

Office of Child Care Licensing New Rules Training

(effective September 30, 2010)

The Offices of Child Care Licensing (OCCL) and Administrative Counsel and Rules (OACR) conducted numerous stakeholder meetings and two public meetings, one in Phoenix and the other in Tucson, to obtain input on the child care facility rules.

Licensees and parents, representatives from associations and public schools, and internal staff from OCCL, Public Health (PHS), and OACR attended the stakeholder meetings. Nurses and parents of children attending unlicensed care and internal staff from DLS, PHS, and OACR attended the public meetings.

ADHS reviewed the comments from the stakeholder meetings and the public meetings and incorporated the necessary changes into a final draft.

Definition Changes

Definitions Added

- 38. "Documentation" means information in written, photographic, electronic, or other permanent form.
- 47. "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.
- 60. "Immediate" means without restriction, delay, or hesitation.
- 61. "Inaccessible" means: a. Out of an enrolled child's reach, or b. locked.
- 78. "Name" means, for an individual, the individual's first name and the individual's last name.
- 89. "Physical injury" means temporary or permanent damage or impairment to a child's body.

Definitions Added

- 100. "Responsible party" means an individual or a group of individuals who: a. Are assigned by a public school, charter school, or government agency; and b. Have general oversight of the child care facility.
- 106. "Screen time" means the use of electronic media to watch television or to watch a video, a DVD, or a movie at the facility or at another location or the use of electronic media or a computer for game-playing, entertainment, communication, or educational purposes.
- 109. "Signatory" means an individual who is authorized by a school district governing board, school district superintendent, or governmental agency to sign a document on behalf of the school district governing board, school district superintendent, or governmental agency.
- 111. "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.

Definitions Amended:

Accident

Accredited

Activity

Activity area

Applicant

Assistant teacher-caregiver

Association or cooperative

Business organization

C.C.P. C.D.A.

Child care services

Child with special needs

Compensation

Corporal punishment

Credit hour

Definitions Amended:

Designated agent

Discipline

Emergency

Endanger

Facility

Field trip

Final construction drawings

Health care provider

Licensed capacity

Licensee

N.A.C.

Naptime

Definitions Amended:

One-year-old

Private pool

Public pool

Public school

Registered nurse practitioner

Semi-public pool

Service classification

Staff or staff member

Student-aide

Supervision

Swimming pool

Training

Volunteer

Rule Changes

R9-5-201

Application for a License

- Deleted the following:
 - Applicant, Staff and Resident Report Form
 - Director's Qualifications Form
- A.5.h. Licensee may provide the following:
 - A copy of a certificate of occupancy issued for the facility by the local jurisdiction:
 - If the documents in A.5.h.i and A.5.h.ii. are not available, the seal of an architect registered as prescribed in ARS 32-121 on the site plan required in A.5.f. and the floor plan required in A.5.g. verifying compliance with local building and fire codes, local zoning requirements and this Chapter

R9-5-202

Time-Frames

- Removed references to “initial” licenses and license renewal, consistent with SB1315.
- C.2. As part of the substantive review for a request for approval of a change affecting a license that requires a change in the use of physical space at the facility, the Department shall conduct an evaluation of the request to determine compliance with applicable rules and statutes that may include an inspection.
- B. An application packet for a license is not complete until the date the child care facility is ready for an on-site inspection.

R9-5-203

Fingerprinting

- B. A licensee shall ensure that each staff member submits a copy of the staff member's valid fingerprint clearance card:
 - 1. Except as provided in subsection (A)(2), before the staff member's starting date of employment or volunteer service, and
 - 2. Each time the fingerprint clearance card is issued or renewed.
- C. If a staff member possesses a fingerprint clearance card that was issued before the staff member became a staff member at the facility, the licensee shall:
 - 1. Contact the Department of Public Safety within seven working days after the individual becomes a staff member to determine whether the fingerprint clearance card is valid.
 - 2. Document this determination, including the name of the staff member, the date of the contact with DPS and whether the fingerprint clearance card is valid.

R9-5-203

Fingerprinting

- F. Ensure each staff member completes, signs and dates and submits to the licensee the form required in ARS 36-883 (Criminal History Affidavit) before the starting date of employment or volunteer service.

R9-5-204.A

Child Care Service Classifications

- A.6. Added classification for "Two-year-old child care."
- A.7. Added classification for "Three-year-old, Four-year-old and Five-year-old child care."
- A.9. Added classification for "weekend care."

R9-5-205

Submission of Licensure Fees

Added requirements for submission of licensure fees, consistent with SB1315.

A licensee shall submit to the Department, every three years and no more than 60 days before the anniversary date of the facility's license:

1. A form provided by the Department that contains:
 - a. licensee's name
 - b. facility's name and license number and
 - c. whether the licensee intends to submit the applicable fee:
 - i. With the form, or
 - ii. According to the payment plan in subsection (2)(b) and
2. Either:
 - a. The applicable fee in R9-5-206 or
 - b. One-half of the applicable fee with the form and the remainder of the applicable fee due no later than 120 days after the anniversary date of the facility's license

Definition: Anniversary date means the first day of the month following the end date.

R9-5-206

Licensure Fees

Clarified licensure fees, consistent with SB 1315, without changing the fees currently in rule;

A. Except as provided in subsection (B) the fees for an applicant submitting an application or a licensee submitting licensure fees are:

1. For a child care facility with a licensed capacity of 5 to 10 children, \$1,000;
2. For a child care facility with a licensed capacity of 11 to 59 children, \$4,000; and
3. For a child care facility with a licensed capacity of 60 or more children, \$7,800.

B. If an applicant or licensee participates in a Department-approved program, the Department may discount the fee, based on available funding.

R9-5-207

Invalid License

- If a licensee does not submit the licensure fee as required in R9-5-205.2., the facility license is no longer valid and the facility is operating without a license.

R9-5-208

Changes Affecting a License

B.7. Clarified and made consistent with changes in the site plan and floor plan requirements in the license application and submission requirements for a facility change.

G. Clarified, consistent with changes in other rules, the submission requirements for a change in a controlling person or responsibility (within 30 days after a change)

Reminder: Everything else that was previously included in the Renewal application is now a change affecting a license.

R9-5-209

Inspections; Investigations

- Added "A licensee shall allow immediate access to all areas of the facility affecting the health, safety or welfare of an enrolled child or to which an enrolled child has access during the hours of operation.
- A licensee shall permit the Department to interview each staff member or enrolled child as part of an investigation.

Definition: Immediate means: without restriction, delay, or hesitation.

R9-5-301

General Licensee Responsibilities

- A.3. Except as provided in A.4. within 10 days before changing a facility director, submit written notice of the change including the new designated facility director's name and starting date.
- A.4. If the licensee is not aware of a change in the facility director 10 days before the effective date of the change, submit written notice of the change to the Department including the new designated facility director's name and starting date within 72 hours after becoming aware of the change.
(Do not submit director's qualifications to Department.)

R9-5-301

General Licensee Responsibilities

- B.4. Maintains on facility premises, the dated attendance record for 12 months after the date on the attendance record.
- F. Submits, on or before the starting date of employment or volunteer service one of the following:
 - 1. Documentation of a negative Mantoux skin test or other tuberculosis screening test recommended by the CDC, administered within 12 months, that includes the date and type of tuberculosis screening test or
 - 2. If the staff member has had a positive Mantoux skin test or other tuberculosis screening test, a written statement that the staff member is free from infectious active tuberculosis that is signed and dated by a health care provider within 6 months.

R9-5-301

General Licensee Responsibilities continued

- J. Every September, a licensee shall provide to parents of enrolled children information related to the recommendations for influenza vaccinations for children.
- K. Added a requirement a licensee shall not allow a staff member who lacks proof of immunity against a disease listed in R9-6-702(A) to be present, in the facility, between the start and end of an outbreak of a disease at the facility.

[Diphtheria, Tetanus, Hepatitis A, Hepatitis B, Pertussis (whooping cough), Poliomyelitis, Measles (rubeola), Mumps, Rubella (german measles), Haemophilus influenzae type b, Varicella and Meningococcal]

- L. Added a requirement that the Department is notified, orally or in writing within 24 hours after an enrolled child's death at the facility during hours of operation.

Note: Eliminated requirement for performance evaluation.

R9-5-302

Statement of Child Care Services

In addition to the current written statement of child care services requirements, the licensee must add the following:

- A.3. The facility's complete address, city, state, zip code, mailing address and telephone number.
- A.7. Age appropriate discipline guidelines and methods.
- A.11. A general description of activities and program.
- A.12. A description of the liability insurance...and a statement that documentation of the liability insurance coverage is available for review on the facility premises."
- A.16. DHS office local street address, city, state, zip code and local phone number.
- A.17. The procedures for notifying a parent at least 48 hours before a pesticide is applied on a facility's premises.
- A.18. A statement that a parent has access to the areas on facility premises where the parent's enrolled child is receiving services.

R9-5-303

Posting of Notices

- A.7. 8. 9. Added due processing rights for when to post items such as denial, sanctions, legal injunctions.
 - Sanctions – within 10 days after the licensee received notice of sanctions.
 - Denial – at the expiration of time in the notice for licensee response.
 - Legal injunction – when the licensee received the legal injunction.
- A.10. Added for viewing “at the facility premises” to the notice of availability of facility inspection reports.

R9-5-304

Enrollment of Children

- Deleted requirements for the following information on a child's Emergency, Information, and immunization Record (EIIR) card:
 - Parents' business addresses
 - Emergency contacts' addresses
 - Names of individuals not permitted to remove the child from the facility
 - Health care provider's address
 - Hospital name, address and telephone number
- B.1. & 3. – Added city, state, zip code to child's home address and parent's home addresses.

R9-5-305

Child Immunization Requirements

- Added provisions to allow an immunization record generated from the Arizona State Immunizations System.
- B. Specific to “attach an enrolled child’s immunization record...”
- E&F. Clarified requirements for exclusion from the facility during an outbreak of a disease.

R9-5-306

Admission and Release of Children; Attendance Records

- A.3. If an electronic signature is used to admit or release a child the licensee shall adopt policies and procedures to ensure that the individual whose signature the electronic or digital method of identification represents is accountable for the use of the electronic or digital method.
- A.4. A licensee shall develop, document, and implement policies and procedures to ensure that the identity of an individual is known to the staff member or is verified with picture ID before releasing an enrolled child to the individual.
- A.5.a. Clarified that the licensee shall verify the telephone authorization using a means of verification that has been agreed upon between the licensee and the enrolled child's parent at the time of enrollment.
- A.5.b. The licensee shall document the means of verification on the enrolled child's EIIR card.

R9-5-306.B

Admission and Release of Children

- B.1. Licensee shall develop, document, and implement policies and procedures to ensure that a staff member maintains daily documentation of the presence of an enrolled child in an activity area that includes a method to account for any temporary absences of the enrolled child from the activity area.
- Maintained on facility premises for 12 months after the date of the documentation.

R9-5-307

Suspected Alleged Child Abuse or Neglect

- No longer notify Department when a CPS report is made; only notify when a staff member is involved in abusing a child.

1. The licensee or staff member shall report the suspected or alleged child abuse or neglect to Child Protective Services or to a local enforcement agency. The licensee or staff member shall also send documentation to Child Protective Services and any local law enforcement agency previously notified with three days of the initial report and maintain documentation of a child abuse or neglect report on facility premises for 12 months after the date of the report.

R9-5-308

Insurance Requirements

- Added a requirement for the retention of proof of insurance on facility premises.
- Changed the requirement for proof of insurance from "certificate" to "documentation".

R9-5-309

Gas and Fire Inspections

- Gas lines at the address that are NOT in licensed areas are no longer included in the requirement of having to have a gas inspection.
 - B. If there are gas pipes that run from a gas meter to an appliance or location on the facility premises, a licensee shall ensure that a licensed plumber or individual authorized by the local jurisdiction conducts a gas inspection that verifies there are no gas leaks in the gas pipes that run from the gas meter to any appliance or location on facility premises, at least once every 12 months.
- Required to have a “current” fire inspection.

R9-5-401

Staff Qualifications

Facility Director

- 1.a.ii. At least 60 actual hours of instruction, and an additional 12 hours of instruction provided in conferences, seminars, lectures, or workshops in the area of program administration, planning, development, or management.

(Other options to qualify as Director have not changed.)

R9-5-401

Staff Qualifications

- Director designee (same)
- Teacher-caregiver (same)
- An assistant teacher-caregiver is 16 years of age with documentation of one of the following:
 - Current and continuous enrollment in high school or high school equivalency class;
 - High school or high school equivalency diploma;
 - Enrollment in vocational rehabilitation;
 - Employment as a teacher-caregiver aide for 12 months. (new)
 - Service as a volunteer in a child care facility for 12 months. (new)

R9-5-401

Staff Qualifications

- A teacher-caregiver aide is 16 years of age.
(New)
- A student-aide. (removed high school STRIVE program)
- A volunteer is 15 years of age.

R9-5-402

Staff Records and Reports

- Added pertussis to immunization statement. (In compliance with Arizona State Law, the undersigned does hereby testify that, to the best of his/her knowledge, immunizations against measles, rubella, diphtheria, mumps and pertussis are current)
- Added telephone and mailing address of an individual to be notified in case of emergency.
- A.12. Licensee shall make documented good faith efforts to contact two previous employers. (no written references)
- Staff files for an individual who is not currently working at the facility shall be provided within 2 hours of the Departments request.

R9-5-403.A

Training Requirements

- Added (5) new topics in which training for new staff members is required (within 10 days of starting date).
 - Developmental expectations for enrolled children
 - Known allergies for enrolled children
 - Requirements for breast milk
 - Transportation procedures
 - Field trip procedures

R9-5-403.B

Training Requirements

- 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 this Chapter or the staff member's starting date of employment or volunteer service in at least two topics listed in this subsection:
 - a. Growth and development; (infant growth and development, developmental psychology, language development, observation and child assessment, developmentally-appropriate activities, child guidance and methods, developmentally-appropriate activity areas).
 - b. Health and Safety issues; (accident and emergency procedures, recognition of signs of illness and infestation, nutrition and developmentally-appropriate eating habits, child abuse detection, safety of indoor/outdoor activity areas, sun safety policies and procedures).
 - c. Program administration, planning, development or management.
 - d. Availability of community services and resources including those available to children with special needs.

R9-5-403.B

Training Requirements continued

- B.2.a. A staff member who has less than 12 months child care experience before the staff member's starting date, completes at least 12 hours in 1 or more of the topics in child growth and development in the staff member's first 12 months at the facility.

(infant growth and development, developmental psychology, language development, observation and child assessment, developmentally-appropriate activities, child guidance and methods of discipline, developmentally-appropriate activity areas)

R9-5-403.B

Training Requirements continued

- B.2.b. A staff who has 12 months or more of child care experience completes at least 6 hours in 1 or more of the topics in child growth and development, every 12 months after the staff member's starting date.

(infant growth and development, developmental psychology, language development, observation and child assessment, developmentally-appropriate activities, child guidance and methods of discipline, developmentally-appropriate activity areas)

R9-5-403.B

Training Requirements continued

- B.2.c. A staff member who provides child care services to an infant completes at least 6 hours, every 12 months after the staff member's starting date;

(infant growth and development, which may include sudden infant death syndrome prevention)

R9-5-403.B

Training Requirements continued

- B.2.d. A facility director completes at least 6 hours in B.1.c. (program administration, planning, development, or management) every 12 months after the facility director's starting date.

R9-5-404

Staff to Children Ratios

- Specifies when 5 or fewer enrolled children are present in a facility, the facility director or director's designee is present and an additional staff member is available by phone or other means and able to reach the facility within 15 minutes after notification.
- Specifies when 6 or more enrolled children are present in a facility, a director or director's designee and one additional staff member are present.

R9-5-501.A

General Child Care Program, Equipment, and Health and Safety Standards

- 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.3. For an enrolled school-age child, if drinking water is not accessible in an indoor or outdoor activity area, drinking water sufficient to meet the individual needs of each enrolled school-aged child is available.
- A.4. An enrolled child is placed in an age-appropriate or developmentally-appropriate group.
- A.9. Clarified requirements for a safety strap on a feeding chair *(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).*

R9-5-501.A

General Child Care Program, Equipment, and Health and Safety Standards

- A.10 Only 1 area on premises needs to be equipped with a mat, sheet, blanket for a child to lay down.
- A.13. Toys and equipment are maintained free from hazards and in a condition that allows the toy or play equipment to be used for the original purpose of the toy or play equipment.
- A. 18. Each enrolled child's pacifier is labeled with an identifier that is specific to the individual enrolled child and maintained in a clean condition.

R9-5-501.A

General Child Care Program, Equipment, and Health and Safety Standards

- A.19. The following are stored separate from food storage areas and are inaccessible to an enrolled child:
 - toxics and flammables;
 - substances that have a child warning label, facility equipment that may be a hazard to a child.
 - Lawn mowers, ladders, toilet brushes, plungers and other facility equipment that may be a hazard.
- A.20. Hand sanitizers
 - when being stored, are separate from food storage areas and inaccessible to enrolled children, and
 - when being provided for use, are accessible to enrolled children.
- A.21. Except when being used as a part of an activity, the following are stored in an area inaccessible to an enrolled children: garden tools, cleaning equipment, etc.

R9-5-501.B-C

General Child Care Program, Equipment, and Health and Safety Standards

- B. A toy or piece of play equipment, which is free from hazards and in a condition that does not allow the toy or play equipment to be used for the toy or play equipment's original purpose, may be in an activity area but is not counted as one of the toys or play equipment required.
- C.1. Supervises each enrolled child at all times;
 - 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.
 - For an individual other than an enrolled child, 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 the enrolled children.

R9-5-501.C

General Child Care Program, Equipment, and Health and Safety Standards

- C.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.
- C.4 Activity schedule includes the times outdoor or large muscle development activities are provided.
- C.5. Lesson plan provides opportunities for each child to participate in structured large muscle physical activity.
- C.6. If an activity in the lesson plan required includes screen time, include in the lesson plan the duration of the screen time in minutes.

R9-5-501.C

General Child Care Program, Equipment, and Health and Safety Standards

- C.7. Staff implements the schedule and lesson plan.
- C.8. When schedule or lesson plan is not implemented, writes on the schedule or lesson plan the activity that was implemented.
- C.9. Toothpaste added to rule on personal products.
- C.10. In an indoor activity area that does not have a diaper changing area: stores an enrolled child's wet or soiled clothing in a sealed plastic bag labeled with the enrolled child's name and sends the clothing home with the enrolled child when the facility releases the enrolled child to the child's parent.

R9-5-501.D

General Child Care Program, Equipment, and Health and Safety Standards

- D. A licensee is not required to have an activity schedule or lesson plan for an indoor activity area that is approved and used by an enrolled child only for snacks or meals or a specific activity, to provide child care services to infants, or as a substitute for an outdoor activity area.

R9-5-502.A

Supplemental Standards for Infants

- A.5. Develop, document, and implement policies and procedures that provide an opportunity for a non-crawling infant to spend time each day on the infant's stomach while the infant is awake.
- A.7.b. Toys, materials, equipment that are too large for a child to swallow and free from sharp edges and points are provided.

Note: Deleted requirement for the posting of infant caregiver list.

R9-5-502.A

Supplemental Standards for Infants

- A.7.c. At least 1 adult-sized chair for the use by a staff member when holding or feeding an infant; or nursing mother when breast feeding her infant.
- 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.
- A. 11. Label each food container received from the parent with the enrolled child's name.

R9-5-502.B

Supplemental Standards for Infants

- B.4 A licensee providing child care services for infants shall not allow screen time in an infant room.

R9-5-502.C

Supplemental Standards for Infants

- (C.1.e.) Maintains documentation in subsection C.1.d. on premises for 12 months. (C.1.d. keeps dated, daily documentation of each infant including: a description of any activities the infant participated in, the infant's food consumption and diaper changes)
- C.1.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.
- C.1.k. A licensee shall ensure that a staff member providing child care services in an infant room places an infant to sleep on the infant's back, unless the parent submits written instructions from the infant's health care provider that states otherwise.

R9-5-502.C

Supplemental Standards for Infants

- C.1.m. Infant feeding instructions maintained 12 months on premises.
- C.4. Rewrote language for feeding requirements for clarity and to allow breast milk.
 - 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 C.1.1;
 - c. Stores formula and breast milk in a sanitary manner at the facility;

R9-5-503

Standards for Diaper Changing

- 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, and
 - b. Prepare the infant's formula or cereal; and
 2. Is prohibited from other food prep after changing the infant's diaper.
- E.3. Changed latex gloves to single use non-porous gloves.
- F.2.a. Documents each diaper change:
 - i. for an infant, in the infant's dated, daily documentation (R9-5-502.C.1.d).
- F.2.b. Clarified requirements related to documenting diaper changing (infants) retention of Diaper changing log for 12 months.

R9-5-504

Standards for 1- and 2-year-olds

- 3. Ensure that each activity area that has a supply of age-appropriate toys, materials, and equipment that are too large for a child to swallow and free from sharp edges and points, in a quantity sufficient to meet the needs of the enrolled children in attendance.
- 4. Prohibit screen time in an activity area where child care services are provided to a one-year-old child.
- 5.d. If a parent brings a sippy cup for the parent's enrolled child, label the sippy cup with the enrolled child's name.

R9-5-505

Supplemental Standards for 3-year-old, 4-year-old, and 5-year-old Children

- Toys, materials & equipment are to be accessible to enrolled children.

R9-5-507

Supplemental Standards for Children with Special Needs

- C. Clarified feeding requirements for children with special needs.
- D. A licensee shall provide an enrolled child with special needs with:
 1. Developmentally-appropriate toys, materials, and equipment; and
 2. Assistance from staff members to enable the enrolled child to participate in the activities of the facility.
- E.1. The enrolled child's wheelchair is manufactured to be secured in a motor vehicle when transporting an enrolled child in a facility's motor vehicle.

R9-5-508

General Nutrition Standards

- G.2 Clarified requirements for second servings: May substitute a food that is equivalent to a specific food component if specific food component is not available.
- G.3 When 2nd servings are not the same as initially served, you can note on the menu at the end of meal or snack service.
- Amended the Table of Meal Pattern Requirements consistent with current USDA recommendations.

R9-5-509

General Food Services and Food Handling Standards

- C.2.a. A staff member washes the hands of an infant or a special needs child who cannot wash the child's own hands before and after the infant or special needs child handles or eats food using:
 - i. a washcloth
 - II. A single-use paper towel
 - III. Soap and running water
- C.8. Fresh milk is served from the original, commercially filled container to a container used for meal service or a cup, and unused portions are not returned to the original container.
- C.9. Clarified that a child's parent may request the type of milk provided to the child, request can be placed on the EIIR card.

R9-5-509.C

General Food Services and Food Handling Standards

- C.7. Lunch and dinner are family-style meals as demonstrated by at least one of the following:
 - Food is served from a serving container on the table where enrolled children are seated.
 - Enrolled children serve themselves, independently or with staff member help from serving containers on the table.
 - Enrolled children pass a serving container from individual to individual.
 - In a facility where lunch or dinner is provided by the facility, a staff sits at the table and eat the lunch or dinner with enrolled children.
 - In a facility where each enrolled child brings the enrolled child's own lunch or dinner a staff member sits at the table with the enrolled children and eats the staff member's own lunch or dinner.
- C.12. Fruit juice served to an enrolled child is limited to 4 ounces per day for enrolled children younger than six years of age and 6 ounces per day for an enrolled child six years of age or older.
- C.13. A beverage sweetened with any kind of sugar product is not provided by the facility.

R9-5-509

General Food Services and Food Handling Standards

- C.19. Non-single use utensils and equipment used in preparing, eating or drinking food are after each use;
 - Washed in an automatic dishwasher or air dried or heat dried or,
 - Washed in hot soapy water, rinsed in clean water, sanitized and air/heat dried.
 - Stored in a clean area protected from contamination.
- C.20. Single-use utensils and equipment are disposed of after being used.
- C.21. Perishable foods are covered and stored at a temperature of 41 F or below.
- C. 22. A refrigerator at the child care facility maintains a temperature of 41 F or below, as shown by a thermometer kept in the refrigerator at all times.
- C.23. A freezer at the child care facility maintains a temperature of 0 F or below, as shown by a thermometer kept in the freezer at all times.

R9-5-510

Discipline and Guidance

- B.3. Added: A licensee shall ensure that a staff member does not use or permit abusive language.

R9-5-512

Cleaning and Sanitation

- C.2.c. A licensee shall ensure that floor coverings are clean and free from dampness, odors and hazards.
- F.4. Replaced the requirement for "a container with a tight-fitting lid" for food waste with the requirement for a "covered container," and added an exception for containers used only for water waste.
- G. A licensee may have a sink with running water, soap contained in a dispenser, and single-use paper towels in a mounted dispenser or a mechanical air hand dryer located directly outside a toilet room if an enrolled child exiting the toilet room can access the sink, soap, and paper towels or air hand dryer without having to cross space that is used for any activity.

R9-5-514

Accident and Emergency Procedures

- A.1. Three types of sterile bandages now required in the first aid kit,
 - 1.a. Adhesive bandages of assorted sizes
 - b. Sterile gauze pads and
 - c. Sterile gauze rolls
- A.5. Single-use, non-porous gloves.
- F.3. Maintains accident, injury or emergency documents for 12 months (was 24 months).
- G. If an enrolled child's parent informs a staff member, at the facility, that an enrolled child's parent obtained medical treatment from a health care provider for an accident, injury, or emergency the enrolled child had while attending the facility, documents any information, maintains documentation for 12 months after the date of the child's disenrollment.

R9-5-515

Illness and Infestation

- B.3 Retention of Illness and Infestation log is now 12 months.

R9-5-516

Medications

- B.4.d. Does not administer a nonprescription medications to an enrolled child inconsistent with the instructions on the nonprescription medication's label, unless the facility receives written authorization from the enrolled child's health care provider.
- J. A staff member's or enrolled child's prescription medication necessary to treat life-threatening symptoms:
 - 1. May be kept in the activity area where the staff member or enrolled child is present and
 - 2. Except when the prescription medication is administered to treat life-threatening symptoms, is inaccessible to enrolled children.

R9-5-517

Transportation

- A.1&2. Obtain dated, written permission from the enrolled child's parent before the licensee transports the enrolled child and maintains written permission on facility premises for 12 months after the date on the written permission.
- A.10.d. Clarified two large, and clean towels or blankets, in vehicle.
- A.11.c. Ensure motor vehicle is free from hazards.
- B.3. Specifies immunizations need to be attached to EIIR card.
- B.5. Added a requirement prohibiting an enrolled child from being seated in front of an air bag.

R9-5-518

Field Trips

- A.1.a Replaced purpose of field trip with description of field trip.
- A.3. Retain for 12 months after the date of the field trip.
- B.1. Specifies immunizations attached to EIIR cards on field trips.
- B.2 Added a provision requiring a copy of the written field trip plan to be taken on the field trip.

(Field trip means an activity planned by a staff member for an enrolled child at a location or area that is not licensed for child care services by the Department or at a child care facility in which the child is not enrolled.)

R9-5-601

General Physical Plant Standards

- 6.a.b.c. A diaper changing area is not required in an activity area that is:
 - only used by enrolled children for snacks or meals.
 - Used for a specific activity by enrolled children who are two years of age or older.
 - An indoor activity area that is being substituted for an outdoor activity area.

R9-5-602.C

Facility Square Footage Requirements

- C.1. Provide at least 75 square feet of outdoor activity area per child for at least 50% of the facility's licensed capacity; or
- 2. *Comply with one of the following:*
 - a. If no enrolled child attends the facility for more than four hours per day, provide at least 50 square feet of indoor activity area for each child, based on the facility's licensed capacity;
 - b. If no enrolled child attends the facility for more than six hours per day, provide at least 75 square feet of indoor activity area per child for at least 50% of the facility's licensed capacity in addition to the indoor activity area required in subsection (A); or
 - c. Provide at least 37.5 square feet of outdoor activity area and 37.5 square feet of indoor activity area per child for at least 50% of the facility's licensed capacity in addition to the indoor activity area required in subsection (A).

R9-5-603

Outdoor Activity Area

- C.2. A licensee shall ensure that an outdoor activity area is maintained free of hazards, such as exposed concrete footings and broken toys.
- E. Resilient surface provided and maintained within the fall zones of swings and climbing equipment.

Definition: 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.

- G. Prohibited outdoor play equipment to be located in the fall zone of another piece of outdoor play equipment.

R9-5-605

Fire and Safety

- A. A licensee shall install and maintain a portable, pressurized fire extinguisher.
- B.6. Allows uncovered outlets in school-age rooms.
- B.13. A smoke detector is installed in each indoor activity area and kitchen.
- B.14. Each smoke detector is required to be maintained in operating condition and is tested monthly.
- B.16. Has a tag attached to the fire extinguisher that specifies the date of the last servicing and the identification of the person who serviced the fire extinguisher.