Data Profile for State Licensing Programs and Policies

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

- State Licensing Agency
- Number of Licensed Facilities
- Licensing Staff
- Number of Licensing Staff
- Types of Inspections
- Frequency of Inspections
- Frequency of Licensing

- Inspections and Monitoring
- Complaint Investigations
- Enforcement Actions
- Access to Licensing Information
- Licensing Fees
- Licensing Staff Requirements
- Quality Initiatives

STATE LICENSING AGENCY

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LICENSING AGENCY CONTACT I	NFORMATION	
Agency name: Rhode Island Depart	rtment of Children, Youth,	& Families
Address: Day Care Licensing Unit		
101 Friendship Street		
City: Providence	State: RI	Zip : 02903-3716
Phone: 401-528-3623	Toll Free:	·
Fax: 401-528-3650	E-mail:	
Web site: http://www.dcyf.ri.gov/l	icensing.php	

NUMBER OF LICENSED FACILITIES

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NUMBER OF LICENSED FACILITIES	
Child care centers	460
Small family child care homes	1,303
Large/group family child care homes	11
Other types of licensed facilities:	0
Total number of licensed facilities	1,774
Data notes:	

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LICENSED CAPACITY	
Child care centers	31,192
Small family child care homes	8,304
Large/group family child care homes	127
Other types of licensed facilities:	0
Total licensed capacity	39,623
Data notes: N/A	

LICENSING STAFF

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

NUMBER OF LICENSING STAFF

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NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	8
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	222:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number	
of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing	1
Supervisors Data notes:	
Data notes:	

TYPES OF INSPECTIONS

e/Group Child Care omes
✓
✓
✓
✓

Type of Inspection Conducted	Child Care Centers	Child Care Homes	Family Child Care Homes
Prior to issuing a license	✓	✓	✓
 Announced 	✓	✓	✓
 Unannounced 			
Data notes:			
License renewal		✓	✓
 Announced 			
 Unannounced 		✓	✓
Data notes: Inspections ar process.	e not done at the ti	me of renewal for cer	nters. It is a paper
Routine compliance	✓		
Announced			
 Unannounced 	✓		
Data notes:			

FREQUENCY OF INSPECTIONS

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FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Once a year
Small family child care homes	Once every 2 years
Large/group family child care homes	Once a year
Other frequency of inspection:	
Data notes:	

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FREQUENCY OF LICENSING

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LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	1 year
Small family child care homes	2 years
Large/group family child care homes	1 year
Other length of license:	
Data notes:	

INSPECTIONS AND MONITORING

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FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once a year
Small family child care homes	Once every 2 years
Large/group family child care homes	Once a year
Data notes:	

ABBREVIATED COMPLIANCE FORM (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.")			
Abbreviated compliance form used for inspections			
Child care centers	No		
Use of form described:			
Small family child care homes	No		
Use of form described:			
Large/group family child care homes	No		
Use of form described:			
Data notes:			
State has policies on when to switch from abbreviated corfull compliance review	mpliance review to a		
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:	•		

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DIFFERENTIAL MONITORING (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.")			
System of differential monitoring based on compliance records used for			
inspections			
Child care centers	No		
System of assessing compliance and differential monitoring:			
Small family child care homes	No		
System of assessing compliance and differential monitoring:			
Large/group family child care homes	No		
System of assessing compliance and differential monitoring:			
Data notes:			

TECHNICAL ASSISTANCE AND CO	NSIII TATION			
Technical assistance/consultation compliance with licensing regulat	n provided to he	elp license	es ach	ieve
Child care centers				Yes
Small family child care homes			Yes	
Large/group family child care homes			Yes	
Technical assistance/consultation minimum licensing regulations	n provided to he	elp license	es mo	ve beyond
Child care centers				No
Small family child care homes			No	
Large/group family child care homes			No	
Data notes:				
Means of providing technical assistance/consultation	Child Care Centers	Small Fa Child (Hom	Care	Large/Group Family Child Care Homes
During all inspection visits	✓	✓		✓
During application visits				
During routine inspection visits				
During renewal inspection visits				
On the telephone	✓	✓		✓
As needed by licensee	✓	✓		✓
Other:				
Data notes:				

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Referrals made to other agencies/organizations/individuals for technical			
assistance			
Child care centers	✓		
Small family child care homes	✓		
Large/group family child care homes	✓		
Agencies, organizations, or individuals used for technical assistance referrals: Childspan			
 statewide training program; Child Care Support Network – provides onsite 			
consultation/training; various professional organizations provide	training/support, etc.		

DATA AUTOMATION				
Basic licensing data is automated	Yes			
Data notes: N/A				
Portable computers and inspection software used for inspections				
Child care centers	No			
Small family child care homes	No			
Large/group family child care homes	No			
Data notes: Licensors have laptop computers but do not have inspection software.				
Other tools used for inspections and monitoring:	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			
Data notes:				
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations				
Child care centers	Yes			
Small family child care homes	Yes			
Large/group family child care homes	Yes			
State has separate staff who only work on complaint investigations				
Child care centers	No			

Small family child care homes

Large/group family child care homes

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No

No

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

NUMBER OF COMPLAINTS							
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total			
Number of licensing complaints filed	0	0	0	0			
Number of substantiated licensing complaints	0	0	0	0			

Data notes: Information on numbers of complaints N/A.

Nature of licensing complaints: Homes – too many children in care, unapproved persons caring for children; centers – qualifications of staff, staff-child ratio.

CHILD ABUSE AND NEGLECT	
Agencies that investigate child abuse and neglect complain centers and family child care homes	nts against child care
Licensing agency	
Protective services	✓
Specialized unit for child abuse and neglect	
Other agency:	
Data notes: Protective services, which is part of the agency with	licensing authority.

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

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ENFORCEMENT ACTIONS

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USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0	✓	0	✓	0
Denial of license	✓	0	✓	0	✓	0
Immediate closure of facility	✓	0	✓	0	✓	0
Non-renewal of license	✓	0	✓	0	✓	0
Probation	✓	0	✓	0	✓	0
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine		0		0		0
Criminal fine		0		0		0
Imprisonment		0		0		0
Other enforcement actions:		0		0		0
Data notes: Information on numbers N/A.						
Legal representation for licensii	ng agency:	Agency a	ttorney.			

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for	No, inspection reports
parent and public access	are not on Internet
Data notes:	
Complaints against facilities are included in licensing reports on	N/A
the Internet	
Data notes:	

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LICENSING FEES

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LICENSING FEES CHARGED				
Fees are charged for a license				
Child care centers				Yes
Small family child care homes				Yes
Large/group family child care homes				Yes
Data notes:			•	
Type of Licensing Fee	Child Care Centers	Small Fa Child C Hom	Care	Large/Group Family Child Care Homes
Flat fee for all child care facilities	✓	✓		✓
Fee based on maximum number of children in facility				
Other type of fee: N/A				
Data notes: N/A				
Amount of Licensing Fee	Child Care Centers	Small Fa Child C Hom	Care	Large/Group Family Child Care Homes
Flat fee	\$500	\$10	0	\$250
Fee based on maximum number of children in facility				
Other type of fee:				
Data notes:				

LICENSING STAFF REQUIREMENTS

LICENSING STAFF POSITION

Name of licensing line staff position

Certification program or credential (not college level)

1

Social Caseworker II

STAFF QUALIFICATIONS		
Minimum entry-level qualifications for child care licensing line staff:		
Master's degree		
Bachelor's degree	✓	
Associate's degree		
College-level certification program or credential		
Some college education		

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High school diploma or GED	
Experience working with children in the early care and	
education field	
No required educational qualifications	
Other qualifications:	
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education,	No
child development, or a related field	
Data notes:	
	ork, etc.
Data notes: Content areas or majors accepted: Social service area – social we Experience working in a setting with children required prior to	ork, etc.
Data notes: Content areas or majors accepted: Social service area – social wo	· T

STAFF TRAINING	
Annual training requirements	
Additional training required each year	No
Data notes:	
Amount of required training:	
Topics covered in training:	
Regulatory issues	
State's regulations	
Health and safety issues	
Identifying child abuse and neglect	
State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
Other training topics:	
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	
Local/state conferences	✓
National conferences	
Outside consultants	
College/university	
No sources of training	

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Do not know	
Other training sources:	
Data notes:	

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

QUALITY INITIATIVES

LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES Tiered quality strategy: Lead agency Initiative in same agency as licensing Licensing participates in planning ✓ Licensing not involved State does not have initiative Data notes: Accreditation facilitation project: Lead agency Initiative in same agency as licensing Licensing participates in planning Licensing not involved State does not have initiative Data notes:

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

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- Directors
- Master Teachers
- Teachers
- Assistant Teachers
- Aides

STAFF QUALIFICATIONS FOR DIRECTORS

<u>1</u>

EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS		
State regulates role	Yes	
State requires education and/or experience for role	Yes	
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	4	

 Qualification alternative #1: Hold a Child Development Associate Credential (CDA) for the age level to be served in the center; have successfully completed at least four courses in Early Childhood Education and/or Child Development at the post-secondary level

 Time frame for requirements:

 Preservice
 ✓

 Orientation to role/initial hiring period
 ✓

 During a certain period of time: N/A
 Experience requirements:

 Amount of experience required
 3 years

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Qualification alternative #2: Have successfully completed at least six courses in Early Childhood Education and/or Child Development at the post-secondary level		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	5 years	

Qualification alternative #3: Hold an Associate's Degree in Early Childhood Education or		
Child Development		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	3 years	

Qualification alternative #4: Hold a Bachelor's Degree and have completed at least four		
courses at the post-secondary level in Early Childhood Education and/or Child Development		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	✓
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	√	Bachelor's degree in a related field: 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	
Other state credentials: N/A		Master's degree in a related field: 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		Teaching certificate/license	
education			

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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

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STAFF QUALIFICATIONS FOR MASTER TEACHERS

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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 (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work	4
experience.)	

Qualification alternative #1: Bachelor's degree and have met the course work and experiential requirements defined in the Rhode Island Early Childhood certification standards (24 credits in ECE and 6 credits in student teaching).		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Qualification alternative #2: Bachelor's in Early Childhood Education or Child		
Development		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	3 months	

Qualification alternative #3: Hold a current Rhode Island certificate in Early Childhood		
Education		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

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Qualification alternative #4: Master's degree in Early Childhood Education or Child Development		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	3 months	

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	✓
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential		Bachelor's degree in a related field: 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	
Other state credentials: N/A		Master's degree in a related field: N/A	
Associate's degree		Master's degree in early care and education	√
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	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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

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STAFF QUALIFICATIONS FOR TEACHERS

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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 (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	5

Qualification alternative #1: Three (3) years of supervised experience in a licensed/approved early childhood program or certified family day care home; and have a history of regular participation in an ongoing early childhood staff development program. Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	3 years	

Qualification alternative #2: Hold a high school diploma with a vocational concentration in child care that includes two (2) years of supervised experience in an licensed/approved early childhood program		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	2 years	

Qualification alternative #3: Hold a Child Development Associate credential (CDA)		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

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Qualification alternative #4: Associate's degree in a related field such as child study, child psychology, early childhood special education, elementary education, or nursing		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Qualification alternative #5: Bachelor's in a related field such as child study, child psychology, early childhood special education, elementary education, or nursing Time frame for requirements:		
Time frame for requirements.		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	Bachelor's degree in a related field: child study, child psychology, early childhood special education, elementary education, or nursing	✓
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	
Other state credentials: N/A		Master's degree in a related field: N/A	
Associate's degree		Master's degree in early care and education	
Associate's degree in a related field: child study, child psychology, early childhood special education, elementary education, or nursing		PhD or advanced degree	
Associate's degree in early care and education	✓	Teaching certificate/license	

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State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
Links to system: 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 ASSISTANT TEACHERS

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State regulates role	No
State requires education and/or experience for role	No
Number of qualification alternatives for role (Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)	0

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

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

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STAFF QUALIFICATIONS FOR AIDES

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

Qualification alternative #1: Be working toward a high school diploma or equivalent		
Time frame for requirements:		
Preservice	✓	
Orientation to role/initial hiring period		
During a certain period of time:		
Experience requirements:		
Amount of experience required	N/A	

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

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours	Bachelor's degree		
Credit hours	Bachelor's degree or higher		
Child Development Associate (CDA) credential	Bachelor's degree in a related field: 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		
Other state credentials: N/A	Master's degree in a related field: 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	Teaching certificate/license	
education		

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

Qualifications are linked to the state's early care and education professional development system	No
Links to system: 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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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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Publication of NARA and NCCIC, 2006

LICENSING REGULATIONS

	<u> </u>	
CHILD CARE CENTER REGULATIONS SUMMARY		
	<u> </u>	
Name of regulations: Child Day Care Center Regulations for Lice	ensure	
Date of regulations: 01/01/1993		
State has separate regulations for the following types of care:		
School-age care programs	✓	
Infant and toddler care programs		
Programs for mildly ill children		
Evening/overnight care programs		
Drop-in child care programs		
Other programs: N/A		

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

	<u> </u>	
DEFINITION OF LICENSED CENTERS	^	
State has definition of "child care center" or "day care center"	Yes	
Text of definition: "Child day care center" means any person, firm, corporation, association or agency who, on a regular or irregular basis, receives any child under the age of 16 years, for the purpose of care and/or supervision, not in a home or residence, apart from his parent or guardian for any part of a 24 hour day irrespective of compensation or reward. It shall include child care programs that are offered to employees at the worksite.		
State has definition of "child care facility" or "day care facility"	No	
Text of definition: N/A		
Elements included in state's definition of a licensed child c	are center:	
Minimum number of children		
Minimum age of children		
Maximum age of children	✓	
Services are provided for less than 24 hours or any part of a 24-hour day	√	
Minimum number of hours services are provided		
Maximum number of hours services are provided		
Services are provided on an ongoing/regular basis		
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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	✓
Data notes: N/A	

EXEMPTIONS FROM LICENSING	^
State has defined types of programs that are exempt from	Yes
licensing	
Characteristics of programs that are exempt from licensing	g:
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	√
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
State definition of "relative": 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	
Other programs where parents are on the premises: N/A	
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	
Other exemptions: N/A	
Data notes: N/A	

CENTER STAFF REQUIREMENTS

		<u> </u>
STAFF ROLES		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	Yes	Teacher; Head teacher
Teacher	Yes	Associate teacher; Teacher assistant
Assistant teacher	No	N/A
Aide	Yes	Teacher aide

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AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	N/A	Not specified	Not specified; preservice requirements above HS level
Master teacher	N/A	Not specified	Not specified; preservice requirements above HS level
Teacher	N/A	Not specified	HS diploma or GED required
Assistant teacher	N/A	N/A	N/A
Aide	18	N/A	Attending HS or GED prep courses
Additional requirements: N/A			

OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	N/A	Meet staff requirements; long-term substitutes meet qualifications for position filling
Volunteer	✓	N/A	Meet qualifications for position filling if counted in ratio
Other roles: Driver	✓	N/A	Not specified

HIRING POLICIES		^
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
Non-relative		
Professional acquaintance		
Previous employer		
Type of references required (written, verbal, or both)	N/A	N/A
Additional requirements: N/A	<u>.</u>	-

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STAFF HEALTH REQUIREMENTS	
Center facility records must include health reports on staff	<u>↑</u>
Center staff required to have a physical exam or to provide health statement from a physician	Yes
Required at hiring	√
Required annually or at another time interval	
Required for staff having contact with children	✓
Required for staff having contact with food	
Center staff required to have tuberculosis screening	Yes
Required at hiring	✓
Required annually or at another time interval	
Required for staff having contact with children	✓
Required for staff having contact with food	
Center staff required to provide proof of immunizations	No
Required at hiring	
Required annually or at another time interval	
Required for staff having contact with children	
Required for staff having contact with food	
Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
Additional requirements: N/A	

BACKGROUND CHECKS	^
State requires check of criminal history records for center staff	Yes
State criminal history record check required	✓
Federal criminal history record check required	
Required for all center staff	
Required for center staff having contact with children	✓
Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
Required for volunteers	✓
 Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires check of child abuse and neglect registry for	Yes
center staff	
Required for all center staff	

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Required for center staff having contact with children	✓
Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
Required for volunteers	✓
 Required for staff not working with children (i.e., cook, janitor, bus driver, etc.) 	
State requires checks of fingerprint records for center staff	Yes
State fingerprint record check required	✓
Federal fingerprint record check required	✓
Required for all center staff	
Required for center staff having contact with children	✓
Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
Required for volunteers	✓
Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
Additional requirements: N/A	

ODIENTATION TO ALMING	
ORIENTATION TRAINING	^
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	✓
Orientation training is developed and delivered by the licensing agency	
Required content for orientation training: The orientation shall include a regulations for licensure and the state law governing child abuse and ne center policies and procedures and other information specific to the oper program.	glect, as well as
Additional requirements: N/A	

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HEALTH AND SAFETY TRAINING	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	✓
At least one person for each group of children required to complete first aid training	
Center staff required to complete CPR training	Yes
Current certification in CPR training required	
CPR training must be for the care of infants and/or children	
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	✓
At least one person for each group of children required to complete CPR training	
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	
Prevention of spread of communicable disease/universal precautions	
Administration of medication	
Additional health and safety training: Centers serving infants and toddl least one staff member trained in the use of the Heimlich Maneuver wit available in the center at all times.	

ONGOING TRAINING	<u>↑</u>
Ongoing training required for directors	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	

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Other: N/A	
Ongoing training required for master teachers	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	I
Ongoing training required for teachers	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	
Ongoing training required for aides	Yes
Number of hours required annually	20
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
Other: N/A	
Ongoing training hours required in specific content areas for center directors	Yes
Content of ongoing training hours: Training shall be in areas relevant to children and shall be directed towards transferable skills rather than cenknowledge.	
Ongoing training hours required in specific content areas for	Yes
teaching staff Content of ongoing training hours: Training shall be in areas relevant to	the care of young
children and shall be directed towards transferable skills rather than cen	
knowledge.	nter apacimo
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	

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Training provided by organizations licensed or certified professionally competent in the training topic	
Other: N/A	
Delivery methods accepted/approved for ongoing training hours are specified	Yes
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	✓
Audio-visual materials/videos/reading materials	✓
Conference workshops	✓
Community-based workshops	✓
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
Other: other similar professional activities such as classroom observation, reading relevant books and articles, etc.	

CHILD-STAFF RATIOS AND GROUP SIZE

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	6:1	12
3 years	9:1	18
4 years	10:1	20
5 years	12:1	24
6 years	13:1	Not regulated
7 years	13:1	Not regulated
8–9 years	13:1	Not regulated
10 years and older	13:1	Not regulated

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State permits mixed-age groupings of children Child-staff ratio requirements for mixed-age groups: Programs serving mixed age groupings shall meet the staff-child ratio and group size requirements for the younger age if that younger age group comprises more than 20 percent of the group. Group size requirements for mixed-age groups: Programs serving mixed age groupings shall meet the staff-child ratio and group size requirements for the younger age if that younger age group comprises more than 20 percent of the group. Additional requirements: N/A

ADDITIONAL REQUIREMENTS	^
State has a definition for "group"	No
Text of definition: N/A	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
Conditions: N/A	
Centers allowed legally to exceed required child-staff ratios	✓
Conditions: Exception may be made to the above requirements for periodone hour duration during arrival and/or departure nap time, or special a movies or musical programs.	
Centers allowed legally to exceed required group size	✓
Conditions: Exception may be made to the above requirements for periods not to exceed one hour duration during arrival and/or departure nap time, or special activities such as movies or musical programs.	
State has requirements for the supervision of children based on	No
the size of the center	
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	
Additional requirements: N/A	

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SUPERVISION OF CHILDREN

	<u> </u>
GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	
State has requirements related to supervision and the use of substitutes for staff	✓
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
Additional requirements: Children shall be under the direct supervision of all times. All aspects of the program, including toileting, resting or sleepinglay, etc. shall be supervised by designated staff.	

SUPERVISION OF CHILDREN DURING NAPTIME	<u></u>
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
Infant and toddler	
Preschool	
School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
Requirements: Exception may be made to the ratio requirements for per one hour duration during nap time	riods not to exceed
State has specific group size requirements for naptime	No
Requirements: N/A	

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Additional requirements: Children shall be under the direct supervision of child care staff at all times. All aspects of the program, including resting or sleeping, etc. shall be supervised by designated staff.

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CAR (see also Specialized Care – Evening/Overnight Care)	RE
(See also <u>specialized care – Evening/ Over night care</u>)	<u> </u>
State has requirements for the supervision of children during	No
evening/overnight care	
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for	No
evening/overnight care	
Requirements: N/A	
State has specific group size requirements for	No
evening/overnight care	
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
	<u>T</u>
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor	No
play	
Requirements: N/A	
State has specific group size requirements for outdoor play	No
Requirements: N/A	
Additional requirements: Children shall be under the direct supervision of child care staff at all times. All aspects of the program, including outdoor play, etc. shall be supervised by designated staff.	

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SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES	<u>.</u>	
State has requirements for the supervision of children during large group activities	Yes	
Staff person must be present with children during large group activities		
Staff must be able to see children during large group activities		
Staff must be able to hear children during large group activities		
Center must have written supervision plan for large group activities		
State has specific child-staff ratio requirements for large group activities	Yes	
Requirements: Exception may be made to the ratio requirements for periods not to exceed one hour duration during special activities such as movies or musical programs		
State has specific group size requirements for large group activities	Yes	
Requirements: N/A		
Additional requirements: N/A		

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES	
State has requirements for the supervision of children when swimming or participating in water activities	No
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming	No
and water activities	
Requirements: N/A	
State has specific group size requirements for swimming and water activities	No
Requirements: N/A	
Additional requirements: N/A	

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

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

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CARE OF CHILDREN

1

AGE DEFINITIONS

^

Definition of "infant"

Text of definition: "Infant" is defined as being between 6 weeks and 18 months of age.

Definition of "toddler"

Text of definition: "Toddler" is defined as being between 18 months and 3 years of age.

Definition of "preschool-age"

Text of definition: The minimum age for admission shall be 3 years for centers operating preschool programs. No center shall admit children under 3 years in a preschool program. Definition in Enrollment section of regulations.

Definition of "school-age"

Text of definition: The minimum age for admission shall be 5 years, or enrolled in kindergarten, for centers operating school age programs. A school age program shall not admit children who are under 5 years of age or who have not yet entered kindergarten.

CHILDREN'S HEALTH REQUIREMENTS	Φ.
State requires children to have a physical exam to enroll in a center	Yes
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	~
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	✓
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
Additional requirements: 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	
Additional requirements: N/A	

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

BEHAVIOR GUIDANCE AND DISCIPLINE	1
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
Supervised separation from the group	
 Physical/corporal punishment (Note: ✓ = state allows or it is not prohibited/addressed in regulations) 	

Other forms of discipline allowed: Staff shall serve as a positive role model for the children in care. Staff shall use positive methods in guiding children back on task, shall encourage appropriate behavior, and set clear limits and rules that children can understand. Staff shall match their expectations with the children's developing abilities and capabilities. Staff shall praise the children's accomplishments as well as their attempts at tasks. Staff shall use positive, firm limit setting in situations where a child's safety is at stake. Staff shall assist children by redirecting them from inappropriate actions to activities that are more favorable.

Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
Denial of food/food-related punishment	✓
Derogatory remarks	
Abusive language	✓
Yelling or shouting/screaming	
Physical punishment	✓
Forced napping/no nap/rest-related	
Physical/mechanical restraint	
Locked time-out room, closet, or dark room	

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Punishment for toileting accident/toileting-related punishment	✓
Putting something in child's mouth	
Discipline/punishment by another child	
Other forms of discipline not allowed: N/A	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES	^
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	✓
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	✓
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
Large group activities	✓
Small group activities	✓
Active play	✓
Quiet play	✓
Free play	
Creative expression	
Gross motor activities	✓
Fine motor activities	✓
Other activities: N/A	•

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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	✓	71001710100
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development	✓	
Cultural development	✓	

Other areas of development: The program shall provide a variety of developmentally appropriate activities and materials that are selected to emphasize concrete experiential learning and to achieve the following goals:

- (a) Enhance each child's unique potential for learning;
- (b) Increase each child's use of language and communication skills and support emergent literacy;
- (c) Foster physical and motor development;
- (d) Promote learning through spontaneous and directed play activities;
- (e) Encourage the development of appropriate emotional attitudes and social skills;
- (f) Foster a positive self-image;
- (g) Foster trust relationships with adults;
- (h) Encourage the child's developing sense of autonomy and independence;
- (i) Encourage an interest and curiosity about the world and instill basic concepts and root academic learning;
- (j) Expand the child's capacity for independent thinking, exploration, and problem solving; and

(k) Encourage sound health, safety and nutritional practices.

State has requirements for the specific types of	Yes
equipment/materials a center must have for children	
Books and other literacy materials	✓
Number of books required	
Additional requirements about books: N/A	
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	✓

Other types of equipment required: Materials shall represent a variety of racial, cultural, linguistic, and age attributes.

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Additional requirements: N/A

PARENT INVOLVEMENT	1
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	✓
Additional requirements: N/A	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	✓
Center must have a resource area for parents	
Additional requirements: Daily communication and written log are required infants.	d on care of

SPECIALIZED CARE – INFANT AND TODDLER	•
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
Each infant must have a primary caregiver	✓
State has requirements for staff working with infants and/or toddlers	
Staff requirements: N/A	
State has requirements on program/activities specifically for infants and/or toddlers	√
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	~
State has requirements on reducing the risk of Sudden Infant De (SIDS)	ath Syndrome
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	

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Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
Additional requirements on SIDS prevention: N/A	

SPECIALIZED CARE – SCHOOL-AGE	1
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	✓
State has requirements for staff working with school-age children	✓

Staff requirements:

Director qualifications:

The director shall have experience in administration or professional preparation in a field appropriate for those who work with school age children. A director who also serves as site coordinator shall meet the staff qualifications for site coordinator.

Site coordinator qualifications:

The site coordinator shall be at least 21 years of age and shall meet one of the following:

- Hold a Bachelor's degree in a field relating to education, child development, human services or recreation from an accredited or approved institution of higher education; and have a minimum of 1 year of supervised experience working with school age children in a group setting (field placements and student teaching will be counted toward this requirement); or
- Hold an Associate's degree in a field relating to education, child development, human services or recreation from an accredited or approved institution of higher education; and have a minimum of 2 years of supervised experience working with school age children in a group setting (field placements and student teaching will be counted toward this requirement).

School age staff qualifications:

School age staff shall be at least 18 years of age and shall have had either formal training in child care or at least 1 year of supervised experience working with school age children in a group setting.

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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SPECIALIZED CARE - MILDLY ILL CHILDREN (see also Care of Mildly III Children)	
State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care)	1
State has requirements that specifically address the care of children during evening/overnight hours	No
State has requirements on program/activities specifically for the care of children during evening/overnight hours	
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	
State has requirements for the facility related to the care of children during evening/overnight hours	

SPECIALIZED CARE – DROP-IN CARE	^
State has requirements that specifically address the care of	No
children in drop-in programs	
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	
Additional requirements on drop-in care: N/A	

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FACILITY REQUIRMENTS

	<u> </u>
ENVIRONMENT	1
State has requirements about environmental tests of the facility	Yes
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure and annually
Requires health inspections	Required prior to licensure and annually
Requires building code inspections	Required prior to licensure and annually
Additional requirements: N/A	,

SQUARE FOOTAGE	•
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
Additional requirements: N/A	
Number of square feet of outdoor space per child	75 square feet
Total amount of square feet for area	N/A
Additional requirements: N/A	
Number of square feet per child, based on age of child	
Per infant	45 square feet
Per toddler	45 square feet
Per preschool-age child	35 square feet
Per school-age child	N/A
Additional requirements: N/A	

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CONDITION OF FACILITY AND EQUIPMENT	1
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	1
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	✓
Details on state requirements on surfaces under equipment: Cushioning materials such as mats, wood chips, or sand shall be used under climbers, slides, or swings. If organic cushioning (i.e. sand, wood chips, etc.) is used, it shall be of at least 6 inches in depth.	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, sheer, or crush body tissues	

OUTDOOR SPACE	1
State requires outdoor space is enclosed/has a fence	Yes
Required height for fence: 4 feet	
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	<u>^</u>
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
Time interval for fire drills: at least 15 drills per year	
Additional requirements: N/A	

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

EMERGENCY PREPAREDNESS	1
State has requirements on emergency preparedness	No
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	
Additional requirements: N/A	

SECURITY	<u></u>
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	
Additional requirements: N/A	

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

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Additional requirements: Transportation of children to and/or from any center shall adhere to the state law and the rules and regulations of the Rhode Island Registry of Motor Vehicles. Centers providing transportation shall have written policies regarding the transport of children to and from the center.

LIABILITY INSURANCE	^
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
Amount of insurance required: The center shall maintain appropriate insurance for personnel, children enrolled, transportation services, and physical facilities.	
Professional liability insurance required	No
Amount of insurance required: N/A	
Automobile insurance required	Yes
Amount of insurance required: N/A	
Medical payment insurance required	No
Amount of insurance required: N/A	
Other types of insurance required: N/A	
Additional requirements: N/A	

ADMINISTRATION OF MEDICATION	1
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	√
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication (Note: "Yes" response can include the instructions on a prescription or medicine container)	√
Center must maintain records of medications administered to children	✓
Additional requirements: N/A	

MEDICAL PROCEDURES	1
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
Additional requirements: N/A	-

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CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly III Children)	
State has requirements on the care of mildly ill children	Yes
Centers can admit a child who is mildly ill	✓
Centers can exclude a child who is mildly ill	✓
Additional requirements: In all matters of exclusion and readmission of children for reasons of illness, the decision of the center director, in consultation with a licensed physician, shall apply.	

INCIDENT REPORTING	1
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	
Additional requirements: A written report shall be made to the parent or	n the day that an
injury occurs. A copy of this report shall be placed in the child's record.	The injury, first aid
and parent communication shall be recorded in the center health log.	

ADDITIONAL HEALTH REQUIREMENTS	1
Centers must have a health consultant	✓
Centers must have a first aid kit	✓
Requirements specify items that must be in the first aid kit	
Additional requirements: N/A	

HAND WASHING	<u> </u>
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	~
Center staff must wash their hands after toileting	✓
Center staff must wash their hands after diapering a child	✓
Center staff must wash their hands after toileting a child	
 Center staff must wash their hands before and/or after preparing, serving, or eating food 	√
Center staff must wash their hands after attending to an ill child	
 Center staff must wash their hands after handling, feeding, or cleaning up after animals 	
Other times staff must wash their hands: after wiping a runny nose	

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State has requirements on the location and/or amount of hand washing facilities for staff	√
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
Children must wash their hands after toileting	✓
Children must wash their hands after diapering	
Children must wash their hands before and/or after eating food	✓
Children must wash their hands after handling animals	
Other times children must wash their hands: After wiping or blowing the	eir nose
State has requirements on the location and/or amount of hand washing facilities for children	✓
Additional requirements: N/A	

DIAPERING	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	√
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	✓
A sink must be available exclusively for the diapering area	✓
Diapering sink must not be used for food preparation	✓
Requirements on proximity of sink to diapering area: There shall be a di and an adjacent adult hand washing sink with warm and cold running words of 20 children under the age of 3 years. Diaper changing areas and adult sinks shall be separate and apart from any food preparation area.	ater for each group
Additional requirements: N/A	

SMOKING POLICIES	^
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
Additional requirements: Smoking shall not be permitted in the center f	facility.

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HAZARDOUS MATERIALS	1
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
Additional requirements: N/A	

FIREARMS	1
State has requirements about the presence of firearms in the	No
facility	
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	
Additional requirements: N/A	

ANIMALS IN FACILITY	1
State has requirements about animals in the facility	Yes
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	√
Centers must notify parents of the presence of animals	
Additional requirements: N/A	

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