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TITLE 9. HEALTH SERVICES

CHAPTER 3. DEPARTMENT OF HEALTH SERVICES - CHILD CARE GROUP HOMES

Authority: A.R.S. §§ 36-132(A)(1) and (C), 36-136(G) and 36-897.01

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ARTICLE 1. GENERAL

R9-3-101. Definitions

In addition to the definitions in A.R.S. § 36-897 and unless the context indicates otherwise, the following definitions apply in this Chapter:

1. "Abuse" No change
2. "Accident" means an unexpected occurrence that:
   a. Causes physical injury to an enrolled child, ~~and~~
   b. Requires attention from a staff member, and
   ~~b.~~c. May or may not be an emergency.
3. "Accredited" means approved by the US Department of Education and recognized by the Council for Higher Education Accreditation.~~:~~
   ~~a. New England, Commission of Institution of Higher Education,~~
   ~~b. Middle States, Commission of Higher Education,~~
   ~~c. North Central, the Higher Learning Commission,~~
   ~~d. Northwest Association of Schools and Colleges,~~
   ~~e. Commission on Colleges, or~~
   ~~f. Western Association of Colleges and Schools.~~
4. "Activity" No change
5. "Adaptive device" No change
6. "Adult" No change
7. "Age-appropriate" means ~~consistent with a~~ suitable with the developmental and social maturity of the child's age, ~~and age-related stage of~~ based on physical growth, language, emotional, social, behavioral, and ~~mental~~ cognitive development.
8. "Applicant" No change
   a. No change
   b. No change
9. "Application" means the documents that an applicant is required to electronically submit to the Department to request a certificate or approval of a request for a change affecting a certificate.
10. "Background check ~~certification~~" means results identified in searches according to A.R.S.§ 46-811(A) and consistent with the Child Care and Development Block Grant Act of 2014 (Public Law 113-186):
    a. The state sex offender registry within this state and each state where a staff member resided during the preceding five years;

b. The state-based child abuse and neglect registries and databases within this state and each state where a staff member resided during the preceding five years;

c. The state criminal history checks within this state and each state where a staff member resided during the preceding five years;

d. The National FBI criminal history check, with FBI fingerprint check; and

~~c.~~e. The National Crime Information Center~~; and~~, including the

~~d.~~f. ~~The~~ National Sex Offender Registry established under the Adam Walsh Child Protection and Safety Act of 2006 (42 A.S.C. 16901 et seq).

11. "Business organization" No change

12. "Calendar day" No change

13. "Capacity" No change

14. "Certificate holder" No change

15. "Change in ownership" No change

16. "Child" No change

17. "Child care experience" means an individual's documented work with children in:

a. A child care facility or a child care group home that was licensed, certified, or approved by a state in the United States or by one of the Uniformed Services of the United States;

b. A public school, a charter school, a private school, or an accommodation school; ~~or~~

c. A public or private educational institution authorized under the laws of another state where instruction was provided for any grade or combination of grades between pre-kindergarten and grade 12~~.~~; or

d. One of the following professional fields:

i. Nursing,

ii. Social work,

iii. Psychology,

iv. Child development, or

v. A closely-related field.

18. "Child care services" No change

19. "Child with a disability" means the same as

a. A child with a "developmental disability" as defined in A.R.S. § 36-551; or

b. A "child with a disability" as defined in A.R.S. § 15-761 or A.R.S. § 41-2021(2).

~~19.~~20. "Child with a special ~~needs~~ health care need" means~~:~~

~~a.~~ ~~A~~ a child with a documented diagnosis from a physician, physician assistant, or registered nurse practitioner of a physical or mental condition that substantially limits the child in providing self-care or performing manual tasks or any other major life function such as walking, seeing, hearing, speaking, breathing, or learning;

~~b. A child with a "developmental disability" as defined in A.R.S. § 36-551; or~~

~~c. A "child with a disability" as defined in A.R.S. § 15-761.~~

~~20.~~21. "Clean" means:

a. To remove dirt or debris by methods such as washing with soap and water, vacuuming, wiping, dusting, or sweeping; or

b. Free of dirt and debris.

~~21.~~22. "Communicable disease" has the meaning in A.A.C. R9-6-101.

~~22.~~23. "Compensation" means money or other consideration, including goods, services, vouchers, time, government or public expenditures, government or public funding, or another benefit, that is received as payment.

~~23.~~24. "Controlling person" has the meaning in A.R.S. § 36-881.

~~24. "Corporal punishment" means any physical act used to discipline a child that inflicts pain to the body of the child, or that may result in physical injury to the child.~~

25. "CPR" No change

26. "Credit hour" means an academic unit earned through an accredited college or university ~~for completing the equivalent of one hour of class time each week during a semester or equivalent shorter course term, as designated by the accredited college or university.~~:

a. By attending a class session, which is equivalent to 15 clock hours, each calendar week during a semester or equivalent shorter course term, or

b. Completing practical work for a course as determined by the accredited college or university.

27. "Designated agent" No change

28. "Developmentally appropriate" means consistent with a child's physical, emotional, social, cultural, linguistic, and cognitive development, based on the child's age and family background and the child's personality, learning style, and pattern and timing of growth.

~~29. "Discipline" means the on-going process of helping a child develop self-control and assume responsibility for the child's own actions.~~

~~30.~~29. "Documentation" means information in written, photographic, electronic, or other permanent form.

~~31.~~30. "Emergency" means a potentially life-threatening occurrence involving an enrolled child or staff member that requires an immediate response or medical treatment.

~~32.~~31. "Endanger" means to expose an individual to a situation where physical or mental injury to the individual may occur.

~~33.~~32. "Enrolled child" means a child:

a. Who is not a resident; and

b. Who has been placed by a parent or guardian to receive child care services regardless of payment.

~~34.~~33. "Fall zone" means the surface under and around a piece of equipment onto which a child falling from or exiting from the equipment would be expected to land.

~~35.~~34. "Field trip" means travel for a specific activity to a location away from an area of the child care group home approved for providing child care services.

~~35.~~35. "Food" means a raw, cooked, or processed edible substance, ice, ~~or ingredient, including a~~ beverage, or ingredient used or intended for use or for sale in whole or in part for human consumption, or chewing gum.

~~36.~~36. "Guidance" means the ongoing direction, counseling, teaching, or modeling of generally accepted social behavior through which a child learns to develop and maintain the ~~self-control~~ self-regulation, self-reliance, and self-esteem necessary to assume responsibilities, make daily living decisions, and live according to generally accepted social behavior.

~~37.~~37. "Hazard" means a source of endangerment.

~~38.~~38. "High school equivalency diploma" means a document issued by:

a. ~~A document issued by the~~ The Arizona State Board of Education under A.R.S. § 15-702 to an individual who passes a general educational development test or meets the requirements of A.R.S. § 15-702(B);

b. ~~A document issued by another~~ Another state to an individual who passes a general educational development test or meets the requirements of a state statute equivalent to A.R.S. § 15-702(B); or

c. ~~A document issued by another~~ Another country to an individual who has completed that country's equivalent of a 12th grade education, as determined by the Department based upon information obtained from American or foreign consulates or embassies or other governmental entities.

~~40.~~39. "Hours of operation" means the specific days of the week and time period during a day when a certificate holder provides child care services on a regular basis.

~~41.~~40. "Illness" means physical manifestation or signs of sickness such as pain, vomiting, rash, fever, discharge, or diarrhea.

~~42.~~41. "Immediate" or "Immediately" means without restriction, delay, or hesitation.

~~43.~~42. "Inaccessible" means:

a. Out of an enrolled child's reach, or

b. Locked.

~~44.~~43. "Individual plan" means a written description of the daily activities required for an enrolled child with a special ~~needs~~ health care need or a disability.

~~45.~~44. "Infant" means a child 12 months of age or younger.

~~46.~~45. "Infestation" means the presence of lice, pinworms, scabies, or other parasites.

~~47. "Licensed applicator" means an individual who complies with A.A.C. R3-8-201(C).~~

~~48. "Mat" means a foam pad that has a waterproof cover.~~

~~49.~~46. "Mechanical restraint" means a device, article, or garment attached or adjacent to a child's body that the child cannot easily remove and that restricts the child's freedom of movement or normal access to the child's body, but does not include a device, article, or garment:

a. Used for orthopedic purposes, or

b. Necessary to allow a child to heal from a medical condition.

~~50.~~47. "Medication" means a substance prescribed by a physician, physician assistant, or registered nurse practitioner or that is available without a prescription for the treatment or prevention of illness or infestation.

~~51.~~48. "Menu" means a written description of food that a child care group home provides and serves as a meal or snack.

~~52.~~49. "Modification" means the substantial improvement, enlargement, reduction, alternation, or other substantial change in the facility or another structure on the premises at a child care group home.

~~53.~~50. "Motor vehicle" has the meaning in A.R.S. § 28-101.

~~54.~~51. "Neglect" has the meaning in A.R.S. § 8-201.

~~55.~~52. "Outbreak" has the meaning in A.A.C. R9-6-101.

~~56.~~53. "Parent" means:

a. A natural or adoptive mother or father,

b. A legal guardian appointed by a court of competent jurisdiction, or

c. A "custodian" as defined in A.R.S. § 8-201.

~~57.~~ ~~"Perishable food" means food that becomes unfit for human consumption if not stored to prevent spoilage.~~

~~58.~~54. "Person" has the meaning in A.R.S. § 1-215.

~~59.~~55. "Personal items" means those articles of property that belong to an enrolled child and are brought to the child care group home for that enrolled child's exclusive use, such as clothing, a blanket, a sheet, a toothbrush, a pacifier, a hairbrush, a comb, a washcloth, or a towel.

~~60.~~56. "Physician" means an individual licensed as a doctor of:

a. Allopathic medicine under A.R.S. Title 32, Chapter 13;

b. Naturopathic medicine under A.R.S. Title 32, Chapter 14;

c. Osteopathic medicine under A.R.S. Title 32, Chapter 17;

d. Homeopathic medicine under A.R.S. Title 32, Chapter 29; or

e. Allopathic, naturopathic, osteopathic, or homeopathic medicine under the laws of another state.

~~61.~~57. "Physician assistant" means:

a. The same as in A.R.S. § 32-2501, or

b. An individual licensed as a physician assistant under the laws of another state.

~~62.~~58. "Positioning device" means a belt or harness that prevents an enrolled infant's movement.

59. "Positive discipline" means the on-going process of teaching a child self-regulation and assuming responsibility for the child's own actions, as well as providing guidance that focuses on preventing behavior problems by supporting children in learning appropriate social skills and emotional responses.

~~63.~~60. "Premises" means a child care group home's residence and the surrounding property, including any structures on the property, that can be enclosed by a single unbroken boundary line that does not encompass property owned or leased by another person.

~~64.~~61. "Registered nurse practitioner" means:

a. The same as in A.R.S. § 32-1601, or

b. An individual licensed as a registered nurse practitioner under the laws of another state.

~~65. "Regular basis" means at recurring, fixed, or uniform intervals.~~

~~66.~~62. "Residence" means a dwelling, such as a house, used for human habitation.

~~67.~~63. "Resident" means an individual who receives child care services and uses a child care group home as the individual's principal place of habitation for 30 calendar days or more during the calendar year.

~~68.~~64. "Sanitize" means to use heat, a chemical agent, or a germicidal solution to disinfect and reduce pathogen counts, including bacteria, viruses, mold, and fungi.

~~69.~~65. "School-age child" means a child who attends:

a. A public school, as defined ~~for "school"~~ in A.R.S. § 15-101; or

b. A private school, as defined in A.R.S. § 15-101.

~~70.~~66. "Separate" means to exclude a child from and have the child physically move away from other children, while keeping the child under supervision.

67. "Serious physical injury" means the same as in A.R.S. § 8-201.

~~71.~~68. "Signed" means affixed with an individual's signature or, if the individual is unable to write the individual's name, with a symbol representing the individual's signature.

~~72.~~69. "Sippy cup" means a lidded drinking container that is designed to be leak-proof or leak-resistant and from which a child drinks through a spout or straw.

~~73.~~70. "Space utilization" means the designated use of specific areas on the premises for providing child care services.

~~74.~~71. "Staff member" means an individual who works at a child care group home providing child care services, regardless of whether compensation is received by the individual in return for providing child care services, and includes a provider.

~~75.~~72. "Supervision" means:

a. For a child who is awake, knowledge of and accountability for the actions and whereabouts of the child, including the ability to see or hear the child at all times, to interact with the child, and to provide guidance to the child;

b. For a child who is asleep, knowledge of and accountability for the actions and whereabouts of the child, including the ability to see or hear the child at all times and to respond to the child;

c. For a staff member who is not an adult, knowledge of and accountability for the actions and whereabouts of the staff member and the ability to interact with and provide guidance to the staff member; or

d. For an individual other than a child or staff member, knowledge of and accountability for the actions and whereabouts of the individual, including the ability to see and hear the individual when the individual is in the presence of an enrolled child and the ability to intervene in the individual's actions to prevent harm to enrolled children.

~~76.~~73. "Swimming pool" has the meaning in A.A.C. R18-5-201.

~~77.~~74. "Training" means ~~instruction received through:~~ child care-related conferences, seminars, lectures, workshops, classes, courses.

~~a. Completion of a live or computerized conference, seminar, lecture, workshop, class, or course; or~~

~~b. Watching a video presentation.~~

~~78.~~75. "Week" means a seven-day period beginning on Sunday at 12:00 a.m. and ending on Saturday at 11:59 p.m.

~~79.~~76. "Working day" means the period between 8:00 a.m. and 5:00 p.m. on a Monday, Tuesday, Wednesday, Thursday, or Friday that is not a state holiday.

77. "Written notice" means a message in written, typed, or printed characters sent or otherwise proved to have been received.

R9-3-102. Time-frames

~~**A.** The overall time-frame described in A.R.S. § 41-1072 for each type of approval granted by the Department under this Chapter is set forth in Table 1.1. The applicant and the Department may agree in writing to extend the substantive review time-frame and the overall time-frame. An extension of the substantive review time-frame and the overall time-frame may not exceed 25% of the overall time-frame.~~

~~**B.**~~**A.** The administrative completeness review time-frame described in A.R.S. § 41-1072 for each type of approval granted by the Department under this Chapter is set forth in Table 1.1 and begins on the date that the Department receives an application.

1. The Department shall send a notice of administrative completeness or deficiencies to the applicant within the administrative completeness review time-frame.
   a. A notice of deficiencies shall list each deficiency and the information or items needed to complete the application.
   b. The administrative completeness review time-frame and the overall time-frame are suspended from the date that the notice of deficiencies is sent until the date that the Department receives all of the missing information or items from the applicant.
   c. If an applicant fails to submit to the Department all of the information or items listed in the notice of deficiencies within 180 calendar days after the date that the Department sent the notice of deficiencies, the Department shall consider the application withdrawn.
2. If the Department issues a certificate or other approval to the applicant during the administrative completeness review time-frame, the Department shall not issue a separate written notice of administrative completeness.

~~C.~~**B.** The substantive review time-frame described in A.R.S. § 41-1072 is set forth in Table 1.1 and begins on the date of the notice of administrative completeness.

1. As part of the substantive review for an application for a certificate, the Department shall conduct an inspection that may require more than one visit to the child care group home or premises.
2. As part of the substantive review for a request for approval of a change affecting a certificate that requires a change in the use of physical space at a child care group home, the Department shall conduct an inspection that may require more than one visit to the child care group home.
3. The Department shall send a certificate or a written notice of approval or denial of a certificate or other request for approval to an applicant within the substantive review time-frame.
4. During the substantive review time-frame, the Department may make one comprehensive written request for additional information, unless the Department and the applicant have agreed in writing to allow the Department to submit supplemental requests for information.
    a. If the Department determines that an applicant, a child care group home, or the premises are not in substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter, the Department shall send a comprehensive written request for additional information that includes a written statement of deficiencies stating each statute and rule upon which noncompliance is based.
    b. An applicant shall submit to the Department all of the information requested in a comprehensive written request for additional information or a supplemental request for information, including, if applicable, documentation of the corrections required in a statement of deficiencies, within 30 calendar days after the date of the comprehensive written request for additional information or the supplemental request for information.
    c. The substantive review time-frame and the overall time-frame are suspended from the date that the Department sends a comprehensive written request for additional information or a supplemental request for information until the date that the Department receives all of the information requested, including, if applicable, documentation of corrections required in a statement of deficiencies.
    d. If an applicant fails to submit to the Department all of the information requested in a comprehensive written request for additional information or a supplemental request for information, including, if applicable, documentation of corrections required in a statement of deficiencies, within the time prescribed in subsection (C)(4)(b), the Department shall deny the application.

5. The Department shall issue a certificate or approval if the Department determines that the applicant and the child care group home or premises are in substantial compliance with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter, and the applicant submits documentation of corrections, which is acceptable to the Department, for any deficiencies.
6. If the Department denies a certificate or approval, the Department shall send to the applicant a written notice of denial setting forth the reasons for denial and all other information required by A.R.S. § 41-1076.

R9-3-103. Individuals to Act for Applicant or Certificate Holder

When an applicant or certificate holder is required by this Chapter to provide information on or sign an application form or other document, and hold a fingerprint clearance card, ~~or complete Department-provided orientation,~~ the following shall satisfy the requirement on behalf of the applicant or certificate holder:

1. If the applicant or certificate holder is an individual, the individual; and
2. If the applicant or certificate holder is a business organization, the designated agent who:
   a. Is a controlling person of the business organization,
   b. Is a U.S. citizen or legal resident, and
   c. Has an Arizona address.

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ARTICLE 2. CERTIFICATION

R9-3-201. Application for a Certificate

An applicant for a certificate shall:

1. Be at least 21 years of age, and
2. Submit to the Department an application ~~packet~~ containing:
   a. ~~An application on a form provided by the Department that contains~~ The following information in a Department-provided format:
      i. The applicant's name and date of birth;
      ii. The name to be used for the child care group home~~, if any~~;
      iii. The address and contact telephone number of the residence;
      iv. The mailing address of the applicant, if different from the address of the residence;
      ~~v. The applicant's contact telephone number, if different from the telephone number of the residence;~~
      ~~vi.~~v. The applicant's e-mail address~~, if applicable~~;
      ~~vii.~~vi. The name of the provider, if different from the applicant;
      ~~viii.~~vii. The requested capacity for the child care group home;
      ~~ix.~~viii. The anticipated hours of operation for the child care group home;
      ~~x.~~ix. Whether the applicant agrees to allow the Department to submit supplemental requests for information;
      ~~xi.~~x. Whether the applicant or any controlling person has been denied a certificate or license to operate a child care group home or child care facility in this state or another state or has had a certificate or license to operate a child care group home or child care facility revoked in this state or another state and, if so:
         (1) The name of the individual who had the certificate or license denied or revoked,
         (2) The reason for the denial or revocation,
         (3) The date of the denial or revocation, and
         (4) The name and address of the certifying or licensing agency that denied or revoked the certificate or license;
      ~~xii.~~xi. A statement that the applicant has read and will comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;

~~xiii.~~xii. A statement that the applicant has sufficient financial resources to comply with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;

~~xiv.~~xiii. A statement that the information provided in the application ~~packet~~ is accurate and complete; and

~~xv.~~xiv. The applicant's signature and date the applicant signed the application;

b. ~~A copy of the applicant's:~~ Documentation for the applicant that complies with A.R.S. § 41-1080;

~~i. U.S. passport,~~

~~ii. Birth certificate,~~

~~iii. Naturalization documents, or~~

~~iv. Documentation of legal resident alien status;~~

c. A copy of the applicant's valid fingerprint clearance card issued, both front and back, according to A.R.S. Title 41, Chapter 12, Article 3.1;

d. A copy of the applicant's valid background check document according to A.R.S. § 46-811(A);

e. A copy of the form required in A.R.S. § 36-897.03(B) for the applicant;

~~f. A document issued by the Department showing that the applicant has completed Department-provided orientation training that included the Department's role in certifying and regulating child care group homes under A.R.S. Title 36, Chapter 7.1, Article 4, and this Chapter;~~

~~g.~~f. A floor plan of the residence where child care services will be provided, showing:

i. The location and ~~dimensions~~ square footage of each room in the residence, with designation of the rooms to be used for providing child care services;

ii. The location of each exit from the residence;

iii. The location of each sink and toilet available for use by enrolled children;

iv. The location of each smoke detector in the residence; and

v. The location of each fire extinguisher in the residence;

~~h.~~g. A site plan of the premises showing:

i. The location and ~~dimensions~~ square footage of the outdoor activity area;

ii. The height of the fence around the outdoor activity area;

iii. The location of each exit from the outdoor activity area;

iv. The location of the residence;

v. The location of each swimming pool, if applicable;

vi. The location and height of the fence around each swimming pool, if applicable; and

vii. The location and ~~dimensions~~ square footage of any other building or structure on the premises, if applicable;

~~i.~~h. If the child care group home is located within one-fourth of a mile of agricultural land:

i. The names and addresses of the owners or lessees of each parcel of agricultural land located within one-fourth mile of the child care group home, and

ii. A copy of an agreement complying with A.R.S. § 36-897.01(B) for each parcel of agricultural land;

~~j.~~i. The applicable fee in R9-3-203; and

~~k.~~j. If the applicant is a business organization, a form provided by the Department that contains:

i. The name, street address, city, state, and zip code of the business organization;

ii. The type of business organization;

iii. The name, date of birth, title, street address, city, state, and zip code of the designated agent;

iv. The name, date of birth, title, street address, city, state, and zip code of each other controlling person;

v. A copy of the business organization's articles of incorporation, articles of organization, partnership documents, or joint venture documents, if applicable; and

vi. Documentation of good standing issued by the Arizona Corporation Commission ~~and dated no earlier than three months before the date of the application~~, if applicable.

R9-3-202. Fingerprinting and Background Checks

A. No change

1. No change

a. No change

b. No change

2. No change

B. No change

C. No change

D. A certificate holder shall ensure that each individual who is a staff member or an adult resident submits to the certificate holder a copy of the individual's valid fingerprint clearance card each time the fingerprint clearance card is issued or renewed every ~~six~~ five years.

E. No change

1. No change
2. No change

F. A certificate holder shall ensure each staff member and each adult resident submits to the certificate holder documentation of the staff member's or adult resident's valid background check documents:

1. ~~Background check document issued~~ Issued A.R.S. § 46-811(A) ~~within 10 calendar days after stating~~ before the starting date of employment or volunteer service; and
2. ~~Background check document each~~ Each time the background check document is issued or renewed every five years.

G. ~~If~~ As required by A.R.S. § 8-804, before an individual's starting date of employment or volunteer service, a certificate holder shall comply with the submission requirements in A.R.S. § 8-804(C) for the individual.

H. No change

1. No change
2. No change
3. No change
4. No change
5. No change
6. No change
7. No change
8. No change

I. No change

~~**J.** Beginning November 1, 2021, certificate holders, staff members, and adult residents shall comply with A.R.S. § 46-811(A) and subsection (C)(2) by November 1, 2022.~~

R9-3-203. Certification Fees

A. No change

B. No change

C. A certificate holder shall submit to the Department annually and no more than 60 calendar days before the anniversary date of the child care group home's certificate:

1. ~~A form provided by the Department~~ An application, in a Department-provided format that contains:
   a. The certificate holder's name;
   b. The child care group home's name, if applicable, and certificate number; and
   c. Whether the certificate holder intends to submit the applicable fee:
      i. With the form, or
      ii. According to the payment plan in subsection (C)(2)(b); and
2. Either:
   a. The applicable fee in subsection (A) or (B), or
   b. One-half of the applicable fee in subsection (A) or (B) with the form and the remainder of the applicable fee due no later than 120 calendar days after the anniversary date of the child care group home's certificate.

R9-3-205. Changes Affecting a Certificate

A. No change
1. No change
2. No change

B. At least 30 calendar days before the date of an intended change in a child care group home's space utilization or capacity, a certificate holder shall submit to the Department a written request for approval of the intended change that includes:
1. The certificate holder's name;
2. The child care group home's name, if applicable;
3. The name, telephone number, and e-mail address~~, and fax number~~ of a point of contact for the request;
4. The child care group home's certificate number;
5. The type of change intended:
   a. Space utilization, or
   b. Capacity;
6. A narrative description of the intended change; and
7. The following additional information, as applicable, if requesting a change:
   a. ~~If requesting a change in~~ In capacity, the square footage of the outdoor activity area and the square footage of the indoor areas where child care services will be provided;
   b. ~~If requesting a change that~~ That involves a modification of the residence that requires a building permit, a copy of the building permit;

c. ~~If requesting a change in~~ In space utilization that affects individual rooms:

i. A floor plan of the residence that complies with R9-3-201(2)(g) and shows the intended changes, and

ii. The square footage of each affected room; and

d. ~~If requesting a change in~~ In space utilization that affects the outdoor activity area:

i. A site plan of the premises that complies with R9-3-201(2)(h) and shows the intended changes, and

ii. The square footage of the intended outdoor activity area.

C. The Department ~~shall~~ will review a request submitted under subsection (B) according to R9-3-102. If the intended change is in compliance with A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter, the Department ~~shall~~ will send the certificate holder an approval of the request and, if necessary, an amended certificate that incorporates the change but retains the anniversary date of the current certificate.

D. No change

E. No change

1. No change
2. No change

F. No change

1. No change
2. No change

G. No change

H. A licensee shall provide written notice to the Department that the certificate holder is no longer operating and requests to void the license.

R9-3-206. Inspections; Investigations

A. No change

1. No change
2. No change
3. No change
4. No change

B. No change

C. Notify the Department within 24 hours, prior to the next business day, of business closure.

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ARTICLE 3. OPERATING A CHILD CARE GROUP HOME

R9-3-301. Certificate Holder and Provider Responsibilities

A. A certificate holder shall:

1. Designate a provider who:
   a. Lives in the residence;
   b. Is 21 years of age or older;
   c. Has a high school diploma, high school equivalency diploma, associate degree, or bachelor degree; and
   d. Meets one of the following:
      i. Has completed at least three credit hours in child growth and development, nutrition, psychology, or early childhood education;
      ii. Has completed at least 60 hours of training in child growth and development, nutrition, psychology, early childhood education, or management of a child care business; or
      iii. Has at least 12 months of child care experience; ~~and~~
   ~~e.~~ ~~Has completed Department-provided orientation training that includes the Department's role in certifying and regulating child care group homes under A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter;~~
2. No change
3. Ensure that each resident 12 years of age or older and each staff member submits, on or before the starting date of residency, employment, or volunteer services, ~~one of the following as evidence of freedom from infectious active tuberculosis:~~ a completed self-screening form in a Department-provided format for tuberculosis screening purposes and follow recommendations for further tuberculosis testing, as applicable.
   ~~a.~~ ~~Documentation of a negative Mantoux skin test or other tuberculosis screening test recommended by the U.S. Centers for Disease Control and Prevention, administered within 12 months before the starting date of residency, employment, or volunteer service, that includes the date and the type of tuberculosis screening test; or~~
   ~~b.~~ ~~If the resident or staff member has had a positive Mantoux skin test or other tuberculosis screening test, a written statement that the resident or staff member is free from infectious active tuberculosis that is signed and dated by a physician, physician assistant, or registered nurse practitioner within six months before the starting date of residency, employment, or volunteer service; and~~

4. Ensure that the provider:
   a. Supervises or assigns an adult staff member to supervise each staff member who is not an adult;
   b. Maintains on the premises a file for each staff member, for 12 months after the date the staff member last worked at the child care group home, containing:
      i. The staff member's name, date of birth, home address, and telephone number;
      ii. The staff member's starting date of employment or volunteer service;
      iii. The staff member's ending date of employment or volunteer service, if applicable;
      iv. The staff member's written statement attesting to current immunity against measles, rubella, diphtheria, mumps, and pertussis;
      v. The form required in A.R.S. § 36-897.03(B);
      vi. For an adult staff member, a copy of the staff member's valid fingerprint clearance card issued under A.R.S. Title 41, Chapter 12, Article 3.1;
      vii. Documents required by subsection (A)(3);
      viii. Documentation of the requirements in A.R.S. § 36-897.03(C);
      ix. If applicable:
         (1) The form required in A.R.S. § 8-804(I); and
         (2) Documentation of the submission required in A.R.S. § 8-804(C) and the information received as a result of the submission; ~~and~~
         ~~(3) Documentation of the completion of the Department provided orientation training specified in subsection (A)(1)(e), if applicable;~~
      x. Documentation of the training required in R9-3-302; and
      xi. Documentation of a high school diploma, high school equivalency diploma, associate degree, or bachelor degree, if applicable;
   c. Maintains on the premises a file for each resident, for 12 months after the date the resident last resided at the child care group home, containing:
      i. The resident's name and date of birth;
      ii. The resident's relationship to the provider;
      iii. The date the resident began residing at the child care group home;
      iv. The date the resident last resided at the child care group home, if applicable;

v. A written statement by the resident or, if the resident is a minor, the provider attesting to the resident's current immunity against measles, rubella, diphtheria, mumps, and pertussis;

vi. If the resident is an adult, the form required in A.R.S. § 36-897.03(B);

vii. If the resident is an adult, the documents required by R9-3-202(C)(2) or R9-3-202(D); and

viii. If the resident is 12 years of age or older, the documents required by subsection (A)(3);

d. Prepares a dated attendance record for each day and ensures that each staff member records on the attendance record the staff member's start time and end time of providing child care services for the child care group home;

e. Maintains on the premises the dated attendance record required in subsection (A)(4)(d) for 12 months after the date on the attendance record;

f. Except as specified in R9-3-408, provides child care services only in areas:

i. Designated as provided in ~~R9-3-201(2)(g)(i)~~ R9-3-201(2)(f)(i), or

ii. Approved under R9-3-205(C);

g. Does not engage in outside employment ~~during hours of operation~~ or operate another business at or out of the residence during hours of operation;

h. Does not allow another staff member to engage in or operate another business at or out of the residence during the staff member's assigned work hours at the child care group home; and

~~i. Does not allow the operation of another business on the premises during hours of operation unless the operation of the business does not involve persons coming onto the premises during hours of operation because of the business; and~~

~~j.~~i. Does not allow the cultivation of medical marijuana on the premises.

B. No change

C. A certificate holder shall:

1. Secure and maintain general liability insurance of at least $100,000 for the child care group home that specifies the maximum number of children covered for care; and
2. Maintain on the premises documentation of the insurance coverage required in subsection (C)(1).

D. No change

1. No change
   a. No change

b. No change

c. No change

2. No change

E. No change

F. A certificate holder shall:

1. Prepare a document that includes the following information:

a. The name and contact telephone number of the provider;

b. The hours of operation of the child care group home;

c. Charges, fees, and payment requirements for child care services;

d. Whether medications are administered at the child care group home and, if so, a description of what the parent is required to give to the child care group home;

e. Whether enrolled children go on field trips under the supervision of a staff member;

f. Whether the child care group home provides transportation for enrolled children to or from school, a school bus stop, or other locations;

g. The mechanism by which a staff member will verify that an individual contacting the child care group home by telephone claiming to be the parent of an enrolled child is the enrolled child's parent;

h. A statement that a parent has access to the areas on the premises where the parent's enrolled child is receiving child care services;

i. A statement that inspection reports for the child care group home are available for review at the child care group home; and

j. The local address and contact telephone number for the Department; and

k. Policies and procedures for suspension and expulsion of children to include clear, appropriate, consistent expectations, including suspension and expulsion prevention strategies.

2. Ensure that a staff member provides the document required in subsection (F)(1) to a parent of an enrolled child.

G. No change

1. No change

2. No change

3. No change

4. No change

5. No change

6. No change

7. No change

H. No change

I. A certificate holder shall ensure that a staff member who has current training in adult and pediatric first aid and CPR is present during hours of operation when an enrolled child is on the premises or on a trip away from the premises under the supervision of a staff member.

J. No change

1. No change

2. No change

K. No change

L. No change

1. No change

2. No change

3. No change

M. No change

N. No change

R9-3-302. ~~Staff~~ Training Requirements

A. Within 10 calendar days after the starting date of employment or volunteer service, a certificate holder shall provide, and each staff member shall complete, training for new staff members that includes all of the following:

1. Names, ages, and developmental stages of enrolled children;
2. Health needs, nutritional requirements, any known allergies, and information about adaptive devices of enrolled children;
3. ~~Guiding and disciplining children~~ Child guidance and methods of positive discipline, including separation;
4. Hand washing techniques;
5. Diapering techniques and toileting, if any enrolled children are in diapers or require assistance in using the toilet;
6. Prevention of sudden ~~Sudden~~ infant death syndrome and use of safe sleeping practices ~~awareness~~, if child care services are provided to an infant or a one-year-old child;
7. Prevention of shaken baby syndrome, pediatric abusive head trauma, and child maltreatment;
~~7.~~8. ~~Preparing, serving, and storing food~~ Food preparation, service, sanitation, and storage;

~~8.~~9. ~~Preparing~~ Preparation, handling, and storing of infant formula and breast milk, if any enrolled children are fed infant formula or breast milk;

~~9.~~10. ~~Recognizing~~ Recognition of signs of illness and infestation;

~~10.~~11. ~~Detecting, preventing, and reporting child~~ Child abuse or neglect detection, prevention, and reporting;

~~11.~~12. Responding to accidents and emergencies;

~~12.~~13. Sun safety;

~~13.~~14. ~~Procedures~~ Transportation procedures for trips away from the child care group home, if applicable; ~~and~~

~~14.~~15. Staff responsibilities as required by A.R.S. Title 36, Chapter 7.1, Article 4 and this Chapter~~.~~; and

16. Infant tummy time, if applicable.

B. A certificate holder shall ensure that a staff member's completion of the training required by subsection (A) is documented and signed by the provider, including the date of completion of the training.

C. A certificate holder shall ensure that each staff member completes a total of 12 or more actual hours of training every 12 months after becoming a staff member in two or more of the following:

1. Child growth and development, ~~which may include sudden infant death prevention~~ including;

~~2. Developmentally appropriate activities;~~

~~3. Nutrition and developmentally appropriate eating habits;~~

~~4. Responding to accidents and emergencies, including CPR and first aid for infants and children;~~

~~5. Recognizing signs of illness and infestation;~~

~~6. Detecting, preventing, and reporting child abuse or neglect;~~

~~7. Guiding and disciplining children; and~~

~~8. Availability of community services and resources, including those available to children with special needs.~~

a. Brain development;

b. Basic child development, including cognitive, social, emotional, and physical, as well as approaches to learning;

c. Language development;

d. Observation and child assessment;

e. Developmentally-appropriate activities;

f. Child guidance and methods of positive discipline which may include techniques to promote healthy social-emotional development and reduce challenging behaviors; or

g. Developmentally-appropriate activity areas.

2. Health and safety issues, including:
   a. Accident and emergency procedures, including CPR and first aid for children;
   b. Recognition of signs of illness and infestation;
   c. Nutrition and developmentally-appropriate eating habits;
   d. Child abuse detection, reporting, and prevention;
   e. Safety of indoor and outdoor activity areas;
   f. Sun safety policies and procedures;
   g. Water safety;
   h. Prevention and control of infectious diseases, including immunization:
   i. Prevention and response to emergencies due to food and allergic reactions, including anaphylactic shock;
   j. Building and physical premises safety, including identification of and protection from hazards that can cause bodily injury, such as electrical hazards, bodies of water, and vehicular traffic;
   k. Emergency preparedness, response, and recovery planning for emergencies resulting from a natural disaster or a human-caused event;
   l. Administration of medication, consistent with standards for parental or guardian consent;
   m. Handling and storage of hazardous materials and the appropriate disposal of biocontaminants;
   n. Prevention of pediatric abusive head trauma and child maltreatment; or
   o. Physical restraint techniques.
3. Program administration, planning, development, or management; and
4. Availability of community services and resources, including those available to children with a special health care need or a disability; and
5. As part of the required 12 hours of training in subsection (C):
   a. A staff member who has less than 12 months of child care experience before the staff member's starting date, completes at least 12 hours in one or more of the topics in subsection (C)(1) in the staff member's first 12 months at the facility;
   b. A staff member who provides child care services to an infant completes at least six hours in subsection (C)(1) every 12 months after the staff member's starting date; and
   c. A staff member who has 12 months or more of child care experience, completes at least six hours in one or more of the topics in subsection (C)(1) every 12 months after the facility director's starting date.

D. No change

E. A certificate holder shall ensure that a staff member required by R9-3-301(I) obtains and maintains current training adult and pediatric first aid and CPR training specific to infants and children, which includes a demonstration of the staff member's ability to perform CPR, and provides the certificate holder with a copy of the front and back of the current card issued to the staff member upon completing first aid and CPR training as proof of completion of the requirements in this subsection. ~~meets all of the following:~~

~~1. The staff member obtains first aid training specific to infants and children;~~

~~2. The staff member obtains CPR training specific to infants and children, which includes a demonstration of the staff member's ability to perform CPR;~~

~~3. The staff member maintains current training in first aid and CPR; and~~

~~4. The staff member provides the certificate holder with a copy of the front and back of the current card issued to the staff member upon completing first aid and CPR training as proof of completion of the requirements in this subsection.~~

R9-3-303. Enrollment of Children

A. No change

B. Except as required in ~~A.R.S. § 36-309~~ A.R.S. § 36-3009, before a child is enrolled at a child care group home, a certificate holder shall require the individual enrolling the child to complete ~~a Department-provided~~ an Emergency, Information, and Immunization Record, that is no more than a two-page written notice, ~~card~~ containing:

1. The child's name, home address, ~~city, state, zip code~~ email address, sex, and date of birth;
2. The date of the child's enrollment;
3. The name, home address, ~~city, state, zip code,~~ and contact telephone number of each parent of the child;
4. The name and ~~contact~~ telephone number of at least two individuals authorized by the child's parent to collect the child from the child care group home or to be contacted if the child's parent cannot be contacted;
5. The name and ~~contact~~ telephone number of the child's physician, physician assistant, or registered nurse practitioner;
6. Written authorization for emergency medical care of the child;
7. The name of the individual to be contacted in case of injury or sudden illness of the child;
8. A written description provided by a child's parent of the nutritional and dietary needs of the child;

9. A written description provided by the child's parent noting the child's susceptibility to illness, physical conditions of which a staff member should be aware, and any individual requirements for health maintenance; and
10. The dated signature of the ~~individual~~ parent completing the Emergency, Information, and Immunization Record ~~card~~.

C. A certificate holder shall maintain a current Emergency, Information, and Immunization Record ~~card~~ for each enrolled child on the premises in a place that provides a staff member ready access to the ~~card~~ record in the event of an emergency at, or evacuation of, the child care group home.

D. When a child is disenrolled from a child care group home, the certificate holder shall ensure that a staff member:

1. Enters the date of disenrollment on the child's Emergency, Information, and Immunization Record ~~card~~; and
2. Maintains the records in subsection (D)(1) for 12 months after the date of disenrollment on the premises in a place separate from the current Emergency, Information, and Immunization Record ~~cards~~.

R9-3-304. Enrolled Child Immunization Requirements

A. No change

1. No change
   a. No change
   b. No change
2. No change
   a. No change
   b. No change

B. If an enrolled child has not had immunizations and is homeless, as in "homeless children and youths" according to 42 USC 11434a, initial doses should be administered within 30-calendar days, unless the enrolled child has a religious or medical exemption, as specified in subsections (A)(1) and (2). A child experiencing homelessness or who is referred by DCS or Tribal Child Protective Services is permitted to enroll in the program while required documentation is obtained.

~~B.~~**C.** A certificate holder shall ensure that a staff member attaches an enrolled child's written immunization record or exemption affidavit, required in subsection (A), to the enrolled child's Emergency, Information, and Immunization Record ~~card~~, required in R9-3-303(B).

~~C.~~**D.** A certificate holder shall ensure that a staff member updates an enrolled child's written immunization record required in subsection (A)(1)(a) each time the enrolled child's parent provides the child care group

home with a written statement from the enrolled child's physician, physician assistant, or registered nurse practitioner that the enrolled child has received an age-appropriate immunization required by 9 A.A.C. 6, Article 7.

~~D.~~**E.** If an enrolled child's immunization record indicates that the enrolled child has not received an age-appropriate immunization required by 9 A.A.C. 6, Article 7, a certificate holder shall ensure that a staff member:

1. Notifies the enrolled child's parent in writing that the enrolled child may attend the child care group home for not more than 15 calendar days after the date of the notification unless the enrolled child's parent complies with the immunization requirements in 9 A.A.C. 6, Article 7; and
2. Documents on the enrolled child's Emergency, Information, and Immunization Record, ~~card~~ the date on which the enrolled child's parent is notified of an immunization required by the Department.

~~E.~~**F.** For an outbreak of a disease listed in A.A.C. R9-6-702 at a child care group home, a certificate holder shall:

1. Not allow an enrolled child to attend the child care group home between the start and end of the outbreak if the enrolled child lacks documentation of immunization or evidence of immunity to the disease that complies with A.A.C. R9-6-704, and
2. Permit the enrolled child to attend the child care group home if a parent of the enrolled child provides any of the documents in A.A.C. R9-6-704 for the enrolled child.

R9-3-305. Admission and Release of Enrolled Children

A. A certificate holder shall ensure that:

1. An enrolled child is signed into and signed out from the child care group home by:
   a. The enrolled child's parent;
   b. An individual authorized in writing or by telephone by the enrolled child's parent; or
   c. The enrolled child, if the enrolled child is a school-age child and the enrolled child's parent has given written permission for the enrolled child to self-admit or self-release;
2. The individual signing the enrolled child into or out from the child care group home:
   a. Records the time of the enrolled child's arrival or departure, and
   b. Signs the attendance record with at least the first initial of the individual's first name and the individual's last name or other unique identifier; and
3. The attendance record is maintained on the premises for 12 months from the date of the attendance record.

~~**B.** If an enrolled child gives a staff member written permission for the enrolled child to self admit or self release, the certificate holder shall ensure that the staff member verifies permission with the enrolled child's parent before the enrolled child is allowed to self admit or self release.~~

~~**C.**__**B.**__ If an individual who is unknown to a staff member present comes to sign out an enrolled child, the certificate holder shall ensure that before releasing the child to the individual the staff member reviews:

1. The enrolled child's Emergency, Information, and Immunization Record ~~card~~ to verify that the enrolled child's parent has authorized the individual to sign out the child; and
2. A driver's license or other picture identification to verify the individual's identity.

R9-3-306. Pesticides

Except as prescribed by A.R.S. § 36-898(C), a certificate holder shall ensure that a staff member makes the following pesticide information available in writing to the parent of an enrolled child, upon the parent's request, at least 48 hours before a pesticide application occurs on the premises:

1. The name and telephone number of the pesticide business licensee and the name of the licensed applicator, who complies with A.A.C. R3-8-201(C), providing pesticide services;
2. The date and time of the pesticide application;
3. The pesticide label, including a warning label stating that the pesticide should not be applied when children are present, and the material safety data sheet; and
4. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide.

R9-3-307. Illness and Infestation

A. No change

1. No change
   a. No change
   b. No change
2. No change

B. If an enrolled child exhibits signs of illness or infestation that require exclusion from the child care group home under subsection (A), a certificate holder shall ensure that a staff member:

1. Immediately separates the enrolled child from other enrolled children;
2. Notifies the individual designated by the parent on the enrolled child's Emergency, Information, and Immunization Record ~~card~~ to be contacted in case of the enrolled child's injury or illness that the enrolled child needs to be picked up from the child care group home; and
3. ~~Makes a written record~~ Maintains documentation of the notification and places it in the enrolled child's file for 12 months after the date of the notification.

C. No change

D. If a certificate holder is notified that an enrolled child, staff member, or resident has an infestation or a communicable disease, as specified in 9 A.A.C. 6, Article 2 ~~other than human immunodeficiency virus or a sexually transmitted disease~~, the certificate holder shall:

1. Provide written notice of potential exposure to each staff member and to a parent of each enrolled child within 24 hours after the certificate holder receives notice of the communicable disease or infestation;
2. Maintain the written notice required in subsection (D)(1) on the premises for 12 months after the written notice is provided; and
3. Provide notice to the local health agency if required under 9 A.A.C. 6, Article 2.

R9-3-309. Medications

A. No change

1. No change
2. No change

B. No change

1. No change
   a. No change
   b. No change
   c. No change
   d. No change
2. No change
3. No change
   a. No change
   b. No change
   c. No change
   d. No change
      i. No change
      ii. No change
      iii. No change
      iv. No change
   e. No change
   f. No change
   g. No change

4. No change
    a. No change
    b. No change
    c. No change
    d. No change
    e. No change
    f. No change
        i. No change
        ii. No change
        iii. No change
        iv. No change
    g. No change

C. No change

D. No change

E. No change

F. Except as provided in subsection (G), a certificate holder shall ensure that:

1. Medication belonging to an enrolled child is:
    a. Stored in a locked, leak-proof storage cabinet or container that is used only for storing enrolled children's medication~~.~~; or
    b. Stored in a secured refrigeration unit that is used only for storing enrolled children's medications that requires refrigeration~~.~~; and
2. Medication belonging to a staff member or resident is stored in a locked, leak-proof storage cabinet or container that is separate from the storage container for enrolled children's medications.

G. No change

H. No change

R9-3-310. Accident and Emergency Procedures

A. No change

1. No change
    a. No change
    b. No change
    c. No change
2. No change

3. No change
4. No change
5. No change
6. No change

B. No change

C. If, while receiving child care services at a child care group home, an enrolled child has an accident, serious physical injury, or emergency that, based on an evaluation by a staff member, does not require medical treatment by a physician, physician assistant, or registered nurse practitioner, the certificate holder shall ensure that first aid treatment as needed is provided to the enrolled child by an individual with current training in first aid.

D. If, while receiving child care services at a child care group home, an enrolled child has an accident, serious physical injury, or emergency that, based on an evaluation by a staff member, requires medical treatment by a physician, physician assistant, or registered nurse practitioner, a certificate holder shall ensure that a staff member:

1. Within 30 minutes after the accident, serious physical injury, or emergency, notifies the individual designated by the parent on the enrolled child's Emergency, Information, and Immunization Record ~~card~~ to be contacted in case of the enrolled child's serious physical injury or illness;
2. Documents:
   a. A description of the accident, serious physical injury, or emergency, including the date, time, and location of the accident, serious physical injury, or emergency;
   b. The method used to notify the designated individual; and
   c. The time the designated individual was notified; and
3. Maintains documentation required in subsection (D)(2) on the premises for 12 months after the date of the child's disenrollment.

E. No change

F. The licensee shall establish and follow a written multi-hazard emergency and evacuation plan to protect children in the event of emergencies.

G. A licensee shall prepare and date a written fire and emergency plan that contains the procedures for evacuation, relocation, shelter-in-place and lockdown, staff and volunteer emergency preparedness training and practice drills, communication and reunification with families, continuity of operations, and accommodation of infants and toddlers, children with disabilities, and children with chronic medical conditions.

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ARTICLE 4. PROGRAM AND EQUIPMENT STANDARDS

R9-3-403. Supplemental Standards for Care of an Enrolled Infant or One- or Two-Year-Old Child

A. A certificate holder shall ensure that:

1. A staff member:
   a. Does not allow an enrolled infant or one- or two-year-old child to spend more than 30 minutes of consecutive ~~minutes of~~ time while awake in a crib, playpen, swing, feeding chair, infant seat, or other confining piece of equipment;
   b. Allows each enrolled infant to maintain an individual pattern of sleeping, waking, and eating, unless the enrolled infant's parent has instructed otherwise;
   c. If providing a bottle or sippy cup to an enrolled infant or one- or two-year-old child before the enrolled infant or one- or two-year-old child naps or sleeps:
      i. Ensures that only water is in the bottle or sippy cup unless the written instructions required by subsection (A)(3)(b) state otherwise;
      ii. Removes the used bottle or sippy cup from the enrolled infant or one- or two-year-old child's crib, bed, cot, or mat as soon as the enrolled infant or one- or two-year-old child finishes drinking or falls asleep; and
      iii. Cleans the used bottle or sippy cup before the bottle or sippy cup is reused;
   d. Checks the diaper of each enrolled infant or one- or two-year-old child throughout the day and changes a diaper as soon as it is wet or soiled;
   e. Ensures that toys provided for an enrolled infant or one- or two-year-old child are too large to swallow; ~~and~~
   f. Does not permit an enrolled infant to use a walker;
   g. Does not permit an enrolled infant or 1-year-old or 2-year-old enrolled child to sleep with other children;
   h. Does not permit an enrolled infant or 1-year-old or 2-year-old enrolled child to sleep in a playpen, pack and play, car seat, stroller, swing, bouncer, high chair, or other equipment not intended for sleep purposes
   i. Does not shake a child or cause pediatric abusive head trauma; and
   j. Uses routine activities such as nap time, feeding, diapering, and toileting as opportunities for language development and other learning;
2. When putting an enrolled infant to sleep, a staff member:

a. Places the enrolled infant on the enrolled infant's back to sleep, unless the enrolled infant's physician, physician assistant, or registered nurse practitioner has instructed otherwise in writing;

~~b. Provides a clean blanket or sheet to the enrolled infant;~~

~~c.~~b. Does not use a positioning device that restricts movement, unless the enrolled infant's physician, physician assistant, or registered nurse practitioner has instructed otherwise in writing; and

~~d.~~c. Does not use a mechanical restraint on the enrolled infant in a crib;

3. When feeding an enrolled infant, a staff member:

a. Prepares and stores the enrolled infant's formula, breast milk, or other food according to written instructions from the enrolled infant's parent;

b. Feeds formula, breast milk, or other food to the enrolled infant according to current written instructions from the enrolled infant's parent; and

c. If the enrolled infant is younger than six months of age or cannot hold a bottle for feeding, holds the enrolled infant for feeding; and

4. When feeding an enrolled infant who is no longer being held for feeding or an enrolled one- or two-year-old child, a staff member:

a. Seats the enrolled infant or one- or two-year-old child in a feeding chair or at a table with a chair that allows the enrolled infant or one- or two-year-old child to reach food while sitting; and

b. If the feeding chair is manufactured with a safety strap, fastens the safety strap around the enrolled infant or one- or two-year-old child while the enrolled infant or one- or two-year-old child is seated in the feeding chair.

B. No change

1. No change
2. No change
3. No change
4. No change

R9-3-404. Supplemental Standards for Care of an Enrolled Child with a Special ~~Needs~~ Health Care Need or a Disability

A. Before an enrolled child with a special ~~needs~~ health care need or a disability receives child care services at a child care group home, the certificate holder shall ensure that the provider obtains from the enrolled child's parent an individual plan for the enrolled child that includes, as applicable, the following:

1. A medication schedule,
2. Nutrition and feeding instructions,
3. Instructions for medical equipment or adaptive devices used by the enrolled child,
4. Emergency instructions,
5. Toileting and personal hygiene instructions,
6. Identification of specific child care services to be provided at the child care group home, and
7. Instructions for ~~fire and emergency evacuation~~ practice drills.

B. A certificate holder shall ensure that:

1. At least one staff member receives instructions from the parent of an enrolled child with a special ~~needs~~ health care need or a disability that enables the staff member to interact with, feed, and care for the enrolled child with a special ~~needs~~ health care need or a disability;
2. Documentation of the instructions required in subsection (B)(1) is maintained on the premises for 12 months after the child is disenrolled;
3. When tube feeding an enrolled child, a staff member only uses:
   a. Commercially prepackaged formula in a ready-to-use state, stored according to directions on the package;
   b. Formula prepared by the enrolled child's parent and brought to the child care group home in an unbreakable container; or
   c. Breast milk brought to the child care group home in an unbreakable container;
4. Only a staff member who received the instructions required in subsection (B)(1):
   a. Feeds an enrolled child who requires tube feeding using the enrolled child's tube-feeding apparatus, and
   b. Cleans the enrolled child's tube-feeding apparatus; and
5. A staff member:
   a. Assists an enrolled child with a special ~~needs~~ health care need or a disability to enable the enrolled child to participate in activities at the child care group home; and
   b. Ensures that the enrolled child is provided with developmentally appropriate toys, materials, and equipment.

C. In addition to complying with the requirements in R9-3-408, a certificate holder shall ensure that a staff member transporting an enrolled child with a special ~~needs~~ health care need or a disability in a wheelchair in a motor vehicle operated by the child care group home ensures that:

1. The enrolled child's wheelchair is manufactured to be secured in a motor vehicle;

2. The enrolled child's wheelchair is secured in the motor vehicle using a minimum of four anchorages attached to the motor vehicle floor, and four securement devices, such as straps or webbing that have buckles and fasteners, that attach the wheelchair to the anchorages;
3. The enrolled child is secured in the wheelchair by means of a wheelchair restraint that is a combination of pelvic and upper body belts intended to secure a passenger in a wheelchair; and
4. The enrolled child's wheelchair is placed in a position in the motor vehicle that does not prevent access to the enrolled child in the wheelchair or passage to the front and rear of the motor vehicle.

R9-3-405. Positive Discipline and Guidance

A. A certificate holder shall ensure that a staff member:

1. Establishes and maintains reasonable guidelines and limits for enrolled children's behavior and applies them consistently;
2. Teaches, models, and encourages orderly conduct, self-control, and age-appropriate behavior;
3. When disciplining an enrolled child:
   a. Explains to the enrolled child why the particular behavior is not allowed,
   b. Explains to the enrolled child why the particular behavior is not allowed,
   c. Assists the enrolled child to become engaged in an alternate activity; and
4. If an enrolled child's behavior may result in harm to self or others, holds the enrolled child without undue force until the enrolled child regains self-control or composure.

B. A certificate holder shall ensure that a staff member does not use or allow:

~~1. A method of discipline that could cause harm to the health, safety, or welfare of an enrolled child;~~
~~2. Corporal punishment;~~
~~3. Discipline associated with:~~
   ~~a. Eating, napping, sleeping, or toileting;~~
   ~~b. Medication;~~
   ~~c. Mechanical restraint;~~
   ~~d. Humiliation; or~~
   ~~e. Fear; or~~

1. The use of physical punishment including:
   a. Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
   b. Demanding excessive physical exercise or excessive rest; and
   c. Forcing a child to eat or consume soap, food, or foreign substances;
2. Any form of emotional abuse, including rejecting, extended ignoring, public or private humiliation;

3. Abusive, profane, sarcastic language, verbal abuse, threats, or derogatory remarks about the child or child's family;

4. Punishment associated with eating, resting, sleeping, toileting, and withholding outdoor play;

5. Using medication to control behavior or restrict freedom of movement unless it is prescribed by a health care provider;

6. Mechanical restraint to restrict a child's freedom of movement;

7. Placing a child in a crib, high chair, car seat, or other restrictive device for a time-out or to restrict a child's freedom of movement; and

8. Directing an enrolled child to punish another enrolled child.

~~4.~~9. Discipline administered to an enrolled child by an individual who is not a staff member.

C. A certificate holder may allow a staff member to separate an enrolled child older than two years of age from other children for unacceptable behavior according to the following:

1. A separation period may not last longer than three minutes after the enrolled child has regained control or composure, and

2. A staff member may not allow an enrolled child to be separated for longer than 10 minutes without the staff member interacting with the enrolled child.

D. A staff member may not discipline the staff member's own child in a manner inconsistent with subsections (A) through (C) during hours of operation.

Below are the rules for positive discipline and guidance used in Title 9. Chapter 5. Child Care Facilities, for positive discipline and guidance. Please provide your feedback as to if this language was incorporated in the Title 9. Chapter 3. Child Care Group Home rules.

Positive Discipline and Guidance

A. A staff member shall provide guidance to help children respond to difficult situations. To develop self-regulation, children should receive adult support that is individual to the child and adapts as the child develops internal controls. This process should include:

1. Forming a positive relationship with the child, which occurs when the adult spends time talking to the child, listening to the child, following the child's lead, playing with the child, and responding to the child's needs;
2. Base expectations on the child's developmental level;
3. Establishing and being proactive in teaching and supporting children in learning simple rules;
4. Modifying the learning/play environment to support the child's appropriate behavior;
5. Modeling desired behavior;
6. Showing children positive alternatives;
7. Using deliberate redirection, the staff member should encourage the child to use appropriate behavior, and provide positive feedback when the child exhibits the behavior;
8. Individualized positive discipline strategies based on the individual needs of children, such as using a buddy system, individualized schedule, special break, or another applicable positive discipline strategy; and

9. If applicable, a licensee shall develop a written plan with the enrolled child's parent to provide individualized social and emotional intervention supports for the enrolled child that includes methods for understanding the enrolled child's behavior, and developing, adopting, and implementing a team-based positive behavior support plan.

B. A licensee shall ensure that a staff member does not use or permit:

1. The use of physical punishment including:
   a. Hitting, spanking, shaking, slapping, twisting, pulling, squeezing, or biting;
   b. Demanding excessive physical exercise or excessive rest; and
   c. Forcing a child to eat or consume soap, food, or foreign substances;
2. Any form of emotional abuse, including rejecting, extended ignoring, public or private humiliation;
3. Abusive, profane, sarcastic language, verbal abuse, threats, or derogatory remarks about the child or child's family;
4. Punishment associated with eating, resting, sleeping, toileting, and withholding outdoor play;
5. Using medication to control behavior or restrict freedom of movement unless it is prescribed by a health care provider;
6. Mechanical restraint to restrict a child's freedom of movement;
7. Placing a child in a crib, high chair, car seat, or other restrictive device for a time-out or to restrict a child's freedom of movement; and
8. Directing an enrolled child to punish another enrolled child.

C. A licensee may allow a staff member to separate an enrolled child from other enrolled children with continuous supervision.

1. Separation should only be used in combination with instructional approaches that teach children what to do in place of the behavior problem;
2. Separation may not be used for children ages infant to two-years-old;
3. A staff member may allow an enrolled child to be separated for no longer than three minutes. If the enrolled child has not regained control or composure after three minutes, a staff member may extend the separation for up to 10 minutes with staff member interaction.

D. A licensee shall not physically restrain an enrolled child, except when necessary to protect an enrolled child from physical injury, to protect persons on the premises from physical injury, or to protect property from damage.

1. When a child has an out-of-control behavior, the enrolled child may be removed from the company of other enrolled children until the enrolled child's behavior has stabilized. Removal of a child is only to be used when there is a safety concern that cannot be reduced or eliminated with reasonable accommodations;
2. After determining that an enrolled child's behavior may result in harm, a staff member may safely hold the child until the enrolled child regains control or composure; and
3. A licensee shall develop and implement written policies and procedures on physical restraint to protect children's safety and development.

R9-3-406. General Nutrition and Menu Standards

A. No change

B. No change

C. When a child care group home provides food for enrolled children, the certificate holder shall ensure that:

1. Each meal or snack is prepared and served according to the meal pattern requirements in Table 4.2;
2. Second servings of food are served to each enrolled child at meal time and snack time, if requested by the enrolled child;
3. The same food item, other than milk, is not served more than once in a single day;
4. During each week, meals include a variety of foods from each food category in the meal pattern requirements in Table 4.2;
5. Unless an enrolled child's parent requests otherwise, milk served to the enrolled child is:
   a. ~~Fat-free or 1% low-fat~~ Whole milk or 2% milk for an enrolled child older than two years of age; and
   b. Whole milk for an enrolled child two years of age or younger;
6. Only pasteurized milk is served;
7. Reconstituted dry milk is not served to meet the fluid milk requirement;
8. Juice served to enrolled children for a meal or snack is pasteurized full-strength 100% vegetable juice, fruit juice, or fruit and vegetable juice combination from an original, commercially filled container or reconstituted from a concentrate according to manufacturer directions;
9. A beverage sweetened with any kind of sugar product is not provided by the child care group home; and
10. High fat or high sugar food items such as muffins, brownies, donuts, pastries, croissants, cakes, or cookies are served to satisfy a meal or snack category no more than twice each week.

D. No change

E. No change

F. No change

1. No change
2. No change
3. No change

Table 4.1. Meals and Snacks Required to Be Served to Enrolled Children

Times Enrolled Child Is at Child Care Group Home	**Child Required to Be Served**
Before 8:00 a.m.	Breakfast, if requested by the parent or child

Between 8:00 a.m. and 11:00 a.m.	At least one snack
Between 11:00 a.m. and 1:00 p.m.	Lunch
Between 1:00 p.m. and 5:00 p.m.	At least one snack
Between 5:00 p.m. and 7:00 p.m., if staying beyond 7:00 p.m.	Dinner
Between 7:00 p.m. and 9:00 p.m., if staying beyond 9:00 p.m.	At least one snack

Table 4.2. Meal Pattern Requirements for Children

Food Components	**Ages 1 through 2 years**	**Ages 3 through 5 years**	**Ages 6 and Older**
Breakfast:			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Vegetable, fruit, or both	1/4 cup	1/2 cup	1/2 cup
3. Grains	1/2 oz eq[1]	1/2 oz eq[1]	1 oz eq[1]
Lunch or ~~Supper~~ Dinner:			
1. Milk, fluid	1/2 cup	3/4 cup	1 cup
2. Vegetables	1/8	1/4	1/2
Fruits	cup	cup	cup
3. Grains	1/8 cup	1/4 cup	1/4 cup
4. Meat or meat alternates	1/2 oz eq[1]	1/2 oz eq[1]	1 oz eq[1]
	1 oz.	1 1/2 oz.	2 oz.

Snack: (select 2 of these 4 components)***			
1. Milk, fluid	1/2 cup	1/2 cup	1 cup
2. Vegetables	1/2 cup	1/2 cup	3/4 cup
Fruits	1/2 cup	1/2 cup	3/4 cup
3. ~~Bread~~ Grains	1/2 oz.	1/2 oz.	1 oz.
4. Meat or meat alternates	1/2 oz.	1/2 oz.	1 oz.

[1] Meat and meat alternates may be used to substitute the entire grains component a maximum of three times per week. Oz eq = ounce equivalents

* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.

** At lunch and supper, no more than 50% of the requirement shall be met with nuts, seeds, or nut butters. Nuts, seeds, or nut butters shall be combined with another meat or meat alternative to fulfill the requirement. Two tablespoons of nut butter or one ounce of nuts or seeds equals one ounce of meat.

*** Juice may not be served when milk is served as the only other component.

R9-3-407. General Food Service and Food Handling Standards

A. A certificate holder shall ensure that:

1. Except as provided in subsection (B), each staff member washes the staff member's hands with soap and running water before handling food, after handling potentially hazardous food, and before serving food;
2. Except as provided in subsection (B), enrolled children, except infants and children with a special ~~needs~~ health care need or a disability who cannot wash their own hands, wash their hands with soap and running water before and after handling or eating food;
3. A staff member:

a. Washes with a washcloth, paper towel, disposable wipe, or soap and running water the hands of an enrolled infant or child with a special ~~needs~~ health care need or a disability who cannot wash the child's own hands before and after the enrolled infant or child with a special ~~needs~~ health care need or a disability handles or eats food; and

b. If using a washcloth, paper towel, or disposable wipes, uses each washcloth, paper towel, or disposable wipe only once before it is laundered or discarded;

4. A staff member:
   a. Encourages, but never forces, an enrolled child to eat;
   b. Assists each enrolled child who needs assistance with eating; and
   c. Teaches self-feeding skills and habits of good nutrition to each enrolled child as necessary;
5. Food served to an enrolled child younger than five years of age is prepared so as not to present a choking hazard;
6. Each enrolled child is supplied with drinking and eating utensils for the child's own use;
7. Each enrolled child's bottle or sippy cup is marked with an identifier that is specific to the enrolled child;
8. An enrolled child is not allowed to drink from the bottle, sippy cup, cup, or glass of another individual;
9. An enrolled child is not allowed to eat food directly off the floor, carpet, or ground;
10. An enrolled child's parent is notified when the child consistently refuses to eat or exhibits unusual eating behavior;
11. Each staff member is informed of a modified diet prescribed for an enrolled child by the child's parent, physician, physician assistant, or registered nurse practitioner, as specified in R9-3-303(B)(8), and is written and posted in the kitchen;
12. The food served to an enrolled child is consistent with a modified diet prescribed for the child by the child's parent, physician, physician assistant, or registered nurse, as specified in R9-3-303(B)(8), and is written and posted in the kitchen;
13. After each use, non-single-use utensils and equipment used in preparing, eating, or drinking food are washed in:
    a. ~~Washed in an~~ An automatic dishwasher and air dried or heat dried; or
    b. ~~Washed in hot~~ Hot soapy water, rinsed in clean water, and air dried or heat dried;
14. Single-use utensils and equipment are disposed of after being used;
15. Perishable foods, which are foods that become unfit for human consumption if not stored to prevent spoilage are covered and stored in a refrigerator;
16. A refrigerator at the child care group home maintains a temperature of 41° F or below and a freezer maintains a temperature of 0° F or below, as shown by a thermometer kept in the refrigerator at all times;
17. ~~A freezer at the child care group home maintains a temperature of 0° F or below, as shown by a thermometer kept in the freezer at all times;~~

~~18.~~17. Foods are prepared as close as possible to serving time and, if prepared in advance, are either:

a. Cold held at a temperature of 45° F or below or hot held at a temperature of 130° F or above until served, or

b. Cold held at a temperature of 45° F or below and then reheated to a temperature of at least 165° F before being served;

~~19.~~18. When fresh milk is poured from the original-commercial milk container into a serving container used at a meal or a cup, the unused milk is not returned to the original-commercial milk container;

~~20.~~19. Food leftover from a meal where enrolled children pass a serving container from individual to individual or from the provider's family meal is not served to an enrolled child; and

~~21.~~20. A food is not served past its expiration date or after it has begun to spoil.

B. No change

R9-3-408. Field Trips and Other Trips Away from the Child Care Group Home

A. No change

1. No change
   a. No change
   b. No change
   c. No change
   d. No change
   e. No change
2. No change
   a. No change
   b. No change
   c. No change
   d. No change
   e. No change
      i. No change
      ii. No change
   f. No change
   g. No change
   h. No change

B. No change

1. No change

2. No change

C. No change

1. No change:
    a. No change
    b. No change
    c. No change
    d. No change
    e. No change
    f. No change
    g. No change
        i. No change
        ii. No change
2. No change
3. No change

D. No change

1. No change
2. No change

E. No change

1. No change
2. No change
3. No change
4. No change
    a. No change
    b. No change
5. No change
6. No change
7. No change
8. No change
9. No change

E. A certificate holder shall ensure that an individual transporting an enrolled child in a motor vehicle:

1. Requires that each door be locked before the motor vehicle is set in motion and keeps the doors locked while the motor vehicle is in motion;
2. Does not permit an enrolled child to be seated in front of a motor vehicle's air bag;

3. Requires that each enrolled child remain seated, restrained with a seatbelt, and entirely inside the motor vehicle while the motor vehicle is in motion;
4. Uses a child passenger restraint system, as required under A.R.S. § 28-907, for each enrolled child who is:
   a. Under eight years of age, and
   b. Not more than four feet nine inches tall;
5. Requires that each enrolled child in ~~subsection (E)(4)~~ subsections (E)(3) and (4), be secured before the motor vehicle is set in motion and while the motor vehicle is in motion;
6. Does not permit an enrolled child to open or close a door or window in the motor vehicle;
7. Sets the emergency parking brake and removes the ignition keys from the motor vehicle before exiting the motor vehicle;
8. Ensures that each enrolled child is loaded into or unloaded from the motor vehicle away from moving traffic at curbside or in a driveway, parking lot, or other location designated for this purpose; and
9. Does not use audio headphones or a telephone while the motor vehicle is in motion.

F. A certificate holder shall ensure that a staff member taking enrolled children off the premises:

1. Carries the following:
   a. ~~A copy~~ Documentation of the Emergency, Information, and Immunization Record ~~card~~, including the attached immunization record, for each enrolled child accompanying the staff member; and
   b. Drinking water in an amount sufficient to meet the needs of each individual going off the premises and sufficient cups or other drinking receptacles so that each individual can drink from a different cup or receptacle; and
2. Accounts for each enrolled child while the enrolled child is off the premises.

G. A licensee may use the written permission required in subsection (A) annually for multiple field trips to the same destination.

Last Revised: **7/27/2026**
Yellow Highlights: Draft changes
Blue Highlights: Changes since last draft posting
Underlines: New language
Strikeouts: Removing language

ARTICLE 5. PHYSICAL ENVIRONMENT STANDARDS

R9-3-501. General Physical Environment Standards

A. A certificate holder shall ensure that a child care group home has:

1. At least 30 square feet of floor space in indoor areas of the child care group home approved for providing child care services for each enrolled child, not including the following:
   a. A kitchen,
   b. A bathroom,
   c. A laundry room,
   d. A workshop room,
   e. A hallway, or
   f. A garage that has not been converted into living space;
2. If there are up to 10 enrolled children at the child care group home, excluding enrolled children who are in diapers, indoor bathroom facilities with at least one working toilet and one working sink available for use by enrolled children;
3. ~~If there are more than 10 enrolled children at the child care group home, excluding enrolled children who are in diapers, indoor bathroom facilities with at least two working toilets and two working sinks available for use by enrolled children;~~
4.~~3.~~ At least two unobstructed, usable exits to the outside are available for use by enrolled children; and
5.~~4.~~ An outdoor activity area.

B. No change

C. No change

R9-3-502. Outdoor Activity Area Standards

A. No change

1. No change
2. No change
3. No change
4. No change
5. No change
   a. No change
   b. No change
   c. No change

d. No change

B. The outdoor activity area of a child care group home may be less than 500 square feet if:

1. The outdoor activity area is at least 375 square feet in size; and
2. The certificate for the child care group home was issued:
   a. Before September 30, 2011, ~~and~~ the size of the outdoor activity area is not less than the size of the outdoor activity area on September 29, 2011; and
   b. On or after September 30, 2011, ~~and~~ the capacity of the child care group home is limited so that the outdoor activity area provides at least 50 square feet per each enrolled child.

C. A certificate holder shall ensure that:

1. A staff member:
   a. Keeps the gate in the fence surrounding an outdoor activity area closed while enrolled children are in the outdoor activity area, and
   b. Arranges play equipment in an outdoor activity area to eliminate hazards and to minimize conflict between children using the play equipment;
2. If a child can fall more than 48 inches from a climbing structure, swing, or slide in an outdoor activity area to the ground below, the climbing structure, swing, or slide:
   a. Has one of the following covering the fall zone of the climbing structure, swing, or slide:
      i. At least 6 inches of fine loose sand, pea gravel, wood fiber product, or other resilient material; or
      ii. A shock-absorbing unitary surfacing material manufactured for such use in outdoor activity areas; and
   b. Unless manufactured to be tip-resistant, as stated in the manufacturer's description of the climbing structure, swing, or slide, is anchored securely to the ground with anchors that are installed below the ground and are covered by the resilient material required in subsection (C)(2)(a)(i) or (ii); and
3. If a child can fall between 24 and 48 inches from a climbing structure, swing, or slide in an outdoor activity area to the ground below, the climbing structure, swing, or slide has covering over the fall zone of the climbing structure, swing, or slide non-dormant, growing grass or the resilient material required in subsection (C)(2)(a)(i) or (ii).

D. No change

R9-3-503. Swimming Pool Standards

A. A certificate holder shall ensure that a swimming pool used by an enrolled child at a child care group home:

1. Contains water that meets one of the following chemical disinfection standards:
   a. A free chlorine residual between 1.0 and 3.0 ppm as measured by the N, N-Diethyl-p-phenylenediamine test;
   b. A free bromine residual between 2.0 and 4.0 ppm as measured by the N, N-Diethyl-p-phenylenediamine test; or
   c. An oxidation-reduction potential equal to or greater than 650 millivolts; and
2. Is equipped with the following:
   a. An operational water circulation system that clarifies and disinfects the swimming pool water continuously and that includes at least:
      i. A removable strainer,
      ii. Two swimming pool inlets are located on opposite sides of the swimming pool, and
      iii. A drain located at the swimming pool's lowest point and covered by a grating that cannot be removed without using tools;
   b. An operational vacuum cleaning system; and
   c. The following items, which shall be accessible whenever the swimming pool is in use:
      i. A ring buoy attached to a 1/2 inch diameter rope at least 25 feet in length, and
      ii. A shepherd's crook.

B. A certificate holder shall ensure that a swimming pool at the child care group home is totally enclosed by a fence, according to A.R.S. § 36-1681, that:

1. Separates the swimming pool from all other outdoor activity areas;
2. Is secured to the ground;
3. Is at least 5 feet high;
4. Has a self-closing, self-latching, lockable gate; and
5. Does not have any vertical or horizontal open space that exceeds 4 inches at any point, including any space on a gate

C. No change

1. No change
2. No change
3. No change
4. No change
5. No change

D. No change

E. Before an enrolled child is allowed to swim at the child care group home, a certificate holder shall ensure that:

1. The enrolled child's parent has given written permission for swimming; and
2. An individual who has current lifeguard certification that includes a demonstration of the individual's ability to perform CPR is stationed at the swimming pool in a location that enables the individual to clearly see ~~clearly~~ all parts of the swimming pool, including the bottom, at all times while enrolled children are using the swimming pool.

R9-3-506. General Cleaning and Sanitation Standards

A certificate holder shall ensure that:

1. All areas of the child care group home approved for providing child care services and the furnishings, equipment, supplies, materials, utensils, and toys in those areas are kept clean and free of insects and vermin;
2. All equipment, materials, and toys used by or accessible to enrolled children are cleaned and disinfected as often as necessary to maintain them in a clean and disinfected condition and, for items used by infants or one- or two-year-old children, at least once every 24 hours;
3. All plumbing fixtures at the child care group home are maintained in operating condition;
4. The plumbing at the child care group home supplies sufficient water pressure to meet the child care group home's toileting and cleaning needs;
5. Each bathroom used by an enrolled child at the child care group home has the following within the reach of enrolled children:
   a. Mounted toilet tissue,
   b. Soap contained in a dispenser, and
   c. Singly dispensed paper towels;
6. A staff member washes the staff member's hands with soap and running water after toileting;
7. An enrolled child, other than an enrolled child with a special ~~needs~~ health care need or a disability who cannot wash the enrolled child's own hands, washes the enrolled child's hands with soap and running water after toileting;
8. After an enrolled child with a special ~~needs~~ health care need or a disability who cannot wash the enrolled child's own hands uses the toilet, a staff member washes the enrolled child's hands with a washcloth, cloth, or paper towel, or disposable wipes, using each washcloth, cloth, or paper towel, or disposable wipe on only one enrolled child and only one time before it is laundered or discarded;

9. Each toilet bowl and sink in a child care group home available for use by enrolled children is cleaned and disinfected daily or, if necessary, more often;
10. A bathtub is cleaned and disinfected before being used to bathe an enrolled child and, if used to bathe more than one enrolled child in one day, between each use;
11. Food waste at the child care group home is stored in a covered waterproof container that is clean and lined with a plastic bag; and
12. Food waste and other refuse is removed from the residence daily or, if necessary, more often.

R9-3-507. Diaper-Changing Standards

A. A certificate holder shall ensure that a staff member changes diapers only on a nonabsorbent, sanitizable diaper changing surface that:

1. Is kept clear of items not required for diaper changing;
2. Is in an area of the child care group home approved for providing child care services, but not in a kitchen or eating area; and
3. Provides access to running water that is not a kitchen sink and dispensed soap within 15 feet.

B. A certificate holder shall ensure that:

1. A staff member:
   a. Cleans, sanitizes, and dries a diaper-changing surface using a single-use paper towel before and after each diaper change;
   b. Washes the staff member's hands with soap and running water before and after each diaper change;
   c. Wears single-use non-porous gloves during each diaper change;
   d. Washes an enrolled child's hands with soap and running water or with a washcloth or disposable wipe after the enrolled child's diaper is changed and uses each washcloth or disposable wipe on only one child and only one time before it is laundered or discarded; and
   e. Documents the daily diaper changes for each enrolled child in a dated diaper-changing log after changing the enrolled child's diaper;
2. The diaper-changing log is maintained on the premises for 12 months after the date of the last diaper change recorded in the diaper-changing log;
3. Soiled cloth diapers ~~or plastic pants~~ from an enrolled child are:
   a. If soiled with feces, emptied into a flush toilet without rinsing the cloth diapers or plastic pants;
   b. Placed in a plastic bag labeled with an identifier that is specific to the enrolled child;

c. Stored in a waterproof container that is tightly covered and lined with a plastic bag; and

d. Sent home with the enrolled child's parent; ~~and~~

4. Soiled disposable diapers and disposable training pants are:

a. Stored in a waterproof container that is tightly covered and lined with a plastic bag; and

b. Removed from the diaper-changing area and discarded in an outside waste receptacle once daily or, if necessary, more often~~.~~; and

5. The containers required in subsection (B)(3)(c) or (B)(4)(a) are inaccessible to children.

R9-3-508. Pet and Animal Standards

A certificate holder shall ensure that:

1. Each dog, cat, or ferret at the child care group home has a current vaccination against rabies;
2. Documentation of current vaccination against rabies, required in subsection (1), is maintained on the premises;
3. All pet and animal habitats at the child care group home are kept clean;
4. When kept in an area of the child care group home approved for providing child care services, a bird is:

a. Kept in a cage during hours of operation, and

b. Not kept in the kitchen or an eating area of the child care group home;

5. Pets and animals are controlled so that the cleanliness of the child care group home is maintained and no enrolled child, staff member, or other individual at the child care group home is endangered;
6. All animals, except cats and dogs, are kept in enclosures that are inaccessible to enrolled children, except as an activity, during hours of operation;
7. A reptile in a child care group home ~~is~~ shall be kept in a tank, container, or other enclosure that is:

~~a. Kept in a tank, container, or other enclosure that is:~~

~~i.~~a. Inaccessible to enrolled children,

~~ii.~~b. Not located in an area of the child care group home approved for providing child care services, ~~and~~

~~iii.~~c. Not brought into or through areas of the child care group home approved for providing child care services at any time; and

~~b. Not taken out of the tank, container or other enclosure at any time during hours of operation;~~

~~c. Not brought into areas of the child care group home approved for providing child care services at any time; and~~

d. Not used as part of an activity;

8. Each pet dish is inaccessible to enrolled children during hours of operation;
9. Receptacles for pet feces and urine, such as litter boxes, are inaccessible to enrolled children;
10. Pet feces in an outdoor activity area are cleaned up before enrolled children are permitted in the outdoor activity area; and
11. Enrolled children and staff members wash their hands with soap and running water after an activity involving animals.