




**AN INTRODUCTION TO  
LICENSED CHILD CARE  
IN YOUR HOME  
PART 2**





The purpose of this training is to provide a general overview of caring for the children who attend your in-home child care business.

For the new Provider, this will help you **plan the routines and activities** the children will experience each day.

For the experienced Provider, this will give you an opportunity to **review your activities and routines** to be sure you are providing the best experiences possible for the children in your care.

Throughout this training session you will see references to Child Care licensing rules.

Here is the link to the Arizona Child Care Licensing Rules:

<https://www.azdhs.gov/licensing/childcare-facilities/index.php>

Even if you have been operating your in-home childcare business for a while, it is a good idea to review the rules from time to time.

Note: If this link is not working, paste the URL into your browser.

During this training you will explore the following topics:

1. Supervision of Children
2. Daily Schedule
3. Activities
4. Supervision of Children
5. Diapering, Toileting, and Hand-washing
6. Meals and Snacks
7. Napping and Sleeping
8. Family and pet spaces

## Supervision of Children

To ensure the health, safety, and well-being of children, they must be supervised.

You must be aware of and accountable for each child in your care at all times.

Arizona's Child Care Licensing Rules ([azdhs.gov](http://azdhs.gov)) describe what this will look like in your child care home.

Make a note to review this section in Arizona's childcare licensing rules.



## Daily Schedule

Creating an appropriate daily schedule that meets the needs of each child will provide a sense of security and safety for the children in your care.

Parents will find comfort in knowing your schedule as they arrive and depart each day.

Creating a schedule that works with your family member's schedules will help create a calm and safe environment.





Click on the link below for an example of a daily schedule.

<https://www.azdhs.gov/documents/licensing/childcare-facilities/providers/helping-hands/daily-schedules.pdf>

Note: If the link is not working,  
Paste the URL into your browser window.



It is important to create routines that occur in the same order on most days. Don't worry too much about sticking to a strict time schedule, but the order of the routines are important.



## Activities

You will plan time for active play, quiet play, individual play, group play, and Provider-directed play (craft activity, cooking activity, science experiment etc.)



Be sure to include time for self-care routines such as diapering, toileting, hand washing, snacks and meals, napping, and sleeping.



## Hand-Washing

Frequent hand washing will help control the sharing and spreading of germs for adults and children.

Everyone should wash their hands upon arrival, before and after snacks and meals (including preparation), eating, toileting, diapering, after sneezing or coughing, and anytime hands are messy or soiled.



Part of your day will be spent assisting, supervising, and participating in hand-washing.

Arizona's Child Care Licensing Rules ([azdhs.gov](http://azdhs.gov)) list handwashing guidelines.

Click on this link to view a great resource:

<https://www.azdhs.gov/documents/licensing/childcare-facilities/providers/helping-hands/handwashing.pdf>

The hand-washing sink must be within easy reach (you might need a step-stool) and stocked with dispensed liquid soap and singly-dispensed disposable towels.

Note: If the link is not working, paste the URL into your browser window.





## Diapering

The diaper-changing area needs to be easy to use and maintain. Be sure to locate your changing area near a handwashing sink.

Arizona Child Care Licensing Rules ([azdhs.gov](http://azdhs.gov)) list the required information to help you set up your diaper changing area.



## Toileting

The bathroom needs to be safe and clean.

Be sure to move your family members' personal items (shampoo, safety razors, medications, lotions, cosmetics etc.) out of reach enrolled children.

You may need to provide a stepstool at the toilet.

Toilet tissue should be mounted within easy reach.

Children will need to be supervised and may need assistance.



## Meals and Snacks

Healthy snacks and meals are an important part of your in-home childcare business.

While it is okay to serve the occasional treat, you should serve healthy food the majority of the time.

In Arizona, you have some great resources to help you with menu planning:

Child Care Licensing Rules ([azdhs.gov](http://azdhs.gov))

Empower Program ([empower.org](http://empower.org))

CACFP 9 (<https://www.azed.gov/hns/cacfp/>)

Note: If the link is not working, paste the URL into your browser window.



## Napping and Sleeping

Part of your daily schedule will include time for napping and sleeping.

The amount of time spent napping or sleeping will depend on the age and temperament of the child.

Discuss with parents their child's usual nap and sleep schedule to determine how much time you should allow in your daily schedule.

Infants and children should nap, or sleep, based on their usual schedule.





You will need to provide a quiet area for napping and sleeping and another area where children who are awake can engage in their regular activities. Don't expect all the children to nap or sleep at the same time.





In Arizona, infants are required to nap or sleep in a crib. Play pens with fabric sides are not allowed for sanitary reasons.

This is a good time to review the licensing rules for napping and sleeping (<https://www.azdhs.gov/documents/licensing/childcare-facilities/rules/bccl-child-care-group-home-rules.pdf> )

Note: If the link is not working, paste the URL into your browser window.





If you are offering evening or over-night care (8 pm through 5 am), You or a staff member must remain awake until all children are asleep. If you or a staff member sleeps during nighttime hours, they must be able to hear and respond to each child.



## Family Spaces



Operating a childcare business in your home will have an impact on family use of your home.

It is important to have places where family members can sit, eat, and sleep.

Bedrooms belonging to family members should be “off limits” to enrolled child care children.



## Pets

If you have a family pet, review Arizona's child care licensing rules before letting your pet interact with the children in your care:

<https://www.azdhs.gov/documents/licensing/childcare-facilities/rules/bccl-child-care-group-home-rules.pdf>

Note: If the link is not working, paste the URL into your browser window.



## Important reminders about pets:

- Reptiles must be kept away from licensed space and may not be out of their enclosure during hours of operation.
- Birds may not be kept in the kitchen or in areas where children eat, or out of their cages during hours of operation.
- All animals except for cats and dogs are kept in an enclosure and are inaccessible to children during hours of operation.
- Pet feeding dishes, water dishes, litter boxes and feces are not accessible to children.





If you have questions about any of the information  
In this training session, contact your Child Care Licensing  
Surveyor for more information.

If you do not have an assigned Licensing Surveyor yet, there is  
a Surveyor on duty every business working day to answer  
general questions at:

602-364-2539

800-615-8555

For additional resources and information,  
visit the ADHS Bureau of Child Care Licensing website:

[General information](#)  
[Training Resources](#)  
[Provider Applications](#)  
[Provider Forms](#)