

Providing Infant Care in Facilities

Training Presented by:
Bureau of Child Care Licensing



ARIZONA DEPARTMENT
OF HEALTH SERVICES

LICENSING

General Information

- This training includes a review of rules associated with providing care to Infants in a Child Care Facility. It is not a comprehensive review of the rules, which can be accessed from the AZDHS.gov website.



Agenda

- Introductions
- Overview
- Rule Review
- Questions
- Evaluations



How is an Infant defined in rule?

R.9-5-101.61

An Infant is:

- a. A child 12 months of age or younger, or
- b. A child 18 months of age or younger who is not yet walking



What is Infant care?

R.9-5-101.62

Infant care means child care services provided to an infant.



10 DAY STAFF TRAINING REQUIREMENTS

R9-5-403

A. Within 10 calendar days of the starting date of employment or volunteer service, each staff member who provides child care services shall complete training for new staff members that includes A.1 through A.17.

*Make note that several of these topics apply to Infant care

Checklist for Training of New Staff Member	
Employee's Name: _____ Starting Date: _____	
In accordance with R9-5-403 for centers, and R9-3-302.A for group homes, training for new staff members who provide child care services must be completed within 10 calendar days of the starting date of employment and must include all of the items listed below.	
Staff training requirements:	Date Completed
Facility philosophy and goals (centers only)	
Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services	
Health needs, nutritional requirements, any known allergies and information about adaptive devices of enrolled children for whom the staff member will provide child care services	
Lesson plans (centers only)	
Child guidance and methods of discipline	
Hand washing techniques	
Diapering techniques and toileting, if assigned to diaper changing duties	
Food preparation, service, sanitation, and storage, if assigned to food preparation	
If a staff member is assigned to feeding infants, the preparation, handling and storage of infant formula and breast milk	
Recognition of signs of illness and infestation	
Child abuse or neglect detection, prevention, and reporting	
Accident and emergency procedures	
Staff responsibilities as required by Statutes and Rules that govern group homes or centers	
Sun safety policies and procedures	
Safety in outdoor activity areas	
Transportation procedures, if applicable	
Field Trip procedures, if applicable	
Sudden Infant Death Syndrome (SIDS) – if providing service for infants/ones (required for child care group homes)	
Employee's Signature: _____ Date: _____	
Director's/Provider's Signature: _____ Date: _____	
G:\Forms\Checklist for Training of New Staff Member.doc (1/19) CCI form - 243	

ANNUAL TRAINING REQUIREMENTS

R.9-5-403.B.

B.1. Each staff member who provides child care services completes **18 or more actual hours of training every 12 months** after the effective date of the staff member's starting date of employment or volunteer service in at least **TWO topics listed in this subsection: (a; b; c; or d)**

a. Child growth and development, including:

- i.** Infant growth and development, which may include sudden infant death syndrome prevention;
- ii.** Developmental psychology;
- iii.** Language development;
- iv.** Observation and child assessment;
- v.** Developmentally-appropriate activities;
- vi.** Child guidance and methods of discipline which may include training on the appropriate techniques to prevent a child from harm or to prevent the child from harming others; and
- vii.** Developmentally-appropriate activity areas

*A staff member who provides child care services to an infant must complete at least 6 hours in subsection a.1. every 12 months.

ANNUAL TRAINING REQUIREMENTS

(cont.)

R9-5-403 .B.

b. Health and safety issues, including:

- i.** Accident and emergency procedures, including CPR and first aid for infants and children;
- ii.** Recognition of signs of illness and infestation;
- iii.** Nutrition and developmentally-appropriate eating habits;
- iv.** Child abuse detection, reporting, and prevention;
- v.** Safety of indoor and outdoor activity areas; and
- vi.** Sun safety policies and procedures;

**c. Program administration, planning, development, or management;
and**

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

STAFF-TO-CHILDREN RATIOS

R9-5-404.

STAFF-TO-CHILD RATIOS

A licensee shall ensure that at least the following staff-to-children ratios are maintained **at all times** when providing child care services to enrolled children:

Age Group	Staff: Children
Infants	1:5 or 2:11
1-year-old children	1:6 or 2:13
2-year-old children	1:8
3-year-old children	1:13
4-year-old children	1:15
5-year-old children not school-age	1:20
School-age children	1:20



STAFF TO CHILDREN RATIOS (CONT.)

R.9-5-404.

- B.1.** Determine and maintain the required staff-to-children ratio for each group of enrolled children based on **the age of the youngest child in the group.**
- C.3.** When six or more enrolled children are present in a facility, **an infant is not placed for supervision with a child who is not an infant.**
- D.** A staff member assigned to provide child care services does not perform duties that may affect the staff member's ability to provide child care services to the children.
- E.** In addition to maintaining the required staff-to-children ratios, a licensee ensures that staff members are present on facility premises to perform facility administration, food preparation, food service and maintenance responsibilities.

GENERAL CHILD CARE PROGRAM, EQUIPMENT HEALTH & SAFETY STANDARDS

R9-5-501.

- A.1.** In addition to complying with the requirements in this Chapter, **the health, safety, or welfare of an enrolled child is not placed at risk of harm;**
- A.2.** Except for an enrolled school-age child, drinking water is provided sufficient for the needs of and accessible to each enrolled child in both indoor and outdoor activity areas;
- A.4.** An enrolled child is placed in an age-appropriate or developmentally-appropriate group;
- A.5.** Indoor activity areas used by enrolled children are decorated with age-appropriate articles such as mirrors, bulletin boards, pictures, and posters;
- A.6.** Age-appropriate toys, materials, and equipment are provided to enable each enrolled child to participate in an activity;

GENERAL CHILD CARE PROGRAM, EQUIPMENT HEALTH & SAFETY STANDARDS (CONT.)

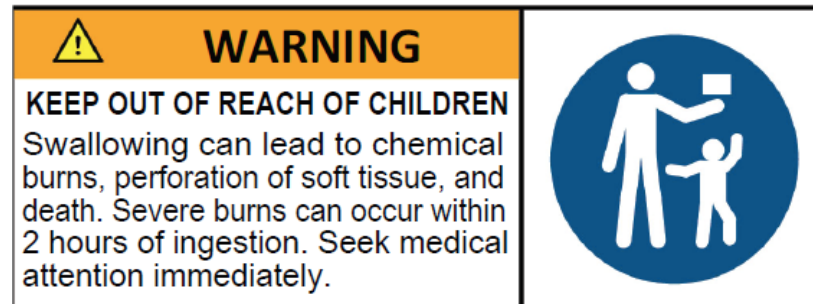
R9-5-501.

- A.7.** Storage space is provided in the facility for indoor and outdoor toys, materials, and equipment in areas accessible to enrolled children;
- A.8.** Clean clothing is available to an enrolled child when the enrolled child needs a change of clothing;
- A.9.** If a staff member places an enrolled child in a feeding chair when feeding the enrolled child:
 - a. The feeding chair is constructed to prevent toppling;
 - b. The tray or feeding surface of the feeding chair is smooth and free of cracks;
 - c. The staff member:
 - i Cleans the feeding chair before and after each enrolled child's use;
 - ii. Sanitizes the tray or feeding surface before and after each enrolled child's use;
 - iii. If the feeding chair was manufactured with a safety strap, fastens the feeding chair's safety strap while the enrolled child is in the feeding chair;

GENERAL CHILD CARE PROGRAM, EQUIPMENT HEALTH & SAFETY STANDARDS (CONT.)

R9-5-501

- A.18.** Each enrolled child's pacifier is labeled with an identifier that is specific to the enrolled child and maintained in a clean condition;
- A.19.** The following are stored separate from food storage areas and are inaccessible to an enrolled child:
- All materials and chemicals labeled as a toxic or flammable substance;
 - All substances that have a child warning label and may be a hazard to a child; and,
 - Lawn mowers, ladders, toilet brushes, plungers, and other facility equipment that may be a hazard to a child;



GENERAL CHILD CARE PROGRAM, EQUIPMENT HEALTH & SAFETY STANDARDS (CONT.)

R9-5-501.

C. A licensee shall ensure that a staff member:

1. **Supervises each enrolled child at all times;**
3. Except for an enrolled child who can change the enrolled child's own clothing, changes an enrolled child's clothing when wet or soiled;

***Definition of Supervision:**

For an enrolled child, knowledge of and accountability for the actions and whereabouts of the enrolled child, including the ability to see or hear the enrolled child at all times,

to interact with the enrolled child, and to provide guidance to the enrolled child.



SUPPLEMENTAL STANDARDS FOR INFANTS

R9-5-502.

- A. A licensee providing child care services for infants shall:
1. Provide a wall-enclosed room for infants that provides exits required by R9-5-601(1);
 2. Provide age-appropriate active and quiet activities for each infant;
 3. Provide age-appropriate indoor and outdoor activities for each infant;
 4. Permit an infant to maintain the infant's pattern of sleeping and waking;



TUMMY TIME GUIDELINES

R9-5-502. A.5

Website: <https://www.azdhs.gov/licensing/childcare-facilities/index.php#providers-tummy-time>

Home

Enforcement Action Search

Online Complaint Form

Online Provider Services

Parent & Community Information >

Provider Information ▾

Home

Provider Applications

Provider Forms

Online Payment Services

DCS Central Registry Process

ECO-Healthy Environments for Child Care

Helping Hands Tip Sheets

Diabetes and Child Care Settings

Tummy Time in Child Care Settings

Providers - Tummy Time in Child Care Settings

As the result of extensive research and after reviews from several experts, the Bureau of Child Care Licensing has developed the attached resources to help licensed providers and their staff members understand and implement appropriate "Tummy Time" practices for infants in their care:

- **Tummy Time 101 Guidelines** – A two-page document with basic developmental information relevant to effective and appropriate tummy time practices on one side, and assessment practices on the other side – including an easy-to-use chart – that will help to ensure a safe experience for both the infant and the staff member.
- **Tummy Time Reminder Card** – This form is intended to be a template that can be duplicated and split into individual sheets, and includes the reference charts located on the Guidelines document.
- **Tummy Time Log** – This form can be used to improve communication between staff members, and parents, regarding their implementation of Tummy Time activities.


There are many resources available that explain what to do during tummy time, but nothing available nationally delineating the setting or circumstances from a health and safety perspective. These documents are intended to provide some basic health and safety elements, including:

- The clarification that Tummy Time is a shared activity,
- Supervision and participation by a staff member are essential, and
- An awareness of the infant's current state of being is of paramount importance when determining if, when and how long tummy time should occur.

We encourage child care staff to use these resources.


TUMMY TIME GUIDELINES

R9-5-502. A.5



ADHS
LICENSING
Bureau of Child Care Licensing

Tummy Time 101



Tummy Time allows infants to have a **change in physical space/environment**.

This exercise increases **sensory** perception, **visual** and **hearing** acuity, **social** and **emotional** interaction and **language** acquisition.

Tummy Time allows the back of the head to have a break from being flat on a surface, preventing a flattening effect on the back of the skull.

Tummy Time helps **strengthen** head, neck and upper body muscles.

During Tummy Time the infant is preparing for **future activities**: crawling, pushing up, rolling over, sitting up, standing and eventually walking.

LEVEL OF CARE TIMELINE

Red Zone

- 6 weeks - 2 months
- Begin with 1 -2 minutes, as tolerated
- Increase time gradually to a maximum of 10 minutes
- DIRECT SUPERVISION at all times

Yellow Zone

- 2 - 3 mos.
- Tummy time as tolerated
- Increase time gradually to a maximum of 15 minutes
- DIRECT SUPERVISION at all times

Green Zone

- 3 - 4 mos.
- Increase tummy time gradually to a maximum of 20 minutes
- DIRECT SUPERVISION at all times

Blue Zone

- 5 - 6 mos.
- Maximum time 20 minutes
- Now probably including other activities
- DIRECT SUPERVISION at all times

ESSENTIAL GUIDELINES

“Tummy Time” is a shared activity of dedicated time between the caregiver and the infant.

Tummy Time is unfamiliar at first and infants may fuss or cry until they feel comfortable. Remember to start slowly and make the experience **FUN**.


Strive to keep it positive with interesting toys and your face!

Increase the number of times per day, rather than insisting the infant stay for long periods.

DIRECT SUPERVISION is required at all times.

Tummy time physical space must be SAFE	CLEAN surface
	CLEAR of soft pillows or blankets
	NOT a walkway

If infant falls asleep, IMMEDIATELY place the infant in a crib on his/her back.



Infant's NAME:	LEVEL of CARE:	
DATE:	Start time:	End time:

Prior to tummy time, assess the following:

Section A - ASSESS		YES	NO	Comments
Is the infant's behavior:	Normal	<input type="checkbox"/>	<input type="checkbox"/>	If NO • reschedule Tummy Time • use section B
	Alert	<input type="checkbox"/>	<input type="checkbox"/>	
Ready to play	<input type="checkbox"/>	<input type="checkbox"/>		
Section B – if YES to any of these questions, no Tummy Time				
Is the infant's skin:	Flushed?	<input type="checkbox"/>	<input type="checkbox"/>	
	Pale?	<input type="checkbox"/>	<input type="checkbox"/>	
	Spotty?	<input type="checkbox"/>	<input type="checkbox"/>	
Does the infant have nasal congestion or a cough?		<input type="checkbox"/>	<input type="checkbox"/>	
Is the infant on medication(s)?		<input type="checkbox"/>	<input type="checkbox"/>	
If the infant had a bottle recently, has the infant experienced:	Reflux?	<input type="checkbox"/>	<input type="checkbox"/>	
	Projectile?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the infant's behavior: Different?		<input type="checkbox"/>	<input type="checkbox"/>	

If the infant has SPECIAL NEEDS:

What are they?	
What unique needs must be considered?	
Considerations that can affect the level of care timeline:	Developmentally delayed? Premature birth?

ADHS Bureau of Child Care Licensing G:\Forms\Tummy Time 101 Guidelines (9/17)

TUMMY TIME GUIDELINES

R9-5-502. A.5

TUMMY TIME QUICK LIST

BUREAU OF CHILD CARE LICENSING

S.A.F.E.
STOP
ASSESS
FIRST time
EVERY time

NAME: _____
 LEVEL OF CARE: Red Yellow Green Blue

Section A – ASSESS		If NO, reschedule		YES	NO
Is the infant's behavior:	Normal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the infant awake:	Alert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ready to play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section B – If YES to any of these questions, no Tummy Time					
Is the infant's skin:	Flushed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spotty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the infant have nasal congestion or a cough?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the infant on medication(s)?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If the infant had a bottle recently, has the infant experienced:	Reflux?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Projectile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the infant's behavior:	Different?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

TUMMY TIME QUICK LIST

BUREAU OF CHILD CARE LICENSING

S.A.F.E.
STOP
ASSESS
FIRST time
EVERY time

NAME: _____
 LEVEL OF CARE: Red Yellow Green Blue

Section A – ASSESS		If NO, reschedule		YES	NO
Is the infant's behavior:	Normal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the infant awake:	Alert	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Ready to play	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Section B – if YES to any of these questions, no Tummy Time					
Is the infant's skin:	Flushed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Pale?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Spotty?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does the infant have nasal congestion or a cough?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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If the infant had a bottle recently, has the infant experienced:	Reflux?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Projectile?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the infant's behavior:	Different?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Red Zone

- 6 weeks - 2 months
- 1 - 2 minutes, as tolerated
- Gradual increase to 10 minutes max
- DIRECT SUPERVISION at all times

Yellow Zone

- 2 - 3 mos.
- Gradual increase to 15 minutes max
- DIRECT SUPERVISION at all times

Green Zone

- 3 - 4 mos.
- Gradual increase to 20 minutes max
- DIRECT SUPERVISION at all times

Blue Zone

- 5 - 6 mos.
- Max time 20 minutes
- Include other activities
- DIRECT SUPERVISION at all times

- Use the checklist prior to Tummy Time for each infant

- DIRECT SUPERVISION** at **ALL TIMES** during Tummy Time. If the teacher has to get up to perform another task...then Tummy Time **is over**

SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

A.6. Provide an outdoor activity area or an indoor activity area for large muscle development substituted for an outdoor activity area that is used by infants when enrolled children older than infants are not present.



SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

- A.7. Provide space, materials, and equipment in an infant room that includes the following:
- a. An area with nonabrasive flooring for sitting, crawling, and playing;
 - b. Toys, materials, and equipment, that are too large for an infant to swallow and free from sharp edges and points, in a quantity sufficient to meet the needs of the infants in attendance that include:
 - i. Toys to enhance physical development such as toys for stacking, pulling, and grasping;
 - ii. Soft toys;
 - iii. Books;
 - iv. Toys to enhance visual development such as crib mobiles and activity mats with an object or objects suspended above the infant's head;
 - v. Unbreakable mirrors;
 - c. At least one adult-size chair for use by a:
 - i. Staff member when holding or feeding an infant;
 - ii. Nursing mother when breastfeeding her infant;

SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

A.8. Provide a crib for each infant that:

- Has bars or openings spaced no more than 2-3/8 inches apart and a crib mattress measured to fit not more than 1/2 inch from the crib side;
- Has a commercially waterproofed mattress;
- Is furnished with clean, sanitized, crib-size bedding, including a fitted sheet and top sheet or a blanket;

A.9. Prohibit the use of stacked cribs;

A.10. Ensure that an occupied crib with a crib side that does not have a non-porous barrier is placed at least two feet from another occupied crib side that does not have a non-porous barrier; and

A. 11. Label each food container received from the parent with the infant's name.



SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

B. A licensee providing child care services for infants shall **NOT**:

1. Allow an infant room to be used as a passageway to another area of the facility;
2. Permit an infant who is awake to remain for more than 30 consecutive minutes in a crib, swing, feeding chair, infant seat, or any equipment that confines movement;
3. Permit an infant to use a walker;
4. Allow screen time in an infant room.



SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.



C. A licensee shall ensure that:

1. A staff member providing child care services in an infant room:
 - a. Plays and talks with each infant;
 - b. Holds and rocks each infant;
 - c. Responds immediately to each infant's distress signals;
 - d. Keeps dated, daily, documentation of each infant including:
 - i. A description of any activities the infant participated in,
 - ii. The infant's food consumption,
 - iii. Diaper changes;
 - e. Maintains the documentation in subsection (C)(1)(d) on facility premises for 12 months after the date on the documentation;
 - f. Provides a copy of the documentation in subsection (C)(1)(d) to the infant's parent upon request;

SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.C

A licensee shall ensure that:

- g. **Does not allow** bumper pads, pillows, comforters, sheepskins, stuffed toys, or other soft products in a crib when an infant is in the crib;
- h. Cleans and sanitizes each crib and mattress used by an infant when soiled;
- i. Changes each crib sheet and blanket before use by another enrolled child when soiled, or at least once every 24 hours;
- j. Cleans and sanitizes all sheets and blankets before use by another enrolled child;
- k. **Places an infant to sleep on the infant's back**, unless the infant's parent submits written instructions from the infant's health care provider that states otherwise;
- l. Obtains written, current, and dated dietary instructions regarding the method of feeding and types of foods to be prepared or fed to an infant at the facility;
- m. Posts the current written dietary instructions in the infant room and the kitchen and maintains the instructions on facility premises for 12 months
- n. Follows the current written dietary instructions of a parent when feeding the infant;

SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

C.3. When preparing, using, or caring for an infant's feeding bottles, a staff member:

- a. Labels each bottle received from the parent with the infant's name;
- b. Ensures that a bottle is not:
 - i. Heated in a microwave oven;
 - ii. Propped for an infant feeding;
 - iii. Permitted in an infant's crib unless the written instructions required by subsection (C)(1)(l) state otherwise;
- c. Empties and rinses bottles previously used by an infant;
- d. Cleans and sanitizes a bottle, bottle cover, and nipple before reuse

SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

- A.4. When feeding an infant, a staff member:
- a. Provides an infant with food for growth and development that includes:
 - i. Formula provided by the infant's parent or the licensee or breast milk provided by the infant's parent following written instructions required by subsection (C)(1)(I);
 - ii. Cereal as requested by the infant's parent or health care provider;
 - b. If the staff member prepares an infant's formula, prepares the infant's formula in a sanitary manner;
 - c. Stores formula and breast milk in a sanitary manner at the facility;



SUPPLEMENTAL STANDARDS FOR INFANTS (CONT.)

R9-5-502.

A.4. When feeding an infant, a staff member:

- d. Does not mix cereal with formula and feed it to an infant from a bottle or infant feeder unless the written instructions required by subsection (C)(1)(l) state otherwise;
- e. Except for finger food, feeds solid food to an infant by spoon from an individual container;
- f. Uses a separate container and spoon for each infant;
- g. Holds and feeds an infant under 6 months of age and an infant older than 6 months of age who cannot hold a bottle for feeding;
- h. If an infant is no longer being held for feeding, seats the infant in a feeding chair or at a table with a chair that allows the infant to reach the food while sitting.



STANDARDS FOR DIAPER CHANGING

R9-5-503.

- A. A licensee shall ensure that each diaper changing area contains:
1. A nonabsorbent, sanitizable diaper changing surface that is:
 - a. Seamless and smooth
 - b. Kept clear of items not required for diaper changing;
 2. A hand-washing sink next to the diaper changing surface for staff use when changing diapers and for washing an enrolled child during or after diapering that provides:
 - a. Running water between 86° F and 110° F,
 - b. Soap from a dispenser; and
 - c. Single-use paper hand towels from a dispenser;
 3. At least one waterproof, sanitizable container with a waterproof liner and a tight fitting lid for soiled diapers;
 4. At least one waterproof, sanitizable container with a waterproof liner and a tight fitting lid for soiled clothing.



STANDARDS FOR DIAPER CHANGING (CONT.)

R9-5-503.



- B. A licensee shall ensure that a staff member does not:
1. Permit a bottle, formula, food, eating utensil, or food preparation in a diaper changing area;
 2. Draw water for human consumption from a diaper changing area sink;
 3. Except as provided in subsection (C), if responsible for food preparation, change diapers until food preparation duties have been completed for the day.

- C. A staff member who provides child care services to an infant:



1. May throughout the time the staff member provides child care services to the infant:
 - a. Change the infant's diaper,
 - b. Prepare the infant's formula or cereal;
2. Is prohibited from other food preparation after changing the infant's diaper.

STANDARDS FOR DIAPER CHANGING (CONT.)

R9-5-503.

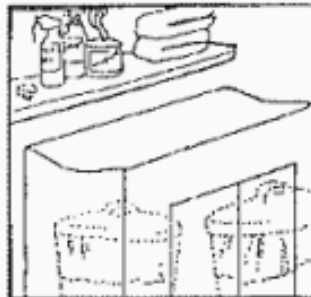
- D. A licensee shall ensure that a written diaper changing procedure is posted and implemented in each diaper changing area.
- E. A licensee shall ensure that the written diaper changing procedure in subsection (D) states that an enrolled child's diaper is changed as soon as it is soiled, and that a staff member, when diapering:
1. Uses a separate wash cloth and towel only once for each enrolled child;
 2. Washes and dries the enrolled child using the enrolled child's individual personal products labeled with the enrolled child's name;
 3. Uses single-use non-porous gloves;
 4. Washes the staff member's own hands with soap and running water between 86° F and 110° F before and after each diaper change;
 5. Washes each enrolled child's hands with soap and running water between 86° F and 110° F after each diaper change;
 6. Cleans, sanitizes, and dries the diaper changing surface following each diaper change;
 7. Uses single-use paper towels from a dispenser to dry the diaper changing surface or the hands of the enrolled child or staff member.

STANDARDS FOR DIAPER CHANGING (CONT.)

R9-5-503.

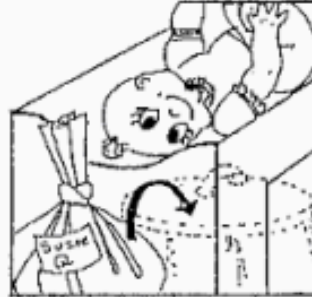
DIAPER CHANGING

A child's diaper shall be changed as soon as it is soiled.



1. Diaper change surface shall be nonabsorbent, seamless and smooth, and kept clear of items not required for diaper change.

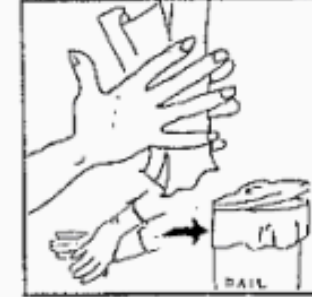
Wash hands with antibacterial soap and water. **WASH AWAY GERMS** before each diaper change! **Put on disposable gloves.**



2. Place child on surface. Remove soiled diaper/clothing. Place soiled diaper into a covered, plastic lined container. Place soiled clothing into a labeled plastic bag and keep in a plastic lined container (for this purpose only) until pick-up.



3. Clean child's bottom with disposable wipe. Throw soiled wipe into the soiled diaper container.



4. Remove Gloves and throw away in the soiled diaper container. Use disposable wipe to further clean your hands, if needed. (Limit touching the environment or supplies with gloved hands.)



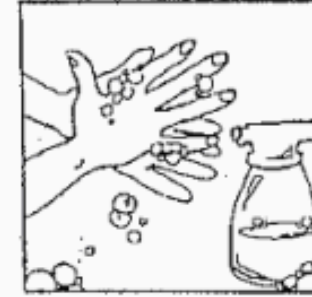
5. After removing the contaminated gloves, put a clean diaper on the child and dress the child.



6. Wash the CHILD'S hands (regardless of age) with running water and antibacterial soap. Return the child to the activity area or crib.



7. Clean the diaper changing area with soap and water, and sanitize with bleach solution, using single use paper towels.



8. Wash YOUR hands with antibacterial soap and water. **WASH AWAY GERMS!** Be sure to note the diaper change on the dated log.

STANDARDS FOR DIAPER CHANGING (CONT.)

R9-5-503.

- F. A licensee shall ensure that in an activity area with a diaper changing area:
1. The containers required in subsections (A)(3) and (A)(4) are inaccessible; 2. A staff member:
 - a. Documents each diaper change:
 - i. For an infant, in the infant's dated, daily, documentation;
 - ii. For an enrolled child who is not an infant, in a dated diaper changing log;
 - b. Maintains the diaper changing log on facility premises for 12 months after the date of the diaper changing log;
 - c. Empties clothing soiled with feces into a flush toilet without rinsing;
 - d. Places an enrolled child's clothing soiled by feces or urine in a plastic bag labeled with the enrolled child's name, stores the clothing in a container used for this purpose, and sends the clothing home with the enrolled child's parent;
 - e. Removes disposable diapers and disposable training pants from a diaper changing area as needed or at least twice every 24 hours to a waste receptacle outside the facility building.

SUPPLEMENTAL STANDARDS FOR CHILDREN WITH SPECIAL NEEDS

R9-5-507.

B. If an enrolled child with special needs who is 18 months of age or older and does not walk is placed in an infant group, a licensee may move the enrolled child after the enrolled child's parent and licensee determine that the proposed move is developmentally-appropriate.



GENERAL FOOD SERVICE & FOOD HANDLING STANDARDS

R9-5-509.

C. A licensee shall ensure that:

1. Enrolled children, except infants and children with special needs who cannot wash their own hands, wash their hands with soap and running water before and after handling or eating food;

2. A staff member:

a. Washes the hands of an infant or a child with special needs who cannot wash the child's own hands before and after the infant or child with special needs handles or eats food using:

- i. A washcloth,
- ii. A single-use paper towel,
- iii. Soap and running water;

b. If using a washcloth, uses each washcloth on only one child and only one time before it is laundered or discarded;



MEDICATIONS

R9-5-516

- Administration of medications, both prescription & non-prescription, requires:
 - A permission form from the parent
 - One designated administrator
- Medications must be:
 - Kept in locked, leak-proof cabinets or containers for medications only
 - Located out of reach of children
- See additional criteria in this rule section



GENERAL PHYSICAL PLANT STANDARDS

R9-5-601.

A licensee shall comply with the following physical plant requirements:

1. When a facility is licensed to care for more than five infants in an infant room, each infant room has two or more designated exits from the room;



4. When providing child care services for infants or children who require diapering, a diaper changing is available in each infant room or indoor activity area used by an enrolled infant or child who wears diapers or disposable training pants.

FACILITY SQUARE FOOTAGE REQUIREMENTS

R9-5-602.

- A. A licensee shall ensure that the facility meets the following square footage requirements for indoor activity areas based on the child care services classifications:
1. At least 35 square feet of indoor activity space for each infant and 1-year-old child;



Infants floor bedding requirements

ARS §36-883.05.

- A. A child care facility that provides child care services utilizing the practice of a documented educational philosophy including least restrictive environment for infants and meets the requirements of this section may use floor bedding in the facility instead of cribs.
- B. Floor bedding pursuant to subsection a of this section must meet all of the following requirements:
 - 1. Be a mat that meets the following dimensions:
 - a. Is not less than two inches and not more than three inches thick.
 - b. Is not less than three feet and not more than four feet long.
 - c. Is not less than two feet and not more than three feet wide.
 - 2. Not be elevated or raised in any way.
 - 3. Be covered with a waterproof and washable mattress pad, a washable zip cover and an individually assigned sheet.
 - 4. Be assigned to an individual infant and not shared with another infant.
 - 5. Be turned over at least once a week.
 - 6. Be placed at least eighteen inches apart, eighteen inches from any wall and two feet from any other object.
 - 7. Be placed on a floor that is vacuumed and sanitized every day and, if the floor is carpeted, is shampooed at least twice a month.

Child care facilities; infants; floor bedding; requirements; emergency evacuation; notice; definitions (cont.)

ARS §36-883.05.

- C. The ratio of staff members to resting infants in the resting area must be at least one staff member to every four infants. A staff member in the resting area must be supervised for the first ninety days of employment to ensure the staff member's proper use of the floor bedding pursuant to this section. Any staff member in the resting area shall have current certification in cardiopulmonary resuscitation and first aid.
- D. If an emergency requiring evacuation occurs, the infant nursery staff shall place the infants in an evacuation crib and move the infants in the crib to a designated evacuation assembly area. Evacuation cribs must be stored not more than ten feet from the exterior exit. If stored on the outside of the building, an evacuation crib must be protected from weather. On arrival at the designated evacuation assembly area, all infants must be physically accounted for against the sign-in log and the results reported to the director of the child care facility immediately. The infant nursery supervisor is responsible for bringing all attendance sheets, child rosters and information sheets to the evacuation assembly area. The child care facility staff shall take appropriate supplies during the evacuation to protect the children, if possible, during inclement weather.
- E. A facility shall provide the department written notice thirty days before implementing the use of floor bedding pursuant to this section.

Child care facilities; infants; floor bedding; requirements; emergency evacuation; notice; definitions (cont.)

ARS §36-883.05.

- F. If a licensed facility does not comply with the requirements of this section, the department may require the installation of cribs.
- G. A child care facility that provides services utilizing the practice of a documented educational philosophy including least restrictive environment may incorporate the minimum school facility adequacy guidelines pursuant to section 15-2011 when selecting a facility if the guidelines do not conflict with facility requirements established by the Arizona Department of Health Services.
- H. For the purposes of this section:
 - 1. "Infant" means either:
 - a. A child twelve months or younger.
 - b. A child eighteen months or younger if not walking.
 - 2. "Resting area" means a space within the classroom separate from the activity area that contains only the floor bedding, infants and staff members.

Study Guide

It is time to exercise what you have learned...



1. Review the study guide and complete the exercises.
1. After reviewing your responses, your trainer can complete the certificate and fill in the time for your training.



Providing Infant Care in Centers Study Guide

*A review of the training module qualifies the participant for the [1.5 hour](#) training credit.
A completed study guide attached to the training certificate will qualify the participant for an additional 0.5 hour training credit.*

This training includes a review of rules associated with providing care to Infants in a Child Care Facility. It is not a comprehensive review of the rules, which can be accessed from the AZDHS.gov website.

Based on the information presented in this training module, discuss the following points with your supervisor or trainer.

1. Review the Infant room policies and procedures for your program and discuss them with your Director and other staff to ensure you feel you are ready to implement these policies and procedures in your program. Compare and contrast the information presented in this module with the procedures in place in your program, then list one practice that could be added to your program OR list how you can improve one practice already in place.
2. Each staff member who provides child care services to an Infant must complete 6 hours (of the minimum of 18 actual hours of annual training) in Child Growth and Development. Discuss different Infant trainings that you have completed, and list a few items that you feel are important for a staff member that is new to working in an Infant room.
3. ADHS rules require that when preparing, using, or caring for an Infant's feeding bottles, a staff member must label each bottle with the Infant's name. List the other Infant items that are required to be labeled with the child's name or an identifier.
4. The Infant training module includes a copy of the [Tummy Time 101 Guidelines](#), as well as the [Tummy Time Quick List](#), both of which can be printed and posted in your Infant room. Discuss what Tummy Time looks like in your facility, and list some other Tummy Time practices that are essential.

Certificates

The certificate must be completed and signed by your trainer in order for you to be credited for this training time.

Thank you for your efforts to be an interested and effective caregiver for the infants in your care!

Office of Child Care Licensing

CERTIFICATE OF COMPLETION



Has successfully completed [redacted] hours of training for "Providing Infant Care in Facilities" in regards to Arizona Child Care Center Regulations

Trainer



Date