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Data Profile for State Licensing Programs and Policies

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

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

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

STATE LICENSING AGENCY

⬆

LICENSING AGENCY CONTACT INFORMATION		
Agency name: South Dakota Department of Social Services		
Address: Division of Child Care Services		
700 Governors Drive		
City: Pierre	**State:** SD	**Zip:** 57501
Phone: 605-773-4766	**Toll Free:** 800-227-3020	
Fax: 605-773-7294	**E-mail:** CCS@state.sd.us	
Web site: http://dss.sd.gov/childcare/licensing/		

NUMBER OF LICENSED FACILITIES

⬆

NUMBER OF LICENSED FACILITIES	
Child care centers	298
Small family child care homes	0
Large/group family child care homes	92
Other types of licensed facilities:	0
Total number of licensed facilities	**390**
Data notes: The state also has voluntarily registered family day care homes. There were 899 in 2005.	

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LICENSED CAPACITY	
Child care centers	23,698
Small family child care homes	0
Large/group family child care homes	1,795
Other types of licensed facilities:	0
Total licensed capacity	**25,493**
Data notes: N/A	

LICENSING STAFF

↑

LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	
Other type of assignment: The 10 child care services FTE conduct initial and annual visits, plus all complaint visits, for all types of regulated programs. We also contract with the Department of Public Safety for 1.5 FTE to conduct the annual health and fire and life safety inspections of licensed programs. (These 1.5 FTE also conduct inspections for six other state agencies.)	✓
Data notes:	

NUMBER OF LICENSING STAFF

↑

NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	**12**
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	**33:1**
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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

TYPES OF INSPECTIONS

Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓		✓
• Announced	✓		✓
• Unannounced			
Data notes:			
License renewal	✓		✓
• Announced			
• Unannounced			
Data notes: All licenses are non-expiring but an on-site renewal visit is still completed at least once annually to assure compliance with regulations.			
Routine compliance	✓		✓
• Announced			
• Unannounced	✓		✓
Data notes:			

FREQUENCY OF INSPECTIONS

FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	**Frequency of Inspection Visits**
Child care centers	Once a year
Small family child care homes	Not licensed
Large/group family child care homes	Once a year
Other frequency of inspection:	
Data notes: Voluntarily registered FCC homes are inspected once every 2 years.	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
FCC = Family child care	N/A = Not Applicable/Not Addressed

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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	Not licensed
Large/group family child care homes	Non-expiring license
Other length of license:	
Data notes: Voluntarily registered providers receive a certificate of registration that is valid for 2 years.	

INSPECTIONS AND MONITORING

⬆

FULL COMPLIANCE REVIEW	
Type of Facility	**Frequency of Full Compliance Review**
Child care centers	Once a year
Small family child care homes	Not licensed
Large/group family child care homes	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 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:

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 CONSULTATION	
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes
Data notes:	

Means of providing technical assistance/consultation	**Child Care Centers**	**Small Family Child Care Homes**	**Large/Group Family Child Care Homes**
During all inspection visits	✓		✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓		✓
As needed by licensee	✓		✓
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: Referrals are made to the Early Childhood Enrichment (ECE) programs (South Dakota's CCR&R (system) or other agencies when the technical assistance becomes specific to these agencies' expertise. Licensing staff can certainly provide assistance in terms of best practices or different techniques or methods to use in the programs. If the situation becomes more involved, such as working on a specific situation with a child, staff, and/or family, then the licensing staff taps the ECEs or other agencies for more in-depth assistance.	

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: No	
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	No
Large/group family child care homes	Yes
Data notes: CCS staff, though not licensed, make complaint visits to voluntarily registered family child care homes, too.	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	No
Large/group family child care homes	Yes

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State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	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	No
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	140	179	44	363
Number of substantiated licensing complaints	0	0	0	0

Data notes: Our tracking system tracks the number of complaints received, but not how many were substantiated. Each provider file tracks information from each complaint, how it was handled, and the outcome.

Nature of licensing complaints:
1. Inappropriate discipline
2. Lack of supervision
3. Too many children in care
4. Sanitation issues/dirty home

CHILD ABUSE AND NEGLECT

Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes	
Licensing agency	✔
Protective services	✔
Specialized unit for child abuse and neglect	
Other agency:	

Data notes: Licensing agency – Department of Social Services, Division of Child Care Services; Protective Services – Department of Social Services, Division of Child Protection Services

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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	13	0	7	20
Number of substantiated child abuse and neglect complaints	0	0	0	0
Data notes: Our system does not track whether the complaint was substantiated. This is handled within each provider file on an individual basis.				

ENFORCEMENT ACTIONS

USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	0		0	✓	1
Denial of license	✓	0		0	✓	0
Immediate closure of facility	✓	0		0	✓	1
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: The number of conditional licenses for centers and large FCC homes is unknown.						
Legal representation for licensing agency: The Department of Social Services has a legal department that can represent CCS staff in an administrative hearing.						

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ACCESS TO LICENSING INFORMATION

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

LICENSING FEES

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

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LICENSING STAFF REQUIREMENTS

LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Social Worker

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

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

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State's licensing policies and procedures	
Fire safety	
Early childhood education/child development	
Adult development	
Business administration/management	
Supervision	
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	
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:	

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QUALITY INITIATIVES

⬆

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

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS

⬆

EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS	
State regulates role	**Yes**
State requires education and/or experience for role	**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	

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

EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS	
State regulates role	No
State requires education and/or experience for role	No
Number of qualification alternatives for role *(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)*	O

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 development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR TEACHERS

⬆

EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	**Yes**
State requires education and/or experience for role	**No**
Number of qualification alternatives for role *(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 development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS

⬆

EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	No
Number of qualification alternatives for role *(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 development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES

⬆

EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES	
State regulates role	**No**
State requires education and/or experience for role	**No**
Number of qualification alternatives for role *(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 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**	• **Background Checks**
• **Age and High School Diploma Requirements**	• **Orientation Training**
• **Other Roles in Regulations**	• **Health and Safety Training**
• **Hiring Policies**	• **Ongoing Training**
• **Staff Health Requirements**	

CHILD-STAFF RATIOS AND GROUP SIZE
• **Child-Staff Ratios and Group Size By Age of Children**
• **Mixed-Age Groups**
• **Additional Requirements**

Key:
✓ = Yes   NARA = National Association for Regulatory Administration
⬆ = Click to go back to top   NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed   NRC = National Resource Center for Health and Safety in Child Care and Early Education

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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 Ill 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 Ill Children**
- **Incident Reporting**
- **Additional Health Requirements**
- **Hand Washing**
- **Diapering**
- **Smoking Policies**
- **Hazardous Materials**
- **Firearms**
- **Animals in Facility**

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LICENSING REGULATIONS

⬆

CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Chapter 67:42:10 - Day Care Centers	
Date of regulations: 09/29/2004	
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

⬆

DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	**Yes**
Text of definition: A "day care center" is a facility for the care and supervision of 21 or more children on a regular basis for part of a day as a supplement to regular parental care.	
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 care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	✓
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	✓
Services are provided on a scheduled basis	
Services are provided before or after school hours	

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Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	
Data notes: N/A	

EXEMPTIONS FROM LICENSING	
	⬆
State has defined types of programs that are exempt from licensing	**Yes**
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	20 or fewer
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
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	
Program is instructional classes for children	
Services are provided by a religious organization	

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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

⬆

STAFF ROLES		
Role	**Role Included in Regulations**	**State's Role Name**
Director	Yes	Executive director or proprietor and assistant director
Master teacher	No	N/A
Teacher	Yes	Child care worker
Assistant teacher	Yes	Secondary child care worker
Aide	No	N/A

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AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS

Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	18	N/A	Not required
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	Not required
Assistant teacher	14	N/A	Not required
Aide	N/A	N/A	N/A

Additional requirements: State has role: "Individual responsible for program planning and staff supervision" Not a teaching role, but not director either. Must be 18. HS diploma or GED are not specified, but preservice requirements are above HS level

OTHER ROLES IN REGULATIONS

Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute		N/A	N/A
Volunteer	✓	N/A	Meet requirements of position filling
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)		

Additional requirements: N/A

STAFF HEALTH REQUIREMENTS

Center facility records must include health reports on staff	✓
Center staff required to have a physical exam or to provide health statement from a physician	**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	**No**
• State criminal history record check required	
• Federal criminal history record check required	
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	**Yes**
• Required for all center staff	✔
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	**No**
• 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	

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 plan must provide for staff orientation in at least the following areas: (1) Planning developmentally appropriate activities for children; (2) Supervision and guidance techniques; (3) Hand washing and sanitation techniques to reduce the spread of disease and infection; (4) Meeting the nutritional needs of children; (5) Meeting the special health care needs of children; (6) Emergency response procedures; (7) Reporting suspected cases of child abuse and neglect; (8) Facility policies; and (9) Regulations governing center operations.	
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: Training required during first year of employment: detecting and reporting of child abuse and neglect; program health and safety	

ONGOING TRAINING	
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	**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 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	**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 aides	**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 hours required in specific content areas for center directors	**Yes**
Content of ongoing training hours: During the first year of employment, each staff person must obtain training in the following areas: (1) Basic first aid. This must occur during the first year of licensure; (2) Child growth and development; (3) Learning environments; (4) Guidance and behavior management; (5) Communication and relations with staff; (6) Detecting and reporting of child abuse and neglect; (7) Food handling techniques; (8) The identification and prevention of communicable diseases; (9) Cultural diversity; (10) Program health and safety; (11) Nutrition for children; (12) Age-appropriate activities and planning; (13) Professionalism;	

(14) Partnerships with parents; (15) Inclusion of all children; and (16) Program management and regulation. After the first year of an individual's employment at the center, the center shall provide training in the subject areas most needed for professional development of staff and effective center operation.	
Ongoing training hours required in specific content areas for teaching staff	**Yes**
Content of ongoing training hours: During the first year of employment, each staff person must obtain training in the following areas: (1) Basic first aid. This must occur during the first year of licensure; (2) Child growth and development; (3) Learning environments; (4) Guidance and behavior management; (5) Communication and relations with staff; (6) Detecting and reporting of child abuse and neglect; (7) Food handling techniques; (8) The identification and prevention of communicable diseases; (9) Cultural diversity; (10) Program health and safety; (11) Nutrition for children; (12) Age-appropriate activities and planning; (13) Professionalism; (14) Partnerships with parents; (15) Inclusion of all children; and (16) Program management and regulation. After the first year of an individual's employment at the center, the center shall provide training in the subject areas most needed for professional development of staff and effective center operation.	
Types of training accepted/approved for ongoing training hours are specified	**No**
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
Other: N/A	
Delivery methods accepted/approved for ongoing training hours are specified	**No**
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	

Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
Other: N/A	

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	5:1	20
9 months	5:1	20
18 months	5:1	20
27 months	5:1	20
3 years	10:1	20
4 years	10:1	20
5 years	10:1	20
6 years	15:1	20
7 years	15:1	20
8–9 years	15:1	20
10 years and older	15:1	20
Additional requirements: N/A		

MIXED-AGE GROUPS	
State permits mixed-age groupings of children	**Yes**
Child-staff ratio requirements for mixed-age groups: The staff-child ratio of mixed-age groups must meet the requirements of the age grouping that comprises the majority of the children except when children under 3 years of age are present. When 3 or more children under the age of 3 years are present in the mixed-age group, the staff-child ratio for children under 3 years of age must be maintained.	
Group size requirements for mixed-age groups: N/A	
Additional requirements: N/A	

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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: N/A	
Centers allowed legally to exceed required group size	
Conditions: N/A	
State has requirements for the supervision of children based on the size of the center	**No**
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
Additional requirements: N/A	

SUPERVISION OF CHILDREN

GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	**No**
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	✔
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
Additional requirements: N/A	

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SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	**No**
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	**No**
Requirements: N/A	
State has specific group size requirements for naptime	**No**
Requirements: N/A	
Additional requirements: N/A	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also **Specialized Care – Evening/Overnight Care**)	
State has requirements for the supervision of children during evening/overnight care	**Yes**
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	Awake at all times
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	**Yes**
Requirements: Required staff-child ratio must be maintained during all hours of operation.	
State has specific group size requirements for evening/overnight care	**Yes**
Requirements: The number of children during overlapping shift periods may not exceed the maximum licensed capacity of the center.	
Additional requirements: Staff supervising sleeping children must be on the same floor as the sleeping children.	

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SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
State has requirements for the supervision of children during outdoor play	No
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
Requirements: N/A	
State has specific group size requirements for outdoor play	No
Requirements: N/A	
Additional requirements: N/A	

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

Publication of NARA and NCCIC, 2006

Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	**No**
Requirements: N/A	
State has specific group size requirements for swimming and water activities	**No**
Requirements: N/A	
Additional requirements: N/A	

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	**No**
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	

Key:	
✓ = Yes	NARA = National Association for Regulatory Administration
⬆ = Click to go back to top	NCCIC = National Child Care Information and Technical Assistance Center
N/A = Not Applicable/Not Addressed	NRC = National Resource Center for Health and Safety in Child Care and Early Education

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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	

CARE OF CHILDREN

⬆

AGE DEFINITIONS

⬆

Definition of "infant"	
Text of definition: N/A	
Definition of "toddler"	
Text of definition: N/A	
Definition of "preschool-age"	
Text of definition: N/A	
Definition of "school-age"	
Text of definition: N/A	

CHILDREN'S HEALTH REQUIREMENTS

⬆

State requires children to have a physical exam to enroll in a center	**No**
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	**Yes**
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✔
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✔
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	

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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	

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

BEHAVIOR GUIDANCE AND DISCIPLINE ⬆	
State has requirements regarding behavior guidance and/or disciplining children	**Yes**
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	**Yes**
• Supervised separation from the group	
• Physical/corporal punishment *(Note: ✔ = state allows or it is not prohibited/addressed in regulations)*	
Other forms of discipline allowed: Discipline techniques used shall offer clear-cut limits with positive guidance and direction to help a child to develop self-control and respect for the rights of others. Discipline techniques must be appropriate to the child's age and developmental level.	
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	✔

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• 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	✔
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	✔	
Emotional development	✔	
Cognitive/intellectual development	✔	
Physical development	✔	
Language/literacy development	✔	
Cultural development		
Other areas of development: N/A		
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		
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: N/A		
Additional requirements: N/A		

PARENT INVOLVEMENT	
	⬆
State has requirements regarding parent involvement	**No**
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	

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State has requirements about the center's communication with parents	No
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: N/A	

SPECIALIZED CARE – INFANT AND TODDLER ⬆	
State has requirements that specifically address the care of infants and/or toddlers	**No**
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 Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
Additional requirements on SIDS prevention: N/A	

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

Staff requirements:

Center operator:
The center operator must be at least 18 years old and have three years of education or experience or a combination of three years of education and experience relating to the operation or management of a child care business. If the operator is also responsible for

planning center activities, the operator must also meet the requirements for the Supervisor.

Supervisor:
The supervisor must be at least 18 years old and have demonstrated to the hiring authority maturity of judgment, appropriate and effective communication skills, and the skill to appropriately supervise and direct children in an unstructured setting, and meet one of the following requirements:
(1) Have a bachelor's degree in the field of education or human development;
(2) Have a valid Child Development Associate (CDA) credential and one year of verifiable experience caring for and supervising four or more school-aged children;
(3) Have two years of college coursework in the field of education with emphasis in the areas of preparing and implementing lesson plans, human growth and development, behavior management, interpersonal communication, art education, music education, physical education, and recreation and one year of verifiable experience caring for and supervising four or more school-aged children; or
(4) Have four years of verifiable experience in the care and supervision of four or more school-aged children in a child care setting, which children were not related to the individual providing care.

Site coordinator:
The site coordinator works under the direction of the supervisor or operator and is responsible for implementing center plans and providing direct guidance to and supervision of the site assistants and the children in care. The site coordinator must be on site during the hours the site is open. The site coordinator must meet the following requirements:
(1) Be at least 18 years of age;
(2) Have a high school diploma or equivalent;
(3) Complete annual training in basic first aid; and
(4) Complete annual training and maintain current certification in cardiopulmonary resuscitation (CPR).

Site assistant:
A site assistant works under the direction and supervision of the operator, supervisor, or site coordinator and provides direct guidance to and supervision of the children in care. If the site serves children who are 12 years of age and older, a site assistant must be at least 16 years old. If services are limited to children under age 12, a site assistant must be at least 14 years old. A site assistant may be included in the staff-child ratio if the site assistant is at least 16 years old. Site assistants who are under the age of 18 may not be left alone with children in care and must receive direct and constant supervision from the operator, supervisor, or site coordinator.

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 Ill Children) ⬆	
State has requirements that specifically address the care of children who are mildly ill	**Yes**
State has requirements on the supervision of mildly ill children	
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

SPECIALIZED CARE — EVENING/OVERNIGHT CARE (see also Supervision of Children During Evening/Overnight Care) ⬆	
State has requirements that specifically address the care of children during evening/overnight hours	**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 children in drop-in programs	**No**
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
Additional requirements on drop-in care: N/A	

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FACILITY REQUIRMENTS

ENVIRONMENT	
State has requirements about environmental tests of the facility	**No**
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	**Yes**
Requires fire inspections	Prior to licensure and annually
Requires health inspections	Prior to licensure and annually
Requires building code inspections	
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	**50 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	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
Additional requirements: N/A	

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

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outdoor equipment	
State has requirements for child care centers on the condition of materials and toys for children	

SAFETY OF FACILITY AND EQUIPMENT	
State has requirements on the safety of indoor equipment	
State has requirements on the safety of outdoor equipment	
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	
Details on state requirements on surfaces under equipment: N/A	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, sheer, or crush body tissues	

OUTDOOR SPACE	
State requires outdoor space is enclosed/has a fence	**No**
Required height for fence: N/A	
State has requirements on swimming pools	
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

FIRE SAFETY	
State has requirements on fire safety in child care centers	**Yes**
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
Time interval for fire drills: at least four times a year	
Additional requirements: N/A	

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	

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

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

TRANSPORTATION (see also **Supervision of Children Transported in Vehicles**)	
State has requirements on transporting children in vehicles	**No**
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	
Additional requirements: N/A	

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LIABILITY INSURANCE	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
Amount of insurance required: N/A	
Professional liability insurance required	No
Amount of insurance required: N/A	
Automobile insurance required	Yes
Amount of insurance required: Each vehicle used for transporting clients shall have liability insurance that covers the clients being transported.	
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	
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	
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 Ill Children) ⬆	
State has requirements on the care of mildly ill children	**Yes**
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	
Additional requirements: The center must notify the Department of Health if any child in the day care center contracts a communicable disease. The center must follow the Department of Health's recommendations for addressing a situation involving a communicable disease.	

INCIDENT REPORTING ⬆	
Centers must report to the licensing agency all serious injuries that occur to children in the program	
Centers must keep a record of all serious injuries that occur to children in the program	
Centers must report to the licensing agency all deaths that occur to children in the program	
Additional requirements: N/A	

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

HAND WASHING ⬆	
State has requirements on hand washing for staff	**Yes**
State has requirements for centers that specify when staff must wash their hands	
• Center staff must wash their hands after toileting	
• Center staff must wash their hands after diapering a child	
• Center staff must wash their hands after toileting a child	
• Center staff must wash their hands before and/or after preparing, serving, or eating food	
• Center staff must wash their hands after attending to an ill child	
• Center staff must wash their hands after handling, feeding, or cleaning up after animals	
Other times staff must wash their hands: N/A	
State has requirements on the location and/or amount of hand washing facilities for staff	

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State has requirements on hand washing for children	No
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: N/A	
State has requirements on the location and/or amount of hand washing facilities for children	
Additional requirements: The center must have and implement a written plan for orientation training. The plan must provide for staff orientation in hand washing and sanitation techniques to reduce the spread of disease and infection.	

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: A hand lavatory is required near the diaper changing area and must be separate from that used in the food preparation area.	
Additional requirements: N/A	

SMOKING POLICIES	
⬆	
State has requirements about smoking in centers	**No**
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: N/A	

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HAZARDOUS MATERIALS	
State has requirements about the accessibility of hazardous supplies/materials	No
Hazardous supplies/materials must be kept out of the reach of children	
Additional requirements: N/A	

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

ANIMALS IN FACILITY	
State has requirements about animals in the facility	No
Animals are allowed in child care centers	
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	
Centers must notify parents of the presence of animals	
Additional requirements: N/A	