-IN CARE</b> <span style="float: right;">↑</span>	
<b>State has requirements that specifically address the care of children in drop-in programs</b>	Yes
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: State has a separate section of regulations for drop-in programs.</i>	

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## FACILITY REQUIRMENTS

ENVIRONMENT <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements about environmental tests of the facility</b>	<b>No</b>
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
<b>State has requirements about environmental inspections</b>	<b>No</b>
Requires fire inspections	
Requires health inspections	
Requires building code inspections	
<i>Additional requirements:</i> The child care center is in compliance with the building codes applicable at the time the license was issued. Ongoing approvals by fire and health are required every 2 years.	

SQUARE FOOTAGE <span style="float: right;"><a href="#">↑</a></span>	
<b>Number of square feet of indoor space per child</b>	<b>35 square feet</b>
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
<b>Number of square feet of outdoor space per child</b>	<b>75 square feet</b>
Total amount of square feet for area	1,800 square feet
<i>Additional requirements:</i> When a center is licensed for 24 or more children, there is 75 square feet of outdoor play space per child for at least one-third of the total number for which the center is licensed, provided that the minimum amount of outdoor space will accommodate 24 children, which is 1800 square feet.	
<b>Number of square feet per child, based on age of child</b>	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements:</i> New construction and existing space not previously licensed for child care after January 1, 2005 is required to have 40 square feet of floor area per infant in rooms occupied only by infants.	

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CONDITION OF FACILITY AND EQUIPMENT <a href="#">↑</a>	
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 <a href="#">↑</a>	
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: If used, climbers, swings, slides, or revolving equipment have impact-absorbing surfaces under them and throughout the fall zones. Surfaces made of loose materials are maintained at a depth of at least 6 inches by replacing, leveling or raking.</i>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

OUTDOOR SPACE <a href="#">↑</a>	
<b>State requires outdoor space is enclosed/has a fence</b>	<b>Yes</b>
<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 <a href="#">↑</a>	
<b>State has requirements on fire safety in child care centers</b>	<b>Yes</b>
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: monthly</i>	
<i>Additional requirements: N/A</i>	

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GENERAL EMERGENCY PLANS <span style="float: right;"><a href="#">↑</a></span>	
<b>Center must have a general emergency plan for all emergencies</b>	<b>No</b>
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 <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on emergency preparedness</b>	<b>Yes</b>
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	✓
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	✓
Centers must have emergency plans/procedures for acts of terrorism	✓
Centers must perform drills of their emergency preparedness procedures (other than fire)	✓
<i>Additional requirements: N/A</i>	

SECURITY <span style="float: right;"><a href="#">↑</a></span>	
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 <a href="#">Supervision of Children Transported in Vehicles</a> ) <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on transporting children in vehicles</b>	<b>Yes</b>
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	✓

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First aid kit must be kept in the vehicle	✓
<i>Additional requirements: N/A</i>	

LIABILITY INSURANCE <span style="float: right;"><a href="#">↑</a></span>	
<b>State requires centers to have liability insurance</b>	<b>Yes</b>
<b>General liability insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Professional liability insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<b>Automobile insurance required</b>	<b>Yes</b>
<i>Amount of insurance required: The transporting vehicle is covered by medical and liability insurance as required by Oklahoma laws.</i>	
<b>Medical payment insurance required</b>	<b>No</b>
<i>Amount of insurance required: N/A</i>	
<i>Other types of insurance required: N/A</i>	
<i>Additional requirements: N/A</i>	

ADMINISTRATION OF MEDICATION <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on the administration of medication to children</b>	<b>Yes</b>
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 <span style="float: right;"><a href="#">↑</a></span>	
<b>State has requirements on performing medical procedures on children</b>	<b>No</b>
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>	

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<b>CARE OF MILDLY ILL CHILDREN</b> (see also <a href="#">Specialized Care – Mildly Ill Children</a> ) <span style="float: right;">↑</span>	
<b>State has requirements on the care of mildly ill children</b>	<b>Yes</b>
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	
<i>Additional requirements:</i> Admission and exclusion not specifically addressed.	

<b>INCIDENT REPORTING</b> <span style="float: right;">↑</span>	
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> There is a sample Injury Log form in the regulations, but no requirements about keeping records of injuries. The center is required to notify the OKDHS Division of Child Care Licensing Services on the next working day of any injury to a child requiring emergency medical attention.	

<b>ADDITIONAL HEALTH REQUIREMENTS</b> <span style="float: right;">↑</span>	
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	

<b>HAND WASHING</b> <span style="float: right;">↑</span>	
<b>State has requirements on hand washing for staff</b>	<b>Yes</b>
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	✓

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<i>Other times staff must wash their hands:</i> After touching or cleaning up body fluids, including wiping noses after playing outdoors or in sand or water; Before medication is dispensed; Clean up blood, vomit, or body fluids that may contain blood; Before starting work; During work as often as necessary to keep them clean; After drinking; and After returning from other areas of the center.	
State has requirements on the location and/or amount of hand washing facilities for staff	
<b>State has requirements on hand washing for children</b>	<b>Yes</b>
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> After playing outdoors or in sand or water After wiping their noses	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

<b>DIAPERING</b>	
<b>State has requirements on diapering</b>	<b>Yes</b>
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: Rooms for children under 3 years of age who are in diapers shall have an operable sink with hot and cold or tempered water with hand-washing soap and individual-use towels, either in the same room or in a bathroom that opens directly into the room. The diaper-changing table shall be adjacent to or near the sink.</i>	
<i>Additional requirements: N/A</i>	

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<b>SMOKING POLICIES</b>	
<b>State has requirements about smoking in centers</b>	<b>Yes</b>
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> Center must have a notice prohibiting smoking anywhere in the facility while children are in care.	

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

<b>FIREARMS</b>	
<b>State has requirements about the presence of firearms in the facility</b>	<b>Yes</b>
Firearms are not allowed in child care centers	
Firearms are allowed in child care centers, but must be in a locked container or closet	✓
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	✓
Center must notify parents of the presence of firearms in the facility	✓
<i>Additional requirements:</i> N/A	

<b>ANIMALS IN FACILITY</b>	
<b>State has requirements about animals in the facility</b>	<b>Yes</b>
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:</i> N/A	

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