Arizona Department of Health Services Child Care Center Rules Bureau of Child Care Licensing Pursuant to A.R.S. § 36-891(F)

Statute or Rule:				
A.R.S. § 36-882.M. Depa	artment notified in	writing within 10 days of change	of director	
A.R.S. § 36-883.02.A.C.	• • • • • • • • • • • • • • • • • • • •			
R9-5-203 Fingerprinting &	Central Registry	locumentation		
B.E. Services, space utilizat			(30 days)	
R9-5-301 General L A.3 Change of director B.1. Designates qualified indirector's absence B.2. Supervision of unqualif B.3. Staff attendance records	ied staff	ibilities D.2 Immediate access F. Mantoux TB self-screen for G. Staff with CPR/First aid or field trips I. Record of fire drills once/n	premises, vehicles,	
R9-5-302 Statement	of Child Care S		,	
A.1. Desc.of facility's child c A.2. Hours of operations A.3. Facility street & mailing A.4 Child enrollment & disen A.5. Charges, fees, payment r A.6. Child admission & releas A.7. Age-appr. guidelines/met A.8. Transportation procedure A.9. Field trip requirements & A.10. Parent responsibilities R9-5-303 Posting of	address, phone rollment proc. requirements e requirements hods es procedures	A.11. Description of activities A.12. Liability insurance carrie A.13. Medication administratic A.14. Accident & emergency of A.15. Inspection reports availa A.16. Facility regulated by DF phone A.17. Pesticide application pro A.18. Parental access to premi A.19. Expulsion policy & proc	nd by licensee on procedure procedures able on-site IS; Dept.'s address, occdures see	
A. Posted conspicuously in fa A.1. Facility license A.2. Name of facility director A.3. Name of ind. desig. to ac A.4. Fees and refund policy	-	 A.5. Menus for the current cale A.10. Notice of availability of reports B. Licensed capacity posted in area C. Notification of pesticide ap 	facility inspection each indoor activity	
	nt of Children on & Immunization	Record (EIIR); Ready access to	cards	
R9-5-305 Child Immunization Requirements A. Children's immunization records or exemption B. Attach copy to EIIR				
R9-5-306 Admission & Release of Children; Attendance Records A.1. Children's sign in/out records B. Roster documentation (12 mos.)				
R9-5-307 Suspected	l or Alleged C	hild Abuse or Neglect		
R9-5-308 Insurance	e Requiremen	s		
R9-5-309 Gas & Fire	e Inspections			
R9-5-401 Staff Qual 1. Facility director 2. Director designee	3. Child educ 4. Assistant o	ator	ld educator aide tudent-aide/Volunteer	

R9-5-403 A.1-17. B-D.	Training Requirements Staff orientation within 10 calendar days of hire 24 hours training every 12 mos, documentation			
E.	CPR (participatory)/First aid requirements			
R9-5-404 Staff-to-Children Ratios				
A.	Infants	1:5, 2:11	3-year old children	1:13
	1-year-old children	1:6, 2:13	4-year-old children	1:15
	2-year-old children	1:8	5-year-old children	1:20
	•		School-age children	1:20
C.1. 2 staff	based on youngest child in on premises if 6+ children (iff person available within 1	including directo		
C.3. Infants not with older children if 6+ children				
D. Staff duties not simultaneous with child care duties				
E. Adequate personnel to perform administrative, food, etc.				

- A.2. Enrolled & unenrolled children not mixed
- A.3.4. Drinking water accessible, available in indoor/outdoor activity areas
- A.5 Age-appropriate/developmentally-appropriate grouping
- A.7. Age-appropriate toys, materials, equipment
- A.10. Feeding chair standards/safety strap/tray/sanitize
- A.12. Facility premises, buildings, free from hazards
- A.13. Toys & play equipment maintained free from hazards & in condition for intended use
- A.14. 68°- 82° in activity areas
- A.18 Toxic or flamm. materials, hazardous substances/child warning label, haz. equip. inaccessible
- A.20 Garden tools, cleaning equipment inaccessible
- B.1. Staff supervise each enrolled children at all times
- B.3. Children clean & clothing changed when soiled
- B.4. Activity schedule (with times) posted in activity area
- B.5.6 Lesson plans dated & posted in activity areas (12 mos.)
- B.9. Child's personal products labeled, written approval, inaccessible
- B.12. Monitor child for sun exposure

R9-5-502 Supplemental Standards for Infants

A.1.	Provide wall-enclosed room, exits	B.4. No screen time
A.2-3.	Indoor & outdoor activities	B.7. Sleep in non-sleeping equipment
A.5.	Tummy time	C.1.a.b.c.Staff interactions with infants
A.7.b.	Toys, materials, & equipment	C.1.d. Written daily record (12 mos.)
A.8.	Crib standards	C.1.g. No soft products in crib with child
A.10.	Crib spacing - 2 feet apart	C.1.h.i.j. Sanitize cribs, sheets, blankets updated (12
A.11.	Food labeled	mos.)
B.2.	If awake, 30 minute max in crib,	C.1.lm. Written feeding instructions-posted
	swing, high chair	C.3.a.b Bottles labeled, not propped

	Standards for Children No	eding Diap	er Changing
A.1.	Sanitizable, seamless, smooth surface; Clear of unrelated items		
A.2.a.b.c.	Handwashing sink: Water 86-110°, soap & single-use paper towels from dispensers		
A.3.4.	2 containers, lined & covered		
B.1.2.3.	No food/prep in area; Water not drawn; Staff/food prep no diaper changing		
C.	Written diaper changing procedures -	· post & impl	ement
D.1.	Use separate wash cloth/towel only once for each child		
D.2.	Wash & dry with child's labeled products		
D.3.	Use single-use non-porous gloves		
D.4.5.	Staff/children wash hands with warm water, soap		
D.6.	Clean, sanitize, dry surface following each diaper change		
D.7.	Use single-use paper towels from dis	penser	
E.1.	Inaccesssible container		
E.2.	Maintain daily dated log of diaper ch	anges (12 mo	os.)
R9-5-504	Supplemental Standards f	or 1 & 2 Ye	ear Old Children
 If awake Toilet tr 	e, less than 30 min. in crib, feeding cha aining plan	ir, confinem	ent 4. Prohibit screen time for 1's 9.d. Sippy cup labeled
3. Age-app	propriate safe toys		
R9-5-505	* *		, 4-Year-Old, and 5-Year-Old
A. Age-	appropriate toys, materials, equipmen	t	
B. Indiv	vidual plan for toileting		
R9-5-50		s for Scho	ol-20e Children
	vise child while en route to & from		appropriate toys
	vise clind willie eli foute to & from		
both	ma a ma		
	room Supplemental Standards for Child	4. Quie	t study area provided
R9-5-507	Supplemental Standards for Child	4. Quie	
R9-5-507 A.	Supplemental Standards for Child Individual plan (12 mos.), updated	4. Quie	t study area provided
R9-5-507 A.	Supplemental Standards for Child	4. Quie	t study area provided
R9-5-507 A. D.1.2.	Supplemental Standards for Child Individual plan (12 mos.), updated	4. Quie ren with Spe	t study area provided
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R9-5-511 Sleeping Materials & Equipment, Napping

A.1. Cot, mat, crib accommodates child

A.2. Clean sheet to cover mat

A.3. Clean blanket/sheet to cover child

A.4. Rug, carpet, blanket, or towel not used

A.5. Maintained in cleaned/repaired cond'n

A.6 Infant placed on back

18" between rows of cots or mats

E.1-5 Naptime standards: No direct contact with floor while napping, no T.V.

Storage for mats/cots from food, laundry,

R9-5-512 **Cleaning & Sanitation**

Premises free of insects & vermin

B.1-2 Premises/furnishings clean & free from odor

C.1.2 Flooring clean, free from dampness, odors, hazards

Plumbing flooring, fixtures clean, sanitized

F.1. Toilet room contains, within easy reach of children: Mounted toilet tissue, sink with running water, dispensed soap & single-use paper towels or air dryer

F.2.3. Staff & children wash hands after toileting

F.4. Food waste stored in covered, clean, lined container

F.7. Toys, materials, equipment in clean condition

F.8.9. Plumbing fixtures clean, working; chipped/cracked sinks repaired or replaced

R9-5-513 **Pets & Animals**

R9-5-514 Accident & Emergency Procedures

First aid kit - inaccessible to children/sufficient quantity

Sterile bandages, gauze pads, rolls A.2 Antiseptic A.3 Scissors A.4 Adhesive tape

Single use/non porous gloves A.6 Closeable 1-gal plastic bags

Written fire and emergency plan; update every 12 months.

1.a.b .Location of first aid kit, names of staff w/first aid, CPR

Directions for verbal notification of parents within 30 minutes of accident or emergency:

directions for written notification to parent within 24 hours

Facility's address, emerg. phone numbers for fire, police, ambulance, poison control

Post written fire & emergency plans in areas without communication system

Multi-hazard emergency plan

E. Building evacuation plan posted near designated exit in activity area

F.1.2. Operating phone OR 2-way communication system that connects with individual with direct access to in & out phone

G. Documents and notifies parent of injury or emergency requiring medical treatment

R9-5-515 Illness & Infestation

B.1-3 Immediately separate child, notify parent, document (12 mos)

Exclude ill staff

Written notice regarding communicable illness or infestation to staff, parent, & local Health Dept.

F.1.2. Dated, written notice of comm. illness or infestation posted in entrance (12 mos.)

F.3. Illness log of staff & children (12 mos.)

R9-5-516 Medications

Written policy regarding medication B.4.b. Labeled with child's name B.1. One staff member designated in writing D.F. Record of medications admin. 12 mos. B.3. Written parental permission F.1.a Name of child

B.3.a. First & last name of child

B.3.b. Name of medication

B.3.c. Prescription number, if any B.3.d. Instructions for administration

B.3.e. Reason for medication B.3.f. Date of authorization

B.4 Medication in original containers

F.1.b. Name, prescription #, & amount

F.1.c. Date & time med administered

F.1.d Signature of staff member who admin med.

Return unused medications

H.1-3. Staff/children's medications locked separately

No stock medications

R9-5-517 Transportation	
A.1. Written permission to transport	A.11. Maintain service records on premises
A.3. Vehicle registered by ADOT	B. Driver qualifications:
A.4. Proof of insur. in vehicle	B.1.2. 18 years of age, Valid driver's license
A.8. Restraint system (A.R.S.§28-907)	B.3. List of children transported, copy of EIIR
A9.a.b. Working heating & cooling systems	card
A.9.c.d. First aid kit, 2 towels or blankets	B.7. Children secured in seat belts
A.9.e. Sufficient water, receptacles	B.11. Driver does not use telephone or audio
A.10. Maintain in clean condition	headphones while vehicle in motion
	C.D. Staff-to-child ratios met
R9-5-518 Field Trips	
A.1. Written parental permission: Date & purpose,	, B.3.4. List of children; Sufficient water
depart/return times, destination info	C. Attendance doc.
A.2. Field trip plan: Names of participants,	D,E. Proper identification
depart/return times, license #, destination info	F. Volunteer drivers
A.3. Maintain field trip and plan (12 mos.)	G. 6+ children, teacher-caregiver + 1 staff
B.1.2 Copy of Emergency cards & Plan	, ,
R9-5-601 General Physical Plant Stand 1. Infant room - If capacity is more than 5, a secon	d exit required
	d exit required ildren constructed with safety glass
 Infant room - If capacity is more than 5, a secon Diaper changing area in rooms with diapered ch Glass, mirrors, windows within 36" from floor c 	d exit required ildren constructed with safety glass
Infant room - If capacity is more than 5, a secon Diaper changing area in rooms with diapered ch Glass, mirrors, windows within 36" from floor c R9-5-602 Facility Square Footage Requ R9-5-603 Outdoor Activity Area	d exit required ildren constructed with safety glass uirements
 Infant room - If capacity is more than 5, a secon Diaper changing area in rooms with diapered ch Glass, mirrors, windows within 36" from floor c R9-5-602 Facility Square Footage Req R9-5-603 Outdoor Activity Area B.1. Enclosed by fence 	d exit required ildren constructed with safety glass uirements D.1.2. Rubber material or resilient 6" fall surface
 Infant room - If capacity is more than 5, a second. Diaper changing area in rooms with diapered cheed. Glass, mirrors, windows within 36" from floor compared to the second of the second o	d exit required ildren constructed with safety glass uirements D.1.2. Rubber material or resilient 6" fall surface E. Asphalt or concrete not installed under
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Statute or Rule:			
R9-5-705 Fingerprinting & Central Registry documentation			
R9-5-710 Changes Affecting License B.E. Services, space utilization, licensed capacity I.J.K. Written notification of change of controlling person/des. agent/resp. party (30 days)			
R9-5-711 Inspections, Investigations			
R9-5-713 General Licensee Responsib A.3 Change of director B.1. Designates qualified individual to act in director's absence B.2. Supervision of unqualified staff B.3. Staff attendance records	ilities D.2 Immediate access F. Mantoux TB self-screen form G. Staff with CPR/First aid on premises, vehicles, field trips I. Record of fire drills once/month (12 mos.)		
R9-5-714 Statement of Child Care Ser	· · ·		
A.1. Desc.of facility's child care srvc./class A.2. Hours of operations A.3. Facility street & mailing address, phone A.4 Child enrollment & disenrollment proc. A.5. Charges, fees, payment requirements A.6. Child admission & release requirements A.7. Age-appr. guidelines/methods A.8. Transportation procedures A.9. Field trip requirements & procedures A.10. Parent responsibilities	A.11. Description of activities & pgrms A.12. Liability insurance carried by licensee A.13. Medication administration procedure A.14. Accident & emergency procedures A.15. Inspection reports available on-site A.16. Facility regulated by DHS; Dept.'s address, phone A.17. Pesticide application procedures A.18. Parental access to premises A.19. Expulsion policy & procedures		
R9-5-715 Posting of Notices A. Posted conspicuously in facility A.1. Facility license A.2. Name of facility director A.3. Name of ind. desig. to act in direct. abs. A.4. Fees and refund policy	 A.5. Menus for the current calendar week A.10. Notice of availability of facility inspection reports B. Licensed capacity posted in each indoor activity area C. Notification of pesticide application 		
R9-5-716 Enrollment of Children B.C. Emergency Information & Immunization Record (EIIR); Ready access to cards			
R9-5-717 Child Immunization Requirements A. Children's immunization records or exemption B. Attach copy to EIIR			
R9-5-718 Admission & Release of Children; Attendance Records			
A.1. Children's sign in/out records B. Roster documentation (12 mos.) R9-5-719 Suspected or Alleged Child Abuse or Neglect			
R9-5-720 Insurance Requirements			
R9-5-721 Gas & Fire Inspections			
R9-5-722 Pesticides			
R9-5-723 Staff Qualifications			
1. Facility director 3. Child educa 2. Director designee 4. Assistant ch	ild educator 6.7. Student-aide/Volunteer		
122222222222222222222222222222222222222	,		

OUT-OF-SCHOOL TIME

R9-5-725 A.1-16. B-D.	Training Requirements Staff orientation within 10 calendar days of hire 24 hours training every 12 mos, documentation
E.	CPR (participatory)/First aid requirements
B.1. Ratios bases B.2. Student-a C.1. 2 staff or C.2. 2nd staff D. Staff duti	Staff-to-Children Ratios ge children 1:20 seed on youngest child in group aide not counted as staff n premises if 6+ children (including director/designee) person available within 15 minutes if 5 or fewer ies not simultaneous with child care duties expersonnel to perform administrative, food, etc.

R9-5-727 General Child Care Program, Equipment, Health and Safety Standards

- A.1. Health, safety or welfare of child not placed at risk of harm
- A.2. Enrolled and unenrolled children are not mixed
- A.3. Age-appropriate/developmentally-appropriate grouping
- A.5. Age-appropriate toys, materials, equipment
- A.8. Facility premises, buildings, free from hazards
- A.9. Toys & play equipment maintained free from hazards & in condition for intended use
- A.10. 68°- 82° in activity areas
- A.12 Toxic or flamm. materials, hazardous substances/child warning label, haz. equip. inaccessible
- A.14 Garden tools, cleaning equipment inaccessible
- B.1. Staff supervise each enrolled children at all times
- B.4. Children clean & clothing changed when soiled
- B.5-7. Activity schedule (with times)/lesson plan posted in activity area, updated, screen time
- B.8. Child's personal products labeled, written approval, inaccessible
- B.10. Monitor child for sun exposure

R9-5-728 Supplemental Standards for School-age Children

A.1. Supervise child while en route to & from

3. Age-appropriate toys4. Quiet study area provided

bathroom, allows privacy
A.2 Staff checks after 3 minutes

5. Drinking water accessible

R9-5-729 Supplemental Standards for Children with Special Health Care Need

- A. Individual plan (12 mos.), updated
- C.1.2. Developmentally appropriate materials/assistance
- E. Written request for diaper-changing area prior to adding are

R9-5-730 General Nutrition Standards

A. Meals to be available E. Age-appropriate nutritional requirements /

B. Time periods for meal service Variety

C. Meal pattern requirements & serving sizes F. One day supply

D. Provide milk or juice if not provided by parent G. Second servings available

R9-5-731 General Food Service & Food Handling Standards

A.B Sanitation - Every 12 months , Local ordinances/permit obtained every 12 mos.

C.1. Wash hands before handling/eating food

C.1. Special dietary instructions posted kitchen/activity areas

C.1. Weekly menu - Posted & dated

11. Wash hands before handling/eating food C.16 Weekly hieru - Fosted & dat

C.2. Single use washcloth for inf/spec needs

C16.e. Substitutions noted
C.21 Refrig/Freezer Therm.

R9-5-	-732 Positive Discipline & Guidar	ıce	
A.1.	Forming positive relationship	B.4.	Discipline not associated with:
A.2.	Developmental expectations	B.4	Eating, napping, sleeping, toileting, play
A.3.	Establish, teach, support rules	B.5.	Medication
A.5.	Predictable routine	B.6	Mechanical restraint
A.6-9	Model, redirect, strategies	B.8.	Not administered by another child
B.1.	No physical discipline	C.1	Separate child no longer than 3 minutes,
B.2.	No emotional abuse		>10 minutes w/t interaction
B.3.	Abusive language	C.2	Physical restraint only used to protect from
		iniury	

R9-5-733 Cleaning & Sanitation

- A. Premises free of insects & vermin
- B.1-2 Premises/furnishings clean & free from odor
- C.1.2 Flooring clean, free from dampness, odors, hazards
- D. Plumbing flooring, fixtures clean, sanitized
- F.1. Toilet room contains, within easy reach of children: Mounted toilet tissue, sink with running water, dispensed soap & single-use paper towels or air dryer
- F.2.3. Staff & children wash hands after toileting
- F.4. Food waste stored in covered, clean, lined container
- F.7. Toys, materials, equipment in clean condition
- F.8.9. Plumbing fixtures clean, working; chipped/cracked sinks repaired or replaced

R9-5-734 Pets & Animals

R9-5-735 Accident & Emergency Procedures

- A. First aid kit inaccessible to children/sufficient quantity
- A.1 Sterile bandages, gauze pads, rolls A.2 Antiseptic A.3 Scissors A.4 Adhesive tape
- A.5 Single use/non porous gloves A.6 Closeable 1-gal plastic bags
- C. Written fire and emergency plan; update every 12 months.
- 1.a.b .Location of first aid kit, names of staff w/first aid, CPR
- 1.c Directions for verbal notification of parents within 30 minutes of accident or emergency; directions for written notification to parent within 24 hours
- l.d. Facility's address, emerg. phone numbers for fire, police, ambulance, poison control
- 2.3 Post written fire & emergency plans in areas without communication system
- D. Multi-hazard emergency plan
- E. Building evacuation plan posted near designated exit in activity area
- F.1.2. Operating phone OR 2-way communication system that connects with individual with direct access to in & out phone
- G. Documents and notifies parent of injury or emergency requiring medical treatment

R9-5-736 Illness & Infestation

- B.1-3 Immediately separate child, notify parent, document (12 mos)
- D. Exclude ill staff
- Written notice regarding communicable illness or infestation to staff, parent, & local Health Dept. (24 hrs.)
- F.1.2. Dated, written notice of comm. illness or infestation posted in entrance (12 mos.)
- F.3. Illness log of staff & children (12 mos.)

R9-5-737 Medications			
A. Written policy regarding medication B.1. One staff member designated in writing B.3. Written parental permission B.3.a. First & last name of child B.3.b. Name of medication B.3.c. Prescription number, if any B.3.d. Instructions for administration B.3.e. Reason for medication B.3.f. Date of authorization B.4. Medication in original containers R9-5-738 Transportation A.1. Written permission to transport	B.4.b. Labeled with child's name D.F. Record of medications admin. 12 mos. F.1.a Name of child F.1.b. Name, prescription #, & amount F.1.c. Date & time med administered F.1.d Signature of staff member who admin med. G. Return unused medications H.1-3. Staff/children's medications locked separately I. No stock medications B. Driver qualifications:		
A.1. Written permission to transport A.3. Vehicle registered by ADOT A.4. Proof of insur. in vehicle A.8. Restraint system (A.R.S.§28-907) A.9.a.b. Working heating & cooling systems A.9.c.d. First aid kit, 2 towels or blankets A.9.e. Sufficient water, receptacles A.10. Maintain in clean condition A.11. Maintain service records on premises	 B.1.2. 18 years of age, Valid driver's license B.3. List of children transported, copy of EIIR card B.7. Children secured in seat belts B.11. Driver does not use telephone or audio headphones while vehicle in motion C.D. Staff-to-child ratios met 		
 R9-5-739 Field Trips A.1. Written parental permission: Date & purpose, depart/return times, destination A.2. Field trip plan: Names of participants, depart/return times, license #, destination A.3. Maintain field trip and plan (12 mos.) 	 B.1.2 Copy of Emergency cards & Plan B.3.4. List of children; Sufficient water C. Attendance doc. D,E. Proper identification F. Volunteer drivers G. 6+ children, teacher-caregiver + 1 staff 		
R9-5-740 General Physical Plant Standards 1. Infant room - If capacity is more than 5, a second exit required 4. Diaper changing area in rooms with diapered children 6. Glass, mirrors, windows within 36" from floor constructed with safety glass			
R9-5-741 Facility Square Footage Req	uirements		
R9-5-742 Outdoor Activity Area B.1. Enclosed by fence B.1.a. Minimum of 4 feet high B.1.b. Secured to ground B.1.c. Open spaces do not exceed 4" B.2. Maintained free of hazards	 D.1.2. Rubber material or resilient 6" fall surface E. Asphalt or concrete not installed under swings or climbing equipment G. Shaded area for each child occupying outdoor area 		
R9-5-743 Swimming Pools B.3.	No portable pools		
R9-5-744 Fire & Safety A. Portable fire extinguishers (2A-10-BC) B.1. Designated exits unobstructed/unlocked B.5. Electrical extension cords not used B.6. Unused electrical outlets covered w/safety plug or insert	 B.9. Fans mounted & inaccessible to children B.10. Toilet room ventilation while children in bathroom B.15. Sprinkler system (12 mos) B.16. Fire extinguishers 		