

2005 Child Care Licensing Study Tennessee

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: Tennessee Department of Human Services		
Address: Child Care, Adult & Community Programs		
Citizens Plaza Building, 14th Floor		
400 Deaderick Street		
City: Nashville	State: TN	Zip: 37248-9800
Phone: 615-313-6693	Toll Free:	
Fax: 615-532-9956	E-mail:	
Web site: http://www.tennessee.gov/humanserv/adfam/cc_main.htm		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	2,304
Small family child care homes	805
Large/group family child care homes	663
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	3,772
Data notes:	

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2005 Child Care Licensing Study Tennessee

LICENSED CAPACITY	
Child care centers	185,914
Small family child care homes	5,633
Large/group family child care homes	8,853
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	200,400
Data notes: N/A	

LICENSING STAFF



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

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	149
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	25:1
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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2005 Child Care Licensing Study Tennessee

NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	16
Data notes:	

TYPES OF INSPECTIONS



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

FREQUENCY OF INSPECTIONS



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

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FREQUENCY OF LICENSING



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

INSPECTIONS AND MONITORING



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

ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described: At all unannounced monitoring visits (4–6 times per year)</i>	
Small family child care homes	Yes
<i>Use of form described: At all unannounced monitoring visits (4–6 times per year)</i>	
Large/group family child care homes	Yes
<i>Use of form described: At all unannounced monitoring visits (4–6 times per year)</i>	
Data notes:	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	

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2005 Child Care Licensing Study Tennessee

DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	Yes
<p><i>System of assessing compliance and differential monitoring:</i> All agencies receive a minimum of one announced evaluation visit per year. The minimum number of unannounced regulatory visits (UAV) is determined according to the report card evaluation program "star status" as follows: new agencies and agencies eligible for no stars, six UAVs per licensing year; agencies eligible for one star, five UAVs per licensing year; agencies eligible for two stars, four UAVs per licensing year; agencies eligible for three stars, three UAVs per licensing year. For agencies with two or fewer stars, at least one UAV must be made every 3-month quarter of the licensing year. For example, a two-star agency with a license effective date of January 1, 2004, through December 31, 2004, must receive at least 1 UAV in each of the periods January–March, April–June, July–September, and October–December. For agencies with three stars, at least one UAV visit must be made every 4-month period of the licensing year (every January–April, May–August, and September–December). The high-risk areas of Supervision, Criminal Background Checks, and Transportation must be checked at every visit to an agency. By the end of the licensing year, every rule category must have been monitored, even if additional visits above the minimum will be required to do so.</p>	
Small family child care homes	Yes
<p><i>System of assessing compliance and differential monitoring:</i> All agencies receive a minimum of one announced evaluation visit per year. The minimum number of unannounced regulatory visits (UAV) is determined according to the report card evaluation program "star status" as follows: new agencies and agencies eligible for no stars, six UAVs per licensing year; agencies eligible for one star, five UAVs per licensing year; agencies eligible for two stars, four UAVs per licensing year; agencies eligible for three stars, three UAVs per licensing year. For agencies with two or fewer stars, at least one UAV must be made every 3-month quarter of the licensing year. For example, a two-star agency with a license effective date of January 1, 2004, through December 31, 2004, must receive at least 1 UAV in each of the periods January–March, April–June, July–September, and October–December. For agencies with three stars, at least one UAV visit must be made every 4-month period of the licensing year (every January–April, May–August, and September–December). The high-risk areas of Supervision, Criminal Background Checks, and Transportation must be checked at every visit to an agency. By the end of the licensing year, every rule category must have been monitored, even if additional visits above the minimum will be required to do so.</p>	

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Large/group family child care homes	Yes
<p><i>System of assessing compliance and differential monitoring:</i> All agencies receive a minimum of one announced evaluation visit per year. The minimum number of unannounced regulatory visits (UAV) is determined according to the report card evaluation program "star status" as follows: new agencies and agencies eligible for no stars, six UAVs per licensing year; agencies eligible for one star, five UAVs per licensing year; agencies eligible for two stars, four UAVs per licensing year; agencies eligible for three stars, three UAVs per licensing year. For agencies with two or fewer stars, at least one UAV must be made every 3-month quarter of the licensing year. For example, a two-star agency with a license effective date of January 1, 2004, through December 31, 2004, must receive at least 1 UAV in each of the periods January–March, April–June, July–September, and October–December. For agencies with three stars, at least one UAV visit must be made every 4-month period of the licensing year (every January–April, May–August, and September–December). The high-risk areas of Supervision, Criminal Background Checks, and Transportation must be checked at every visit to an agency. By the end of the licensing year, every rule category must have been monitored, even if additional visits above the minimum will be required to do so.</p>	
Data notes:	

TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	Yes		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	✓
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone			
As needed by licensee			
<i>Other:</i>			
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	✓
<p><i>Agencies, organizations, or individuals used for technical assistance referrals:</i> Eleven Child Care Resource & Referral Centers (CCR&RCs) provide technical assistance, consultation, materials, and resources on developmentally appropriate practices and on health-related issues and practices, and help providers to include children with disabilities in their programs. CCR&RCs provide onsite consultation to providers to assist them in solving child care, health, and inclusion issues. In addition, CCR&RCs identify training needs of providers and provide information on existing training opportunities or arrange for training when none exists. We also refer providers to community-based organizations such as TAEYC, etc.</p>	

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:	
<p><i>Other tools used for inspections and monitoring:</i> We are re-engineering our data management system. In addition to general improvements, we are clearing the way for use of mobile technology in the future.</p>	Yes

COMPLAINT INVESTIGATIONS



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

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State has separate staff who only work on complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
State uses other complaint investigation staff	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
<i>Other complaint investigation staff described:</i> Sometimes we use teams to investigate complaints that include a combination of the above categories.	
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: Number of complaints filed: 2,494 – not able to break down by licensing type. Number of substantiated complaints: 759 – not able to break down by licensing type.				
<i>Nature of licensing complaints:</i>				
1) Other.				
2) Inadequate supervision/staff.				
3) Transportation violations.				
4) Unsuitability of caregiver – could include criminal background issues, CPS history, or general character issues.				

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

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2005 Child Care Licensing Study Tennessee

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: N/A				

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	✓	2		0		0
Denial of license	✓	2	✓	1	✓	1
Immediate closure of facility	✓	3		0	✓	1
Non-renewal of license		0		0		0
Probation	✓	34	✓	1	✓	10
Conditional license		0		0		0
Consent agreement		0		0		0
Civil fine	✓	27	✓	5	✓	8
Criminal fine		0		0		0
Imprisonment		0		0		0

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2005 Child Care Licensing Study Tennessee

<i>Other enforcement actions:</i> Safety plans – These require that certain conditions be in place to protect children in response to specific violations or circumstances. For example, in a home setting a plan may restrict another family member from being in the child care space during the hours of operation if that person has a history that prevents them from having access to children.	✓	61	✓	11	✓	23
Data notes:						
<i>Legal representation for licensing agency:</i> Private counsel secured by agency.						

ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, but state is planning to put inspection reports on Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED	
Fees are charged for a license	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	Yes
Data notes:	

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Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities		✓	✓
Fee based on maximum number of children in facility	✓		
<i>Other type of fee: N/A</i>			
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee		Annual fee \$100, biennial fee \$150, triennial fee \$175	Annual fee \$125, biennial fee \$175, triennial fee \$200
Fee based on maximum number of children in facility	Less than 100 children: annual fee \$200, biennial fee \$250, triennial fee \$300; 100–250: annual fee \$400, biennial fee \$450, triennial fee \$500; more than 250: annual fee \$500, biennial fee \$550, triennial fee \$600		
<i>Other type of fee:</i>			
Data notes:			

LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Program Evaluator

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

STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> Amount set by department policy.	
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	

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<i>Other training topics:</i> Not specific. Set by department policy. Could include all of the above.	✓
Data notes:	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	✓
Local/state conferences	✓
National conferences	✓
Outside consultants	✓
College/university	✓
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

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

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:	

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

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

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

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

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

Qualification alternative #1: Tennessee Early Childhood Training Alliance (TECTA) certificate for completing thirty (30) clock hours of orientation training; and four hours of approved training in interviewing and evaluating caregivers for service in an agency and in working effectively with parents

Time frame for requirements:

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

Experience requirements:

Amount of experience required	N/A
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Qualification alternative #2: Training approved by the Department; four hours of approved training in interviewing and evaluating caregivers for service in an agency and in working effectively with parents	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4 years

Qualification alternative #3: Sixty (60) semester hours of college training with at least thirty (30) hours in business or management, child or youth development, early childhood education or a related field; and four (4) hours of approved training in interviewing and evaluating caregivers for service in an agency and in working effectively with parents	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #4: Graduated from an accredited four-year college; four (4) hours of approved training in interviewing and evaluating caregivers for service in an agency and in working effectively with parents	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

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

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<ul style="list-style-type: none"> <i>Other state credentials:</i> Tennessee Early Childhood Training Alliance (TECTA) certificate 	✓	<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

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

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

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



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

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

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

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2005 Child Care Licensing Study Tennessee

STAFF QUALIFICATIONS FOR TEACHERS



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

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

Qualification alternative #2: Diploma from a state area vocational school	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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

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2005 Child Care Licensing Study Tennessee

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

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

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

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



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

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

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

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STAFF QUALIFICATIONS FOR AIDES



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

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

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

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
- [Specialized Care – Drop-In Care](#)

FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
- [Condition of Facility and Equipment](#)
- [Safety of Facility And Equipment](#)
- [Outdoor Space](#)
- [Fire Safety](#)
- [General Emergency Plans](#)
- [Emergency Preparedness](#)
- [Security](#)
- [Transportation](#)
- [Liability Insurance](#)
- [Administration of Medication](#)
- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
Name of regulations: Chapter 1240-4-3 Licensure Rules for Child Care Centers Serving Pre-School Children	
Date of regulations: 01/01/2005	
State has separate regulations for the following types of care:	
School-age care programs	✓
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	



DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center" is defined as any place or facility operated by any entity or person which provides child care for 13 or more children.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	✓
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	
Services are provided on a scheduled basis	

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

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	12 or fewer
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	✓
Program is a day camp (summer, seasonal, etc.)	✓
Services are for school-age children	
Program is a recreation program	✓
Program is instructional classes for children	

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Services are provided by a religious organization	✓
Services are provided during religious services	✓
Program offers religious instruction	
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	
<i>Other programs where parents are on the premises: "Casual care" operations consisting of places or facilities operated by any person or entity that provides child care, at the same time, for a minimum of 5 children, but less than 15 children, who are not related to the primary caregiver, during short periods of time that do not exceed 10 hours per week or 6 hours per day for any individual child while the parents or other custodians of the children are engaged in short-term activities, not including employment of the parent or other custodian of the child.</i>	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	✓
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i>	
<ul style="list-style-type: none"> • Entities or persons licensed or otherwise regulated by other agencies of the state or federal government providing health, psychiatric or psychological care or treatment or mental health care or counseling for children while the entity or person is engaged in such licensed or regulated activity. • Private or parochial kindergartens for five-year-old children if such kindergartens operate on the public school kindergarten schedule. • Child care centers operated by church-related schools subject to regulation by the department of education. • Educational programs that meet the following criteria: <ul style="list-style-type: none"> (A) That the sole or primary purpose of the program is: <ul style="list-style-type: none"> (i) To prepare children for advancement to the next educational level through a prescribed course of study or curriculum that is not typically available in a department-regulated child care setting; (ii) To provide specialized tutoring services to assist children with the passage of mandatory educational proficiency examinations; or 	

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2005 Child Care Licensing Study Tennessee

<p>(iii) To provide education-only services to special needs children; and (B) That the program time scheduled to be dedicated to the educational activity is reasonably age appropriate for the type of activity and the ages served.</p> <ul style="list-style-type: none"> • "Parents' Day Out" or similar programs carried on by churches or church organizations that provide custodial care and services for children of less than school age for not more than 2 days in each calendar week for not more than 6 hours each day.
Data notes: N/A

CENTER STAFF REQUIREMENTS

STAFF ROLES ↑		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director
Master teacher	No	N/A
Teacher	Yes	Caregiver (at least one per group)
Assistant teacher	No	N/A
Aide	No	N/A

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS ↑			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	N/A	Not specified	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	18	N/A	HS diploma or GED required
Assistant teacher	N/A	N/A	N/A
Aide	N/A	N/A	N/A

Additional requirements: When 16 and 17 year old vocational child care students are counted in the adult:child ratio, they shall be supervised by an adult.

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

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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)	Both written and verbal	Both written and verbal
<i>Additional requirements: N/A</i>		

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	Yes
Center staff required to provide proof of suitability to provide care to children	✓
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: Every staff person, including volunteers, practicum students, and substitutes, shall be physically, mentally, and emotionally capable of performing his/her duties satisfactorily. A statement of mental or emotional health shall be obtained from a psychiatrist or clinical psychologist when deemed necessary by the Department.</i>	

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

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ORIENTATION TRAINING ↑	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	✓
License applicant required to complete orientation training during the application process	✓
Licensee required to complete orientation training	✓
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	✓
<i>Required content for orientation training:</i> Prior to assuming duties, each new employee shall receive orientation instruction which includes program philosophy, job description, personnel policies, emergency procedures, discipline policies, and policies for receiving and dismissing children. Within the first two weeks on the job, each employee shall receive instruction in child abuse detection, reporting, and prevention, in parent-center communication, disease control and health promotion, an overview of licensing requirements, and information on risks (e.g., infection, stress, and cytomegalovirus [CMV] infection) to female employees of childbearing age.	
<i>Additional requirements:</i> N/A	

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

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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	
<p><i>Additional health and safety training:</i> Required in orientation: child abuse detection, reporting, and prevention; information on risks (e.g., infection, stress, and cytomegalovirus [CMV] infection) to female employees of childbearing age.</p> <p>Prior to assuming their duties, all persons responsible, or who may in the course of their duties become responsible, at any time, for transporting children (including drivers and monitors) shall complete Department of Human Services-recognized pre-service transportation training.</p>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	18
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	12
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: 18 hours or one course in first year</i>	

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Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	Yes
<i>Content of ongoing training hours:</i> At least 6 hours shall be in administration, management or supervisory training. After the first year, no more than 2 hours for required training, such as CPR or Child and Adult Care Food Program shall be included. Up to 4 hours credit may be earned by conducting training.	
Ongoing training hours required in specific content areas for teaching staff	Yes
<i>Content of ongoing training hours:</i> child development, early childhood education, health/safety or other related field	
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	
<i>Other: N/A</i>	
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	✓

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<i>Other:</i> Six hours of the required annual training shall be obtained by training conducted by persons who are not directors or employees of the child care agency.	
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CHILD-STAFF RATIOS AND GROUP SIZE

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN ↑		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	4:1	8
9 months	4:1	8
18 months	6:1	12
27 months	7:1	14
3 years	9:1	18
4 years	13:1	20
5 years	16:1	20
6 years	20:1	Not regulated
7 years	20:1	Not regulated
8–9 years	20:1	Not regulated
10 years and older	20:1	Not regulated
<i>Additional requirements:</i> N/A		

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> N/A	
<i>Group size requirements for mixed-age groups:</i> N/A	
<i>Additional requirements:</i> Groups may be combined for short periods for a regularly scheduled activity of no more than 30 minutes duration per day as long as adult: child ratios are met. When infants are cared for in a center with older children, they shall not be grouped with children three years of age and over, and a separate area shall be provided for them.	

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ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition:</i> Group: A specific number of children comprising an age range, assigned to specific staff in an assigned space, which is divided from the space of other groups by a recognizable barrier to define limits and to reduce distraction.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	✓
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required group size	✓
<i>Conditions:</i> Groups may be combined for short periods for a regularly scheduled activity of no more than 30 minutes duration per day as long as adult-child ratios are met.	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN [↑](#)

GENERAL SUPERVISION REQUIREMENTS ↑	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	✓
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements:</i> Children shall have adult supervision at all times. Center personnel shall always be aware of a child's whereabouts by use of a check-in/out procedure for each child in attendance.	

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SUPERVISION OF CHILDREN DURING NAPTIME ↑	
State has requirements for the supervision of children during naptime	Yes
Staff person must be present in room where children are napping	✓
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	✓
• Infant and toddler	✓
• Preschool	
• School-age	
Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	Yes
<i>Requirements:</i> The adult:child ratio can be 50 percent of the required ratio if there are enough adults on the premises so that the adult-child ratio required for children when they are awake shall be met immediately in an emergency. (Exception: Infant/toddler ratios shall be maintained).	
State has specific group size requirements for naptime	Yes
<i>Requirements:</i> Maximum group size limits do not apply as long as the appropriate adult: child ratio is met at the 50 percent level. (Exception: Infant/toddler group sizes shall be maintained).	
<i>Additional requirements:</i> Because of the possibility of Sudden Infant Death Syndrome, sleeping infants shall be checked every 30 minutes by touching them. If a child appears not to be breathing, CPR shall be administered immediately by a qualified person.	

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	Other
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	Yes

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<i>Requirements:</i> The adult: child ratio can be 50 percent of the required ratio if there are enough adults on the premises so that the adult-child ratio required for children when they are awake shall be met immediately in an emergency. (Exception: Infant/toddler ratios shall be maintained).	
State has specific group size requirements for evening/overnight care	Yes
<i>Requirements:</i> Maximum group size limits do not apply as long as the appropriate adult: child ratio is met at the 50 percent level. (Exception: Infant/toddler group sizes shall be maintained).	
<i>Additional requirements:</i> There shall be at least one adult awake and supervising the children in each nap room/sleeping area. Because of the possibility of Sudden Infant Death Syndrome, sleeping infants shall be checked every 30 minutes by touching them. If a child appears not to be breathing, CPR shall be administered immediately by a qualified person.	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY ↑	
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	Yes
<i>Requirements:</i> The adult-child ratios in this subparagraph are required to be provided by the child care agency while the children are indoors and on the playground.	
State has specific group size requirements for outdoor play	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> Staff shall actively interact with children during outdoor play.	

SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES ↑	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	Yes
<i>Requirements:</i> Groups may be combined for short periods for a regularly scheduled activity of no more than 30 minutes duration per day as long as adult-child ratios are met.	
State has specific group size requirements for large group activities	No

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<i>Requirements: N/A</i>
<i>Additional requirements: N/A</i>

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: When children are swimming, the number of adults must be double the requirement, and one adult must have a current certificate in Advanced Lifesaving Skills. On field trips off premises, the number of adults must be double the requirement.</i>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: The lifeguard or caregivers shall supervise from above the level of the swimmers, preferably from an elevated lifeguard chair or otherwise from the pool deck.</i>	

SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES (see also Facility Requirements – Transportation) ↑	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	✓
Staff must supervise children when they board and exit a vehicle	✓
Attendance record of children must be kept	✓
Once vehicle is unloaded, additional checks for children remaining on board are conducted	✓
Staff or driver must ensure that children are received by a parent or other designated person	✓
Driver is counted in child-staff ratio	✓
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes

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2005 Child Care Licensing Study Tennessee

<i>Requirements:</i> An adult monitor, in addition to the driver, is required on the vehicle for the transportation of 4 or more children ages 6 weeks through 5 years of age, who are not in kindergarten; provided, however an adult monitor, in addition to the driver, is required on the vehicle for all routes exceeding 30 minutes for children ages 6 weeks through 5 years of age, who are not in kindergarten, regardless of the numbers of children being transported. An adult monitor, in addition to the driver, is required on the vehicle for the transportation of 4 or more non-ambulatory children (permanent or temporary) of any age.	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> 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	Yes
<i>Requirements:</i> On field trips off premises, the number of adults must be double the requirement on the charts.	
State has specific group size requirements for field trips	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

CARE OF CHILDREN

AGE DEFINITIONS ↑	
Definition of "infant"	
<i>Text of definition:</i> "Infant" is defined as a child who is 6 weeks through 15 months of age.	
Definition of "toddler"	
<i>Text of definition:</i> "Toddler" is defined as a child who is 12 months through 30 months of age.	

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2005 Child Care Licensing Study Tennessee

Definition of "preschool-age"
<i>Text of definition:</i> "Preschool child" is defined as a child who is 6 weeks through 5 years of age.
Definition of "school-age"
<i>Text of definition:</i> "School-age child" is defined as a child who is 5 years of age and enrolled in kindergarten or older (generally through grade 6).

CHILDREN'S HEALTH REQUIREMENTS	
↑	
State requires children to have a physical exam to enroll in a center	No
Center must keep records of children's physical exams	
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements:</i> N/A	
Children are required to have a blood lead level screening to enroll in a center	
Center must keep emergency contact information in children's records	✓
<i>Additional requirements:</i> State only requires infants and toddlers to have health examinations prior to enrollment.	

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	

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

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment 	
<i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed:</i>	
(a) Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.	
(b) Discipline shall be reasonable, appropriate, and in terms the children can understand.	
(c) Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.	
Efforts shall be made to help infants and toddlers develop a feeling of self-worth. A desirable activity shall be substituted for one that is undesirable, or the child's attention shall be distracted from the undesirable activity.	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
• Denial of food/food-related punishment	✓
• Derogatory remarks	✓
• Abusive language	✓
• Yelling or shouting/screaming	
• Physical punishment	✓
• Forced napping/no nap/rest-related	✓
• Physical/mechanical restraint	
• Locked time-out room, closet, or dark room	
• Punishment for toileting accident/toileting-related punishment	✓
• Putting something in child's mouth	
• Discipline/punishment by another child	
<i>Other forms of discipline not allowed: N/A</i>	
Center must have written policies on discipline and behavior guidance practices	✓

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PROGRAM AND ACTIVITIES ↑		
Center must have a written daily schedule of activities		No
Center must post daily schedule		
Center must provide specific activities for children		Yes
Regular meal/snack times		✓
Nap or rest period		✓
Toileting and washing/hand washing		
Outdoor play		✓
Indoor play		
Child-initiated activities		
Staff-initiated activities		✓
Individual activities		
Group activities		
• Large group activities		
• Small group activities		
Active play		✓
Quiet play		✓
Free play		✓
Creative expression		
Gross motor activities		
Fine motor activities		
<i>Other activities: N/A</i>		
Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development		
Emotional development		
Cognitive/intellectual development		
Physical development		
Language/literacy development		
Cultural development		
<i>Other areas of development: N/A</i>		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		✓
• Number of books required		
<i>Additional requirements about books: N/A</i>		

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Art supplies/creative activities	✓
Blocks/construction materials	✓
Sensory materials	✓
Fine motor manipulatives	✓
Gross motor equipment (indoor and/or outdoor)	✓
Dramatic play/pretend	✓
Science/experimental/math (counting/sorting)	✓
Technology/computers	
Music	✓
<i>Other types of equipment required: Carpentry; cooking</i>	
<i>Additional requirements: Indoor equipment, materials, and toys shall be available to:</i> 1. Meet active and quiet play needs of all children enrolled; 2. Provide a variety of developmentally appropriate activities so that each child has at least three choices during play time; and 3. Adequately provide for all the activities required.	

PARENT INVOLVEMENT	
↑	
State has requirements regarding parent involvement	Yes
Center must encourage parent involvement	
Center must provide opportunities for parent involvement	
<i>Additional requirements: An awareness program for parents shall be provided once a year. The program shall include a child abuse prevention component, approved by the Department of Human Services, with information on the detection, reporting, and prevention of child abuse in child care centers and in the home.</i>	
State has requirements about parents' access to the center	Yes
Center must provide access to parents at all times; no prior notice needed	✓
Parents can have unsupervised access to all children or the whole facility	
Parents can have unsupervised access only to their own children	
Parents can have supervised access to all children	
State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	✓
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: Log of children's care must be kept for infants/toddlers.</i>	

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SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
<ul style="list-style-type: none"> Each infant must have a primary caregiver 	
State has requirements for staff working with infants and/or toddlers	
<i>Staff requirements: N/A</i>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	
Physicians can authorize a different sleep position for infants	
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	
<i>Additional requirements on SIDS prevention:</i> Because of the possibility of Sudden Infant Death Syndrome, sleeping infants shall be checked every 30 minutes by touching them. If a child appears not to be breathing, CPR shall be administered immediately by a qualified person.	

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	✓
<i>Staff requirements:</i>	
Director of child care center:	
(1) The director shall have graduated from an accredited four-year college and have completed one year of full-time documented work experience with young children in a group setting; or	
(2) The director shall have 60 semester hours (2 years) of college training. At least 30 hours shall be in business or management, child or youth development, early childhood education or a related field. In addition, the director (in this category) shall have 2 years of full-time documented work experience with young children in a group setting; or	
(3) The director shall have earned a high school diploma or its equivalent and 4 years of full-time documented work experience with young children in a group setting.	
(4) Effective January 1, 2001, the director shall complete 4 hours of pre-employment	

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2005 Child Care Licensing Study Tennessee

training, which is offered or approved by the Department, that includes, but is not limited to, training in interviewing and evaluating caregivers for service in an agency and in working effectively with parents. If the Department determines that the director has received specific training meeting the requirements of this part within 3 years prior to employment, the requirement of this part may be waived by the Department.

(5) Effective January 1, 2001, no child care agency licensed under these rules shall receive a license unless the child care agency director shall have, at a minimum:

- (i) received a Tennessee Early Childhood Training Alliance (TECTA) certificate for completing 30 clock hours of orientation training; or
- (ii) received comparable training approved by the Department, has a high school diploma and has 4 years of full-time work experience with young children in a group setting; or
- (iii) meets the requirements of parts 1 or 2; or
- (iv) was employed as an on-site child care director or a child care agency owner as of July 1, 2000.

Caregivers:

1. Each caregiver shall be at least 18 years of age. At least 1 caregiver who is present in each group shall be able to read and write English.
2. Each group shall have at least 1 caregiver present who has a high school diploma or its equivalent, a Department-recognized credential, or a diploma from a state area vocational school.

State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also [Care of Mildly Ill Children](#))



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

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

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	Yes
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: "Drop-in" children shall be counted in the ratio and group size and shall have required records on file before they are cared for. State law on child welfare agencies contains specified and defined exemptions for Parents' Day Out programs, and "drop-in" programs.</i>	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure and annually
Requires health inspections	Required prior to licensure and annually

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Requires building code inspections	
<i>Additional requirements: N/A</i>	

SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	30 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet of outdoor space per child	50 square feet
Total amount of square feet for area	N/A
<i>Additional requirements: N/A</i>	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements: N/A</i>	

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

SAFETY OF FACILITY AND EQUIPMENT ↑	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	✓
<i>Details on state requirements on surfaces under equipment: Resilient surfacing material shall cover fall zones at a recognized acceptable depth.</i>	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	✓

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OUTDOOR SPACE ↑	
State requires outdoor space is enclosed/has a fence	Yes
<i>Required height for fence: N/A</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	
State has requirements about alternatives to outdoor space	

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	
Centers must conduct fire drills	
<i>Time interval for fire drills: N/A</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS ↑	
Center must have a general emergency plan for all emergencies	Yes
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	✓
<i>Time interval between drills: N/A</i>	

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

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2005 Child Care Licensing Study Tennessee

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

TRANSPORTATION (see also Supervision of Children Transported in Vehicles)	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	✓
State has requirements about emergency equipment needed in the vehicle	✓
States has requirements about seating in the vehicle	✓
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	✓
First aid kit must be kept in the vehicle	✓
<i>Additional requirements: N/A</i>	

LIABILITY INSURANCE	
State requires centers to have liability insurance	Yes
General liability insurance required	Yes
<i>Amount of insurance required: General liability coverage on the operations of the child care agency facilities shall be maintained in a minimum amount of \$500,000 per occurrence and \$500,000 general aggregate coverage.</i>	
Professional liability insurance required	No
<i>Amount of insurance required: N/A</i>	
Automobile insurance required	Yes
<i>Amount of insurance required: Automobile liability coverage shall be maintained in a minimum amount of \$500,000 combined single limit of liability. The requirement of this part only applies to child care programs that transport children.</i>	

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2005 Child Care Licensing Study Tennessee

Medical payment insurance required	Yes
<i>Amount of insurance required:</i> Medical payment coverage as the primary coverage, shall be maintained in the minimum amount of \$5,000 for injuries to children being transported in vehicles owned, operated or leased by the child care agency, and in the minimum amount of \$5,000 for injuries to children resulting from the operation of the child care agency.	
<i>Other types of insurance required:</i> N/A	
<i>Additional requirements:</i> N/A	

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

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

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2005 Child Care Licensing Study Tennessee

INCIDENT REPORTING	
Centers must report to the licensing agency all serious injuries that occur to children in the program	↑
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	
<i>Additional requirements:</i> Accidents and injuries to children shall be documented, including date and time occurred, description of circumstances, and action taken by caregivers.	

ADDITIONAL HEALTH REQUIREMENTS	
Centers must have a health consultant	
Centers must have a first aid kit	✓
<ul style="list-style-type: none"> Requirements specify items that must be in the first aid kit 	
<i>Additional requirements:</i> N/A	

HAND WASHING	
↑	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
<ul style="list-style-type: none"> Center staff must wash their hands after toileting 	✓
<ul style="list-style-type: none"> Center staff must wash their hands after diapering a child 	✓
<ul style="list-style-type: none"> Center staff must wash their hands after toileting a child 	✓
<ul style="list-style-type: none"> Center staff must wash their hands before and/or after preparing, serving, or eating food 	✓
<ul style="list-style-type: none"> Center staff must wash their hands after attending to an ill child 	
<ul style="list-style-type: none"> Center staff must wash their hands after handling, feeding, or cleaning up after animals 	
<i>Other times staff must wash their hands:</i> Upon arrival at the center After wiping a child's nose After cleaning	
State has requirements on the location and/or amount of hand washing facilities for staff	
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
<ul style="list-style-type: none"> Children must wash their hands after toileting 	✓
<ul style="list-style-type: none"> Children must wash their hands after diapering 	
<ul style="list-style-type: none"> Children must wash their hands before and/or after eating food 	✓

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2005 Child Care Licensing Study Tennessee

• Children must wash their hands after handling animals	
<i>Other times children must wash their hands:</i> After playing outdoors Frequently throughout the day	
State has requirements on the location and/or amount of hand washing facilities for children	✓
<i>Additional requirements: N/A</i>	

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

SMOKING POLICIES ↑	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	
Smoking is not allowed in the presence of children	✓
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements: Tobacco products, alcoholic beverages, and illegal drugs shall not be used in child care centers during hours of operation or in the presence of children, and a sign shall be conspicuously posted announcing this policy.</i>	

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

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2005 Child Care Licensing Study Tennessee

FIREARMS ↑	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	✓
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<i>Additional requirements:</i> The carrying, possession or storage of firearms or other weapons is prohibited in vehicles used to transport children.	

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

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