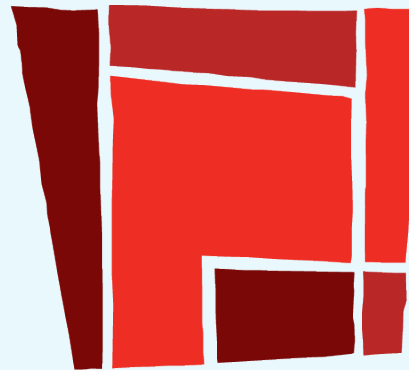


Welcome to the Child Care Facility New Owner Orientation



ARIZONA DEPARTMENT
OF HEALTH SERVICES

LICENSING

Bureau of Child Care Licensing

PLEASE READ

Thank you for your interest in licensing a child care facility.

The following information is an overview of the required information you will need to know and follow under *Arizona Administrative Code and Arizona Revised Statutes for Child Care Facilities*. Please understand that this is an overview and that not all of the required information is reviewed in this presentation.

It is your responsibility to review the licensing Rules & Statutes and to understand that this overview is designed to provide the general information needed to get your licensing process started.

Please contact the Bureau of Child Care Licensing if you have any questions or need further information.

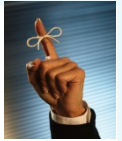
R9-5-203- Fingerprinting

- Staff must complete, sign, and date the **criminal history affidavit** (A.R.S. 36-883.02.C) form **before** their start date. (Sample form on next slide)



- A copy of staff or volunteer's **fingerprint clearance card** received before starting employment or volunteer work (A.R.S. 36-883.02.A.)
- A staff **fingerprint clearance card** shall be verified and **documented** that the card is **valid** through the Department of Public Safety (DPS)

Reminder:



- Personnel files will always consist of **3** items for fingerprinting for each staff member.
 1. A criminal history affidavit.
 2. Fingerprint clearance card.
 3. Documentation from DPS that the fingerprint card is valid.



Find forms, applications & information related to licensing & certification.

Contact DPS online at:

https://webapps.azdps.gov/public_inq_acct/acct/ShowClearanceCardStatus.action

After verifying the validity of the clearance card, you can print the screen shot as documentation of your card check.

Criminal History Affidavit

**Arizona Department of Health Services
Bureau of Child Care Licensing
CRIMINAL HISTORY AFFIDAVIT**

Complete this form immediately upon beginning employment, and at the time of reapplication for a Fingerprint Clearance Card. (All requested information is required.)

Applicant's Name (First, Middle, Last)	Social Security Number	
Applicant's Address (#, Street, City, State, Zip)	Birth date	
Facility Name		
Facility Address (#, Street, City, State, Zip)	OR	CDC/SGH #

Pursuant to A.R.S. § 36-883.02(H), for purposes of this section, "child care personnel" means any employee or volunteer working at a child care facility.
Pursuant to A.R.S. § 36-897.03(I), for purposes of this section, "child care personnel" means all employees of and persons who are eighteen years of age or older and who reside in a child care group home that is certified by the department.

Pursuant to A.R.S. § 36-883.02(C) and 36-897.03(B), child care personnel shall certify on forms that are provided by the department that:

I have read and am willing to attest to the following in regards to the offenses listed in A.R.S. § 41-1758.07(B) for centers, (B) or (C) for Group Homes, which can be found at <http://www.azleg.gov/ArizonaRevisedStatutes.aspx?Title=41>:

1. Are you awaiting trial on or have you ever been convicted of or admitted in open court or pursuant to a plea agreement committing any of the offenses listed in A.R.S. § 41-1758.07(B) for centers, (B) or (C) for Group Homes, in this state or similar offenses in another state or jurisdiction? YES NO
2. Are you a parent or guardian of a child adjudicated to be a dependent child as defined in A.R.S. § 8-201? YES NO
3. **For Centers:** Have you been denied or had a certificate revoked to operate a child care group home or a license to operate a child care facility in this or any other state, or have you been denied or had a certificate revoked to work in a child care facility or a child care group home? YES NO
For Group Homes: Have you been denied a certificate to operate a child care group home or a license to operate a child care facility for the care of children in this state or another state, or had a license to operate a child care facility or a certificate to operate a child care group home revoked for reasons that relate to the endangerment of the health and safety of children? YES NO

Pursuant to A.R.S. § 36-883.02(E), and A.R.S. § 36-897.03(E), the forms are confidential.

Pursuant to A.R.S. § 36-883.02(F), a child care facility shall not allow a person to be employed or volunteer in the facility in any capacity if the person has been denied a fingerprint clearance card pursuant to section 41-1758.07 or has not received an interim approval from the Board of Fingerprinting pursuant to A.R.S. § 41-619.55(I).

Good cause exception, revocation
1. Pending the outcome of a good cause exception determination, the board or its hearing officer may issue interim approval in accordance with board rule to continue working to a good cause exception applicant.

Pursuant to A.R.S. § 36-897.03(F), a person who is awaiting trial on or who has been convicted of or who has admitted in open court or pursuant to a plea agreement to committing a criminal offense listed in Section 41-1758.07, subsection B, paragraph 2 or 3 of this section is prohibited from being employed in any capacity in a child care group home.

Pursuant to A.R.S. § 36-897.03(G), a person who is awaiting trial on or who has been convicted of or who has admitted in open court or pursuant to a plea agreement to committing a criminal offense listed in Section 41-1758.07, subsection C shall not work in a child care group home without direct visual supervision unless the person has applied for and received the required fingerprint clearance card pursuant to §41-1758 and is registered as child care personnel. A person who is subject to this subsection shall not be employed in any capacity in a child care group home if that person is denied the required fingerprint clearance card.

Pursuant to A.R.S. § 36-883.02(G) and A.R.S. § 36-897.03(H), the employer shall notify the Department of Public Safety if the employer receives credible evidence that any child care personnel either:

1. Is arrested for or charged with an offense listed in A.R.S. § 41-1758.07(B).
2. Falsified information on the form required by subsection C for Centers, B for Group Homes, of this section.

I hereby certify under penalty of perjury that the answers given above are true and correct to the best of my knowledge and belief.

Applicant's Signature / Date _____

Note:

A copy of the form must be in each staff file **before** they start to work with enrolled children.

R9-5-203

Central Registry Background Check & Fingerprint Clearance Card Requirements



- If required by A.R.S. § 8-804, **before** an individual's starting date of employment or volunteer service, a licensee shall comply with the submission requirements in A.R.S. § 8-804(C) for the individual.
- A licensee **shall not allow** an individual to be a staff member if the individual:
 - Has been **denied** a fingerprint clearance card under A.R.S. Title 4 I, Chapter 12, Article 3.1 and has **not** received an interim approval.
 - Receives an interim approval but is subsequently **denied** a good cause exception.
 - Is a parent or guardian of a child adjudicated to be a dependent child as defined in A.R.S. § 8-201.

R9-5-203

Central Registry Background Check & Fingerprint Clearance Card Requirements *(cont'd.)*

- Has been denied, or has had revoked, a certificate to operate a child care group home or a license to operate a child care facility for care of children in this state or another state;
- Has been denied, or has had revoked, a certification to work in a child care facility or a child care group home in this state or another state;
- If applicable, has stated on the form required in A.R.S. § 8-804(I) that the individual is currently under investigation for an **allegation** of abuse or neglect or has a substantiated **allegation** of abuse or neglect and has **not** subsequently received a central registry exception according to A.R.S. § 41-619.57; or
- If applicable, is disqualified from employment or volunteer service as a staff member according to A.R.S. § 8-804 and has **not** subsequently received a central registry exception according to A.R.S. § 41-619.57.



R9-5-204

Child Care Service Classifications

The Department licenses child care facilities using the following service classifications:

1. Full-day care;
2. Part-day care;
3. Evening and night time care;
4. Infant care;
5. One-year-old child care;
6. Two-year-old child care;
7. Three-year-old, four-year-old and five-year-old child care;
8. School-age child care; and
9. Weekend care.



R9-5-208

Changes Affecting a License

- At least **30 days** before the date of a change in a facility's name, a licensee shall send the Department written notice of the name change and the Department shall issue an amended license that incorporates the name change but retains the anniversary date of the current license.
- At least **30 days** before the date of an intended change in a facility's service classification, space utilization or licensed capacity, a licensee shall submit a written request for approval of the intended change to the Department.
- A licensee shall **not** implement any change described under subsection(B) until the Department issues an approval or amended license.



R9-5-208

Changes Affecting a License

For an intended change in a facility's service classification, space utilization or licensed capacity,

there is a form named "*Child Care Center Modification Request*"

available on the

Bureau of Child Care Licensing webpage

<http://www.azdhs.gov/licensing/childcare-facilities/index.php#providers-applications>

Select the Provider Info button, Select Application page

R9-5-301

General Licensee Responsibilities

- Designates a **facility director** who acts on behalf of the licensee and is responsible for the daily on-site operation of a facility;
- Supervises or assigns a **teacher-caregiver** to supervise each staff member who does **not** meet the qualifications of R9-5-401(3); (teacher-caregiver)
- Prepares a daily dated attendance record and ensures each staff member documents on the attendance record the time of each arrival and departure of the staff member;



R9-5-301

General Licensee Responsibilities

A licensee shall ensure that the following individuals are allowed **immediate** access to facility premises during hours of operation:

Note: Definition R9-5-101 (60), “**immediate**” means without restriction, delay, or hesitation.

A parent of an enrolled child or an individual designated, in writing, by the parent of an enrolled child; or

A **representative** of:

- a. The Department,
- b. The local health department,
- c. Child Protective Services, or
- d. The local fire department or State Fire Marshal.



R9-5-301

General Licensee Responsibilities

A licensee shall, with the exception of individuals listed in subsection (D)(2), ensure that a staff member **supervises** any individual that is not a staff member who is on facility premises where enrolled children are present.

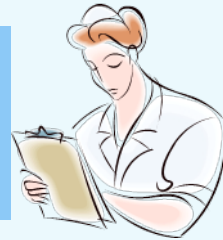


Note: Definition R9-5-101 (116) (b) states:

“**Supervision**” means: 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 enrolled children.

Tuberculosis Testing

A staff member needs to submit evidence of freedom from tuberculosis on or before their starting date.



- Staff submit documentation of a negative **Mantoux skin test** or other tuberculosis screening test that has been administered within 12 months before their starting date.



- If a staff member has a **positive Mantoux skin test**, a written statement from a healthcare provider that states the staff member is free from infectious active tuberculosis is required.
- The statement must be signed and dated by the healthcare provider within six months before their starting date.



R9-5-301

General Licensee Responsibilities

(cont'd)

A licensee shall ensure a staff member who has current training in first aid and CPR, as required by R9-5-403(E), is present:

- At all times during hours of operation on facility premises,
- On field trips, and
- While transporting enrolled children in a facility's motor vehicle or a vehicle designated by the licensee to transport enrolled children.



R9-5-301

Fire Drills

- At least once a month, and at different times of the day, staff must conduct an unannounced fire and emergency evacuation drill.
- Maintains documentation of the drills on site for 12 months.



ARIZONA DEPARTMENT OF HEALTH SERVICES

LICENSING

Fire Drills and Smoke Detector Battery Check MONTHLY RECORD

INSTRUCTIONS

1. During each monthly drill, conditions shall vary and each should be given at an unexpected time. Familiarize children with alternate routes.
2. Emphasis should be placed upon quiet and orderly evacuation under proper discipline.
3. Record information for the Bureau of Child Care Licensing.

DATE(year) ____	DAY	TIME OF DAY	EVACUATION TIME	BATTERY CHECK
JANUARY				
FEBRUARY				
MARCH				
APRIL				
MAY				
JUNE				
JULY				
AUGUST				
SEPTEMBER				
OCTOBER				
NOVEMBER				
DECEMBER				

KEEP THIS FORM FOR 12 MONTHS FROM THE DATE OF LAST FIRE DRILL

G:\Forms\Fire Drill & smoke detector battery check log.docx (11/16) CCL form - 294

R9-5-301

General Licensee Responsibilities

(cont'd)

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 the disease at the facility.



A licensee shall ensure that the Department is notified orally or in writing within 24 hours after an enrolled child's death at the child care facility during hours of operation.

Statement of Services Checklist

A licensee shall prepare a **written statement of child care services** (parent handbook) provided by the licensee that includes the following:

- A description of the facility's child care services classifications in **R9-5-204**;
- Hours of operation;
- The facility's street address, city, state, zip code, mailing address, and telephone number;
- Child enrollment and disenrollment procedures;
- Charges, fees, and payment requirements for child care services;
- Child admission and release requirements;
- Age-appropriate discipline guidelines and methods;
- Transportation procedures;
- Field trip requirements and procedures;
- Responsibilities and participation of parents in facility activities;
- A general description of activities and programs;



R9-5-302.A

Statement of Services Checklist *(cont'd)*

- A description of the liability insurance required by R9-5-308 that is carried by the licensee and a statement that documentation of the liability insurance coverage is available for review on the facility premises;
- Medication administration procedures;
- Accident and emergency procedures;
- A notice stating inspection reports are available on-site;
- A provision stating that the facility is regulated by the Arizona Department of Health Services including the Department's local street address, city, state, zip code, and local telephone number;
- The procedures for notifying a parent at least 48 hours before a pesticide is applied on facility's premises; and
- A statement that a parent has access to the areas on facility premises where the parent's enrolled child is receiving child care services.



➤ **The Statement of Services must be ready to be reviewed at the initial inspection.**

All 18 items must be addressed, (i.e. if your facility will not transport children, the statement must state: "Our facility does not transport children**".)**

R9-5-303

Facility's Posting of Notices

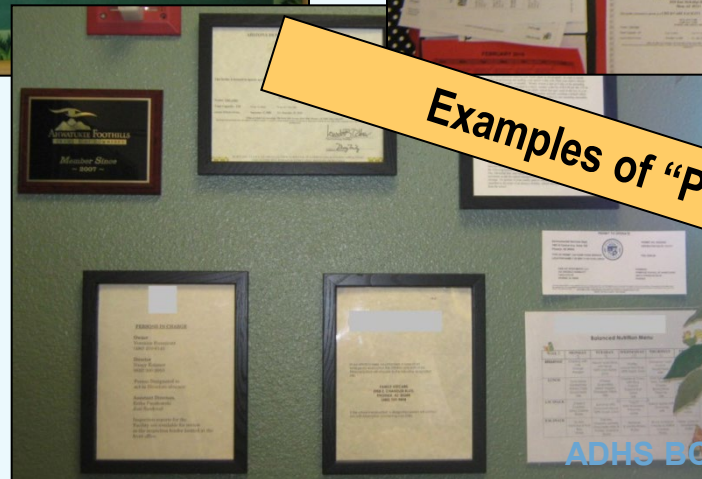
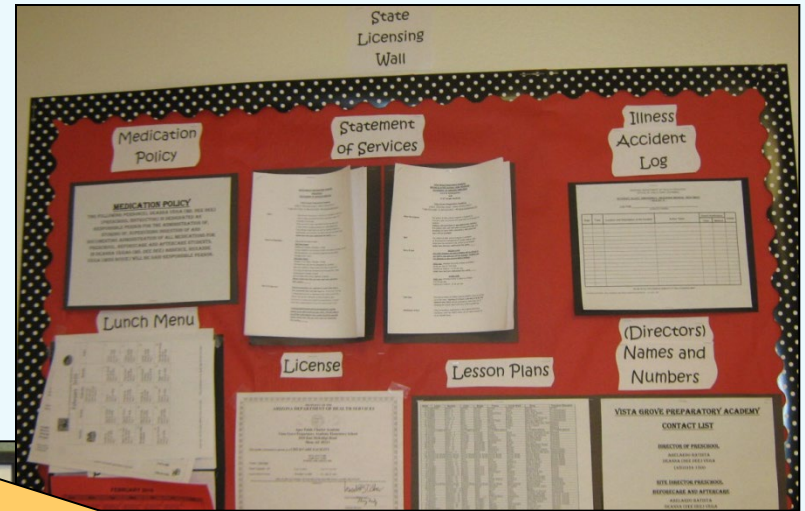
- A. A licensee shall post in a place that can be **conspicuously** viewed by individuals entering or leaving the facility or activity area:
1. Facility's license;
 2. Name of the facility director;
 3. Name of the individual designated to act in the director's absence;
 4. Schedule of child care services and fees and policy for the refund of fees;
 5. Menus for each calendar week at the beginning of the week (breakfast, lunch, dinner, snacks);
 6. Notice of presence of any communicable disease or infestation (from date of discovery through incubation period);



R9-5-303

Facility's Posting of Notices *(cont'd)*

Notice of availability of facility inspection reports for public viewing at the facility premises.



Examples of "Parent Boards"

R9-5-303

Facility's Posting of Notices *(cont'd)*

A licensee shall post a notification of pesticide application in each activity area and in each entrance of the facility, at least 48 hours before a pesticide is applied on the facility's premises, containing:

- The date and time of the pesticide application, and
- A statement that written pesticide information is available from the licensee upon request.



Other Postings:

In ALL activity areas:

- Room capacity
- Activity schedule
- Evacuation Plan with detailed exits
- Written Fire and Emergency Plan in rooms without a Phone (R9-5-514 (B) and (E)) *Update annually or when changes occur*
- Specific dietary instructions inaccessible to public view
- Dated Lesson plan

Kitchen:

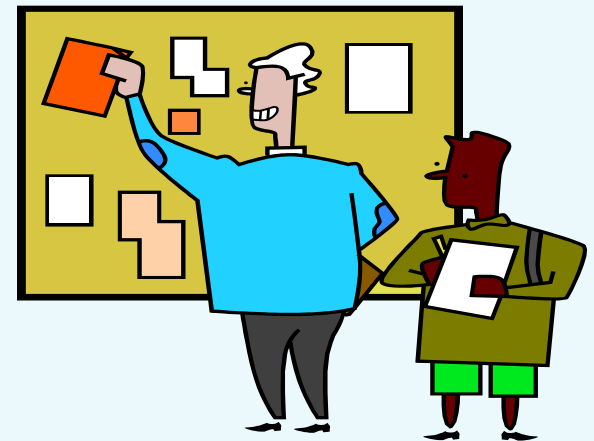
- Written infant feeding instructions (inaccessible to public view)
- Specific dietary instructions

Infant room:

- Written infant feeding instructions

Activity areas with diapered children:

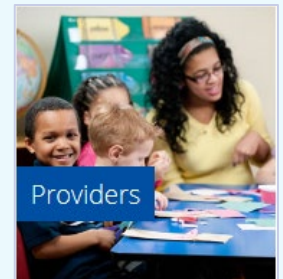
- Diaper changing procedures



Enrollment of Children

Before an enrolled child receives child care services, a licensee shall require the enrolled child's parent to complete a **Department-provided** *Emergency, Information, and Immunization Record card* that is signed by the enrolled child's parent containing:

- The child's name, home address, city, state, zip code, home telephone number, sex, and date of birth;
- The date of the child's enrollment;
- The name, home address, city, state, zip code, and contact telephone number of each parent of the child;




Find forms, applications & information related to licensing & certification.

R9-5-304

Enrollment of Children *(cont'd)*

- The name and contact telephone number of at least 2 emergency contacts;
- The name and contact telephone number of the child's health care provider;
- The written authorization for emergency medical care of the enrolled child when the parent cannot be contacted at the time of emergency;
- The name of the individual to be contacted in case of injury or sudden illness of the child;

 CDC/SGH# or name: _____

Arizona Department of Health Services
Bureau of Child Care Licensing
Emergency, Information and Immunization Record Card

Child's Name:	Date Enrolled:	Updated:
Home Address (#, Street, City, State, Zip Code):		Date Disenrolled:
Home Phone:	Date of Birth:	Sex: <input type="checkbox"/> male <input type="checkbox"/> female

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

Parent or Guardian Name:	Home Address (#, Street, City, State, Zip Code):
Cell Phone (optional):	Contact Telephone Number:

I authorize the following individual(s) to collect my child from the facility in case of emergency or if I cannot be contacted:
(Pursuant to R9-5-304.B, at least two contact persons are required.)

Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:
Name:	Contact Telephone Number:

If Medical care is necessary, call:

Health Care Provider*	Name:	Contact Telephone Number:
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*A Health Care Provider is a physician, physician assistant or registered nurse practitioner.

**In case of injury or sudden illness,
I request that this individual be called first:** _____

The following individual(s) may NOT remove my child from the facility:
Name(s): _____

Custody papers have been provided and are on file at the facility. yes no

Telephone Authorization Code (optional): _____

R9-5-304

Enrollment of Children *(cont'd)*

- The written instructions of a child's parent or health care provider for nutritional and dietary needs of the child including, if applicable, the request in R9-5-509.C.9 and

(For example, if a child needs a different type of milk other than fat-free or 1% low fat and the child is over the age of two)

- A written record completed by the child's parent or health care provider noting the child's susceptibility to illness, physical conditions of which a staff member should be aware, and any individual requirements for health maintenance.

Immunization Information

(A licensee shall attach an enrolled child's written immunization record or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.)

For information regarding current immunization requirements go to:
www.azdhs.gov/ah/immunization/index.htm or contact the Arizona Immunization Program Office at (602)964-3630.

+ One of these items must accompany the EIIR card at all times:

<input type="checkbox"/>	Copy of current official documented immunization record attached
<input type="checkbox"/>	Religious Beliefs exemption form signed by parent/guardian attached
<input type="checkbox"/>	Medical Exemption form signed by physician and parent/guardian attached
<input type="checkbox"/>	Signed Laboratory Proof of Immunity form attached

Notification of immunizations needed sent to Parent(s) or Guardian(s):	mo /day/ yr	mo /day/ yr	mo /day/ yr
Updated immunizations received and attached:	mo /day/ yr	mo /day/ yr	mo /day/ yr

Medical Information

Is child allergic to food or other substances? No Yes
If yes, describe symptoms, name foods or substances to be avoided, and the procedure to follow if reaction occurs: _____

Is child usually susceptible to infections and if so, what precautions need to be taken? No Yes
If yes, list precautions: _____

Is child subject to convulsions and what should be our procedure if one occurs? No Yes
If yes, specify procedure: _____

Is there any physical condition that we should be aware of and what precautions should be taken (heart trouble, foot problem, hearing impairment, hernia, etc.)? No Yes
If yes, list precautions: _____

Additional comments: _____

Other special instructions: _____

This Emergency Information and Immunization Record Card is accurate and complete, front and back, and was provided by:

Parent/Guardian PRINTED Name: _____	SIGNED Name: _____	DATE: _____
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© Form 9-2009 Emergency Information and Immunization Record Card (9/11)

(6/14)

Note: Be sure the form is signed and dated by the enrolled child's parent or guardian.

R9-5-305

Child Immunization Requirements

A licensee shall not permit an enrolled child to attend a facility until the facility receives:

- Immunizations provided by a Health Care Provider **or**
- Immunizations from the Department's Child Immunization Reporting System (Arizona State Immunization Information System - ASIIS) **or**
- An Exemption Affidavit for the enrolled child completed by the parent or guardian.



R9-5-305

Child Immunization Requirements

(cont'd)

A licensee shall attach an enrolled child's written immunization or exemption affidavit to the enrolled child's Emergency, Information and Immunization Record card.

Obtain an Exemption form from the
Arizona Immunization Office.

<http://azdhs.gov/phs/immunization/school-childcare/requirements.htm>

Note: Licensed child care only allows medical or religious exemptions.

R9-5-305

Child Immunization Requirements

(cont'd)

A licensee shall **not** allow an enrolled child who lacks proof of immunity against a disease listed A.A.C. R9-6-702(A) to attend the child care facility between the **start** and **end** of an outbreak of the disease at the facility.

If a parent of an enrolled child, excluded from a child care facility because of a lack of documented immunity to a disease during an outbreak of the disease at the child care facility, submits any of the documents in A.A.C. R9-6-704 as proof of the enrolled child's immunity to the disease, a licensee shall allow the enrolled child to attend the child care facility during the outbreak of the disease.



R9-5-306

Admission and Release of Children

A licensee shall maintain a written dated attendance form containing an enrolled child's name with the time of each admission and release of the enrolled child.

A licensee shall ensure the attendance form is signed with at least a first initial of an individual's first name and the individual's last name by each enrolled child's parent or designated individual, each time the child is admitted or released.



R9-5-306

Admission and Release of Children

(cont'd)

A licensee shall not release the enrolled child to an individual other than the child's parent or individual designated, in writing, by the child's parent except when the child's parent is unable to collect the child and authorizes the licensee by telephone to release the child to an individual so designated.

- The licensee shall verify the telephone authorization using a means of verification that has been agreed upon between the licensee and the child's parent at the time of enrollment.
- The licensee shall document the means of verification on the child's Emergency, Information and Immunization Record card.



R9-5-306

Admission and Release of Children

(cont'd)

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 identification** before releasing an enrolled child to the individual. (Sign in/out sheets)

Shall not permit the self-admission or self-release of an enrolled child unless the child is of school-age and the licensee has obtained and verified written permission from the child's parent.

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 child from the activity area. (Rosters)

* Forms on the website.



R9-5-307

Suspected or Alleged Child Abuse or Neglect

The licensee or staff member shall report suspected or alleged child abuse or neglect to Child Protective Services (CPS) or to a local law enforcement agency. The licensee or staff member shall also **send** documentation to CPS and any local law enforcement agency previously notified within **3** days of the initial report and maintain documentation on facility premises for 12 months after the date of a report.

The licensee or staff member shall report suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency. A licensee or staff member shall also **send** documentation to the Department and to any law enforcement agency previously notified within **3** days of the initial report and maintain documentation of a child abuse report on facility premises for 12 months after the date of the report.



R9-5-308

Insurance Requirements

A licensee shall secure and maintain the following minimum Insurance coverage:

General facility liability insurance of at least \$300,000;

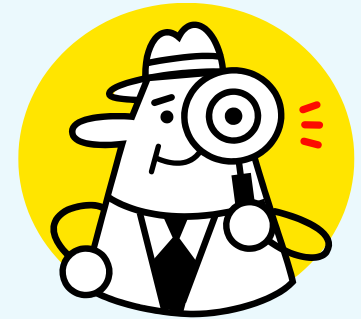
Motor vehicle insurance coverage required by ARS Title 28, Chapter 9, Article 4, for each motor vehicle provided by a licensee to transport enrolled children.

Shall maintain documentation of the insurance coverage required in subsection (A) on facility premises.



R9-5-309

Required Inspections



An applicant shall obtain:

If there are gas pipes that run from a gas meter to an appliance or location on the facility premises, a gas inspection by a licensed plumber (or individual authorized by the local jurisdiction) verifying there are no leaks in the gas pipes is required.

A fire inspection by a local fire department.

Reminder:

- A gas inspection is due every 12 months
- A fire inspection must be current based on the local Fire Department's jurisdiction.



R9-5-401.1-7

Staff Qualifications - Director

At least 21 years of age and documentation

of **ONE** of the following

High school diploma or GED with
60 hours ECE* trainings & an additional 12 hours training in program administration, planning, development or management
And
24 months experience

NAC/CDA/CCP/CC
And
18 months experience

High school diploma or GED
With
6 college credits in ECE
And
24 months experience

Total of 24 credits w/ 6 credits in ECE*
And
18 months experience

Associates Degree in ECE*/closely related field
And
6 months experience

Bachelor Degree in ECE*/closely related field
And
3 months experience



R9-5-401.2.a.b.c.d.

Staff Qualifications - Director's Designee

At least 21 years of age and documentation

of **ONE** of the following

12 months experience

High school diploma or GED

And

- 3 credit hours in ECE

Or

- At least 30 training hours in early childhood, child development, or closely related field

12 months experience

And

- NAC/CDA/CCP/CC

Or

- At least 24 credit hours including at least 6 credit hours in early childhood, child development, or closely-related field

6 months experience

And

- An associate degree from an accredited college or university in early childhood, child development, or closely related field

3 months experience

And

- A bachelor degree from an accredited college or university in early childhood, child development or closely-related field



R9-5-401.3.a.b.c.

Staff Qualifications - Teacher-Caregiver

At least 18 years of age and documentation
of **ONE** of the following

6 months experience

And

- A High school diploma or GED
- Or
- At least 12 credit hours in early childhood, child development, or closely related field

An associate or bachelor degree from an accredited college or university in early childhood, child development, or a closely related field.

N.A.C., C.D.A., or C.C.P.
credential

R9-5-401.4.a.b.c.d.e.

Staff Qualifications - Asst. Teacher Care-giver

At least 16 years of age and provides documentation
of **ONE** of the following:

Current and continuous enrollment in high school or a high school equivalency class

High school or a high school equivalency diploma

Service as a volunteer in a child care facility for 12 months.

Enrollment in vocational rehabilitation, as defined in A.R.S. 23-501.

Employment as a teacher-caregiver aide for 12 months



R9-5-401.5.

Staff Qualifications: Teacher–caregiver aide

At least 16 years of age
or older

R9-5-401.6

Staff Qualifications: Student aide

Provides the licensee with documentation of participation in:

- **An educational, curriculum-based course in child development, parenting, guidance counseling**
- OR**
- **A vocational education or occupational developmental program**



R9-5-401.5. R9-5-401.7 Staff Qualifications: Volunteer

- At least 16 years of age
or older

Volunteer...A staff member who, without compensation, provides child care services that are the responsibility of a licensee. (R9-5-101.121)

Ratios...Allow a volunteer qualified as a director, teacher-caregiver, or an assistant-teacher caregiver to be counted as staff in staff-to-children ratios. (R9-5-404.B.2.)

Supervision...Supervision of each staff member who does not meet the qualifications of a teacher caregiver. (R9-5-401.3)



Staff Records and Reports

- The Department has created a personnel checklist form to assist providers with ALL items needed for every staff file. All files must include the 13 items.



PERSONNEL RECORDS
R9-5-402.A., R9-5-403

<input checked="" type="checkbox"/>	1. Employee Name: _____	Date of Birth: _____
	Home Address: _____	Position: _____
	Telephone #: _____	Alone <input type="checkbox"/> Supervised <input type="checkbox"/>
<input type="checkbox"/>	2. Start Date: _____ Hire Date: (if different) _____	
<input type="checkbox"/>	3. End Date: _____	
<input type="checkbox"/>	4. Emergency Contact (name) _____	Phone # _____
	Mailing address _____	
<input type="checkbox"/>	5. Immunization Statement: In Compliance with Arizona State Law, the undersigned does hereby testify that he/she has immunizations against measles, rubella, diphtheria, mumps and pertussis that are current. Employee Signature: _____ Date: _____	
<input type="checkbox"/>	6-7. Verification of Fingerprint Registration (see A.R.S. § 36-883.02.c, R9-5-203): <input type="checkbox"/> Original signed Criminal History Affidavit dated _____ <input type="checkbox"/> Copy of the Applicant Fingerprint Registration Application (application # _____) <input type="checkbox"/> Copy of the Fingerprint Clearance Card (expiration date _____) (# _____) <input type="checkbox"/> DPS contacted (date _____) <input type="checkbox"/> Valid <input type="checkbox"/> NOT valid	
<input type="checkbox"/>	8. Documents required by R9-5-301(F) <input type="checkbox"/> Mantoux TB Test Results (on or w/in 12 months prior to start date) _____ date of test results <input type="checkbox"/> A health care provider's signed statement that the individual is free from TB, dated w/in 6 months of start date	
<input type="checkbox"/>	9. Documents required by R9-5-401 <input type="checkbox"/> High School Diploma/GED Certificate <input type="checkbox"/> saw orig. <input type="checkbox"/> by phone <input type="checkbox"/> by letter <input type="checkbox"/> Work Experience Verified (name) _____ by: _____ (date) _____	
<input type="checkbox"/>	10. Written Documentation of Training required by R9-5-403 <input type="checkbox"/> New Staff Training within 10 days of starting date (date) _____ <input type="checkbox"/> Eighteen (18) Hours of Annual In-Service Training based on starting date, including at least 6 hours in areas of child growth & development YEAR: _____ (based on start date) HOURS: _____	
<input type="checkbox"/>	11. Current License or Certification <input type="checkbox"/> AZ Driver's License (if a van driver) Expires: _____ <input type="checkbox"/> Food Handlers Card Expires: _____ <input type="checkbox"/> First Aid Certificate Expires: _____ <input type="checkbox"/> CPR Certificate Expires: _____	
<input type="checkbox"/>	12. Good faith efforts to contact previous employers: <input type="checkbox"/> Contact 1 Name: _____ Date: _____ <input type="checkbox"/> Contact 2 Name: _____ Date: _____	
<input type="checkbox"/>	13. <input type="checkbox"/> Central Registry (ADCS) background check <input type="checkbox"/> Central Registry (ADCS) Direct Service Position form or Affidavit form	

RETAIN ENTIRE FILE 12 MONTHS FROM TERMINATION DATE

Training Requirements

Within 10 days of the starting date of employment or volunteer service, a licensee shall provide, and each staff member who provides child care services shall **complete**, training for new staff members that include all of the following:

1. Facility philosophy and goals;
2. Names and ages of and developmental expectations for enrolled children for whom the staff member will provide child care services;
3. 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;
4. Lesson plans;
5. Child guidance and methods of discipline;
6. Hand washing techniques;
7. Diapering techniques and toileting, if assigned to diaper changing duties;
8. Food preparation, service, sanitation, and storage, if assigned to food preparation;

R9-5-403. A 1-17

Training Requirements *(cont'd)*

9. If a staff member is assigned to feeding infants, the preparation, handling, and storage of infant formula and breast milk;

10. Recognition of signs of illness and infestation;

11. Child abuse or neglect detection, prevention, and reporting;

12. Accident and emergency procedures;

13. Staff responsibilities as required by A.R.S. Title 36, Chapter 7.1, Article 1 and this Chapter;

14. Sun safety policies and procedures;

15. Safety in outdoor activity areas;

16. Transportation procedures, if applicable; and

17. Field trip procedures, if applicable

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 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	
_____ procedures, if applicable	
_____ procedures, if applicable	
Death Syndrome (SIDS) – If providing service for infants/ones child care group homes)	

Signature: _____ Date: _____

Provider's Signature: _____ Date: _____

Form for Training of New Staff Member.doc (9/11) CCL form - 247



Providers

Find forms, applications & information related to licensing & certification.

Training Requirements *(cont'd)*

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

- a. Child growth and development
- b. Health and safety issues
- c. Program administration, planning, development, or management
- d. Availability of community services and resources, including those available to children with special needs

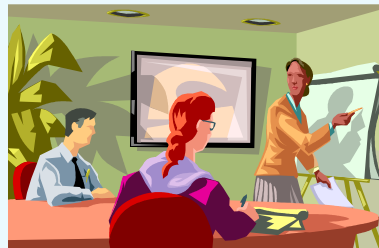


Training Requirements *(cont'd)*

As a part of the required 18 hours of training :

- a. A staff member who has less than 12 months of child care experience before the staff member's starting date must complete at least 12 hours in child growth and development in the staff member's first 12 months at the facility.

- b. A staff member who has 12 months or more of child care experience must complete at least 6 hours in one or more topics of child growth and development every 12 months after the staff member's starting date;



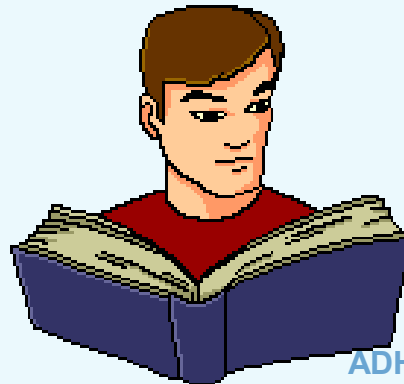
Training Requirements *(cont'd)*

A staff member who provides child care services to an infant completes at least 6 hours in infant growth and development every 12 months after the staff member's starting date; and



A facility director completes at least 6 hours in program administration, planning, development, or management every 12 months after the facility director's starting date.

Note: Keeping a record of all the trainings received will be accepted for training hours (actual certificates are not required). Make sure to include the training date, the length of the training, the subject, and the name of the trainer.



Staff-to-Children Ratios

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	1:20
School Age children	1:20

Determine and maintain required staff-to-children ratio for each group of enrolled children based on the age of the youngest child in a group.



Staff-to-Children Ratios *(cont'd)*

When **6 or more** enrolled children are present in a facility, a facility director or a director's designee who meets the requirements and **one** additional staff member must be present:

When **5 or fewer** enrolled children are present in a facility the facility director or director's designee who meets the requirements must be present, and an additional staff member is available by telephone or other equally expeditious means and able to reach the facility within **15 minutes** after notification; and

When **6 or more** enrolled children are present in a facility, an **infant** is **not** to be placed for supervision with a child who is **not** an **infant**.



R9-5-404

Staff-to-Children Ratios *(cont'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 enrolled children.



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.

**Assistant teacher-caregivers must be supervised at all times*

(R9-5-404.B.3)

**Teacher-caregiver aides, student-aides, and volunteers* must be supervised at all times and cannot be counted in ratios! (R9-5-404.B.3)*

**A volunteer may be counted in ratios if qualified as a director or a teacher-caregiver or an assistant teacher caregiver. (R9-5-404.B.2)*

R9-5-501

General Child Care Program, Equipment and Health and Safety Standards

A licensee shall ensure the health, safety, or welfare of an enrolled child is not placed at risk of harm;

Drinking water needs to be accessible to children in all activity areas;

For school-age children, drinking water needs to be available in a sufficient quantity.



R9-5-501

General Child Care Program, Equipment and Health, and Safety Standards *(cont'd)*

An enrolled child is placed in an age-appropriate or developmentally-appropriate group;



Age-appropriate toys, materials and equipment are provided to enable each enrolled child to participate in an activity area;



Storage space is provided in the facility for indoor and outdoor toys, materials and equipment in areas accessible to enrolled children;



R9-5-501

General Child Care Program, Equipment and Health and Safety Standards *(cont'd)*

- Clean clothing is available to an enrolled child when the child needs a change of clothing



- At least one indoor activity area is equipped with at least **one** cot or mat, a sheet and a blanket; where an enrolled child can rest quietly away from other children (separate from napping)



or



+



+



- Temperatures are maintained between 68 degrees and 82 degrees in each room used by enrolled children



R9-5-501

General Child Care Program, Equipment and Health and Safety Standards

- The following are stored separate from food storage areas and inaccessible to an enrolled child:

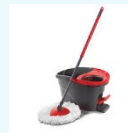
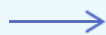
All materials and chemicals labeled as a **toxic** or **flammable** substance;



All substances that have a child warning label and may be a hazard to a child;
and



Toilet brushes, plungers, garden tools, cleaning equipment, and supplies, or other facility equipment that may be a hazard to a child.



Supervises enrolled children at all times;

(Supervision means: a. 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.)

R9-5-501

General Child Care Program, Equipment and Health and Safety Standards

A staff member, except for an enrolled child who can change the enrolled child's own clothing, changes an enrolled child's clothing when wet or soiled;

In an indoor activity area that does not have a diaper changing area:

- a. Stores an enrolled child's wet or soiled clothing in a sealed plastic bag labeled with the enrolled child's name; and
- b. Send an enrolled child's wet or soiled clothing home with the enrolled child when the facility releases the child to the child's parent;



Schedule



A licensee shall ensure that a staff member prepares and posts in each indoor activity area, a current schedule of children's age-appropriate activities, including the times, the following are provided:

- Meals and snacks;
- Naps;
- Indoor activities;
- Outdoor or large muscle development activities;
- Quiet and active activities;
- Teacher-directed activities;
- Self-directed activities;
- Activities for individuals, groups of five or fewer children and groups of six or more children;
- Activities that develop small muscles;



Lesson Plans



A licensee shall ensure that a staff member prepares and posts a dated lesson plan, in each indoor activity area for each calendar week, and provides opportunities for each child to:

- Gain a positive self-concept;
- Develop and practice social skills;
- Think, reason, question and experiment;
- Acquire language skills;
- Develop physical coordination skills;
- Participate in structured large muscle physical activity;
- Develop habits that meet health, safety and nutritional needs;
- Express creativity;
- Learn to respect cultural diversity of children and staff;
- Learn self-help skills; and
- Develop a sense of responsibility and independence;



(If the lesson plan includes **screen time**, include the duration of the **screen time** in minutes.)

Must be able to implement lesson plan.

R9-5-501 *(cont'd)*

Personal Products

A licensee does the following when a parent permits or asks a staff member to apply personal products on an enrolled child:

- a. Obtains the enrolled child's personal products from the child's parent **or** if the licensee provides the personal products for use by the enrolled child, obtains **written** approval for use of the products from the enrolled child's parent;
- b. Labels the personal products with the enrolled child's name; and



Keeps the personal products **inaccessible** to enrolled children;



(Personal products may include petroleum jelly, diaper rash ointment, sun screen or sun block preparations, toothpaste and baby diapering preparations.)

Standards for Infants



A licensee providing child care services for infants shall:

- Provide age-appropriate indoor and outdoor activities for each infant;
- Permit an infant to maintain the infant's pattern of sleeping and waking;
- Develop, document, and implement tummy time policies and procedures that:
 - a. Provide an opportunity for a non-crawling infant to experience tummy time each day:
 - i. While the infant is awake, and
 - ii. On the infant's stomach



R9-5-502

Standards for Infants (cont'd)

b. Ensure a staff member who is supervising a non-crawling infant while the infant is flat on their stomach and on the floor:



- i. Is within reach of the infant;
- ii. Does not perform any other duties while supervising the infant;
- iii. Does not allow the use of pillows, comforters, sheepskins, stuffed toys, or other soft products in the same floor space as the infant;
- iv. Does not allow any product specified in subsection (A)(5)(b)(iii) to be within reach of the infant

c. Require continuous interaction between a non-crawling infant and the staff member who is supervising the non-crawling infant during tummy time.

Standards for Infants *(cont'd)*

Provide 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:

- Toys to enhance physical development such as toys for stacking, pulling, and grasping;
- Soft toys;
- Books;



Toys to enhance visual development such as crib mobiles and activity mats with an object or objects suspended above the infant's head; and

- Unbreakable mirrors;



At least one adult-size chair for use by a:

- Staff member when holding or feeding an infant; or
- Nursing mother when breastfeeding her infant;



R9-5-502.A.7.a-b

Infants – Toys & Equipment



R9-5-502.A.7.a-b

Infants – Toys & Equipment



Standards for Infants *(cont'd)*

Crib Standards:

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-waterproof mattress; and
- Is furnished with clean, sanitized, crib-size bedding, including a fitted sheet and top sheet/blanket;



Standards for Infants

- Does not allow bumper pads, pillows, comforters, sheepskins, stuffed toys, or other soft products in a crib when an infant is in the crib;
- Cleans and sanitizes each crib and mattress used by an infant when soiled;
- **Changes** each crib sheet and blanket before use by another child, when soiled, or at least once every **24** hours;
- 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 stating otherwise;



Standards for Infants *(cont'd)*

Ensure each enrolled child's pacifier is labeled with an identifier that is specific to the child and maintained in a clean condition.

A licensee providing child care services for infants **shall not:**

- Allow an infant room to be used as a passageway to another area of the facility;
- 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;
- Permit an infant to use a walker; or
- Allow screen time in an infant room.



Standards for Infants

A licensee shall ensure that 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, and
 - iii. Diaper changes; and
 - iv. Tummy time
- f. Provides a copy of the documentation to the infant's parent upon request;



Standards for Infants

Keeps dated, daily, documentation of each infant including:

- i. A description of any activities the infant participated in,
- ii. The infant's food consumption, and
- iii. Diaper changes;

INFANT FEEDING INSTRUCTIONS

Child's name:		Date of birth:				
Feeding						
Type of Milk or Formula:		Bottle: Yes <input type="checkbox"/> No <input type="checkbox"/>				
Allergies						
<input type="checkbox"/> No	<input type="checkbox"/> Yes – Explain:					
Foods						
Introduced: See Attached List on page 2.						
Consistency: <input type="checkbox"/> Puree <input type="checkbox"/> Junior <input type="checkbox"/> Table						
Food Likes:		Food Dislikes:				
Method of Feeding:						
Utensils used: <input type="checkbox"/> Cup <input type="checkbox"/> Fork <input type="checkbox"/> Spoon <input type="checkbox"/> Other:						
Explain:						
Feeding Schedules and Updates:						
Date	Time	Foods	Amount	Time	Foods	Amount
Comments:						
Date:		Parent's signature:				

Update as new foods are introduced or changes occur.
Post in kitchen and activity area.
All feeding instructions must be retained for 12 months (centers).

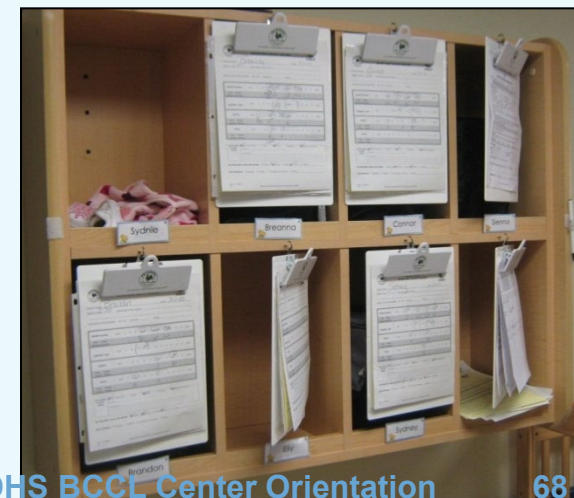
G:\Forms\CDC\Infant Feeding Instructions.docx (3/12) Page 1 of 2

Infant Feeding Instructions

Obtain written, current, and dated dietary instructions from a parent or health care provider regarding the method of feeding and types of foods to be prepared or fed to an infant at the facility;

Post the current written dietary instructions in the infant room and the kitchen and maintain the instructions on facility premises for **12** months after the date of the instructions;

Follow the current written dietary instructions of a parent when feeding the infant;



Infant Feeding Instructions

Label each bottle and food container received from the parent with the infant's name.

Ensure that a bottle is **not**:

i. Heated in a microwave oven;

ii. Propped for an infant feeding; or



iii. Permitted in an infant's crib unless the written feeding instructions state otherwise;



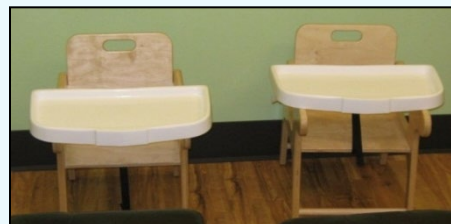
Bottle Warmer

Infant Feeding Instructions *(cont'd)*

Staff holds and feeds:

- An infant under 6 months of age
- Infant older than 6 months of age who cannot hold a bottle for feeding
- 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.

NOTE: Use a separate container and spoon for each infant.



R9-5-503

Standards for Diaper Changing

A licensee shall ensure that each diaper changing area required in R9-5-601(4) contains:

A nonabsorbent, sanitizable diaper changing surface that is:

- a. Seamless and smooth, and
- b. Kept clear of items not required for diaper changing;



Standards for Diaper Changing

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:

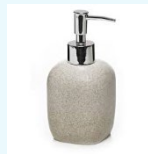
a. Running water between 86 degrees and 110 degrees,

b. Soap from a dispenser, and

c. Single-use paper hand towels from a dispenser;

Two waterproof, sanitizable containers with a waterproof liner and tight fitting lid for soiled diapers and soiled clothing. Required containers are kept inaccessible (R9-5-503.F.1.)

- **Note:** Disposable training pants (pull-ups) are considered diapers.



R9-5-503

Standards for Diaper Changing

A licensee shall ensure 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; or
3. If **responsible for food preparation**, change diapers until food preparation duties have been completed for the day.

A staff member who provides child services to an infant:

1. May throughout the time the staff member provides child care services to an infant:
 - a. Change the infant's diaper, and
 - b. Prepare the infant's formula or cereal.



R9-5-503 (cont'd)

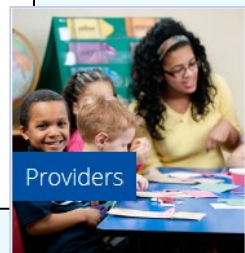
Standards for Diaper Changing

A licensee shall ensure that a written diaper changing procedure is posted in each diaper changing area.

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

DIAPER CHANGING

1. Diaper change surface shall be nonabsorbant, seamless and smooth, and kept clear of items not required for diaper change.
Wash YOUR hands with antibacterial soap and water. **WASH AWAY GERMS** before each diaper change!
2. Place child on surface. Put on disposable gloves. Remove soiled diaper/clothing. Place soiled diaper into a covered, plastic lined container. Soiled clothing is placed into a labeled plastic bag and kept 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 on clean diaper 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 and sanitize the diaper area and all contaminated areas 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.



Providers

Find forms, applications & information related to licensing & certification.

Note: Change diaper as soon as it is soiled.

R9-5-503 (cont'd)

Standards for Diaper Changing

A licensee shall ensure the written diaper changing procedure states that an enrolled child's diaper is changed as soon as it is soiled, and that a staff member, when diapering:

- Uses a separate wash cloth (wipes) and towel only once for each enrolled child;
- **Washes** and **dries** the enrolled child using the enrolled child's individual personal products labeled with the enrolled child's name;
- Uses single-use **non-porous gloves**;
- Washes the staff member's own hands with soap and running water;
- Washes each enrolled child's hands with soap and running water;
- **Cleans**, **sanitizes**, and **dries** the diaper changing surface following each diaper change;
- 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

A staff member maintains a diaper changing log.
 (available on the website)

DATE:		DIAPER CHANGING LOG											
Child's Name	Time	Type (D / W / BM) diaper											

D = Dry W = Wet BM = Soiled

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; and



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.



R9-5-504

Standards for 1- and 2-year-olds

A licensee providing child care services for 1-year-old and 2-year-old children shall:

1. Ensure that a staff member does **not** permit a 1-year-old or 2-year-old enrolled child who is awake to spend more than **30 minutes of consecutive** time in a crib, feeding chair, or other place of confinement;
2. Consult with each enrolled child's parent to **develop** a plan for individual **toilet training** of the enrolled child and ensure that a staff member does **not force** toilet training on any enrolled child;

A licensee providing child care services for 1-year-old and 2-year-old children shall:

- **Prohibit** screen time in an activity area where child care services are provided to a 1-year-old child; and
- If finger food is served, the food is of a size and texture that does **not** present a choking hazard;
- Ensure that if a parent brings a sippy cup for their enrolled child, the sippy cup is **labeled** with the enrolled child's name.



R9-5-504.

Supplemental Standards for 1 year- old and 2 year-old Children

A licensee shall:

Ensure that a child who is awake spends no more than 30 minutes of consecutive time in a crib, feeding chair, or other place of confinement

Develop a plan with the enrolled child's parent for individual toilet training of the enrolled child

Ensure that each activity area has a supply of age-appropriate toys, materials and equipment that are:

*too large for a child to swallow

*free from sharp edges

*sufficient quantity

Provides:

*Art supplies *Books

*Rubber or soft plastic balls

*Puzzles & toys for manipulative skills

*Blocks *Musical instruments

*Washable soft toys & dolls

*Indoor/Outdoor equipment for large muscle development

Prohibit screen time in an activity area where one-year-olds are present

Ensure that finger food is of size and texture that does not present a choking hazard

Serves food to a child seated in a feeding chair or at a table

If bottle fed follows R9-5-502.C.3.

Parent provided sippy cup for child is labeled with child's name

R9-5-505.

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

A licensee shall provide:

A supply of age-appropriate toys, materials, and equipment

Accessible to enrolled children in each activity area

In a quantity sufficient to meet the needs of the enrolled child in attendance including...

*Art supplies

*Blocks

*Books and posters

*Science materials

*Musical instruments

*Toys

*Dress-up Clothes

*Puzzles and toys to enhance manipulative and categorization skills

*Indoor and outdoor equipment to enhance large muscle development

R9-5-506.

Supplemental Standards for School-age Children

A licensee shall:

Ensure that a staff member supervises an enrolled child to and from a bathroom and allows the enrolled child privacy while in the bathroom

Ensure that if an enrolled school-age child remains in the bathroom for more than 3 minutes, the supervising staff member checks on the enrolled child to ensure the child's safety

Provide age-appropriate toys, materials, and equipment

Accessible to enrolled children in each activity area

In a quantity sufficient to meet the needs of the enrolled child in attendance including...

*Arts and crafts

*Games

*Puzzles and toys to enhance manipulative skills

*Books

*Science materials

*Sports equipment

*Outdoor play equipment

Provide school-age enrolled children with a quiet study area.

Toys & Equipment – Arts & Crafts



Toys & Equipment – Blocks



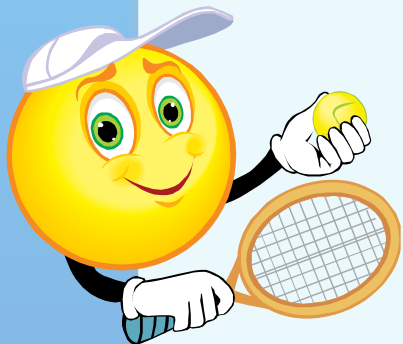
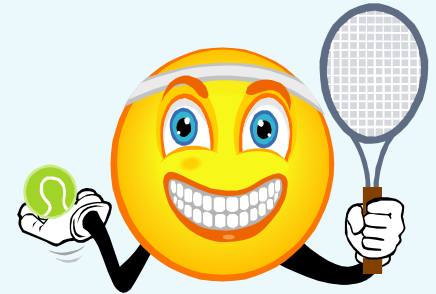
Toys & Equipment – Books



Toys & Equipment – Dress-up



Toys & Equipment – Sports Equipment



Toys & Equipment – Manipulatives & Puzzles



Toys & Equipment – Science Materials



Toys & Equipment – Musical Instruments



Toys & Equipment – Games



R9-5-507


Children With Special Needs

Before a child with special needs receives child care services, **obtain** from the enrolled child's parent a copy of an **existing** individualized plan for the enrolled child that can be reviewed, adopted, and implemented by the licensee;

If an enrolled child with special needs **does not** have an existing individualized plan, **obtain** from the enrolled child's **parent** written instructions for providing service to the enrolled child until a written individualized plan is developed by a team consisting of staff members, the enrolled child's parent and health care providers that is **completed** within **30 days** after the enrolled child's start date.

Note: Please refer to the rule for complete requirements for the care of a special needs child.

INDIVIDUALIZED PLAN R9-5-507.A & R9-3-404 Update every 12 months and as changes occur		
Child's name:	Date of birth:	Date of enrollment:
Medication schedule:		
Name of medication:	RX #:	
Times to be administered:		
Meals and snacks		
Nutrition and feeding instructions:		
Qualifications required of staff to feed child:		
Names of staff who received training:		
Other Accommodations:		
Medical equipment or adaptive devices:		
Medical emergency instructions:		
Toileting and personal hygiene instructions:		
Specific child care services to be provided to the child at the facility:		
Frequency and length of any prescribed medical treatment or therapy:		
Training required of a staff member to care for the child's special needs:		
Participation in fire evacuation drills:		
Plan developed by:		
Parent(s):	Health Care Provider(s):	
Staff name(s):		
Plan developed date:	Copy provided to parent on:	Update
This document is intended to help child care personnel document any special accommodations for enrolled children.		
G-Form: INDIVIDUALIZED PLAN &c (8/13)		



Providers

Find forms, applications & information related to licensing & certification.

R9-5-508

General Nutrition Standards

Make breakfast available to an enrolled child who is present at a facility before 8:00 a.m.

Serve lunch to an enrolled child who is present at a facility between 11:00 a.m. through 1:00 p.m., and

Serve dinner to an enrolled child who is present from 5:00 p.m. through 7:00 p.m. and who will remain at the facility after 7:00 p.m.

If an enrolled child's parent provides food for the parent's enrolled child, the licensee shall provide milk or juice to the child if not provided by the parent.



**Breakfast/Lunch/Snack Menu
March 2010**

Monday	Tuesday	Wednesday	Thursday	Friday
March 1 Breakfast Cereal Yogurt Apple Juice White Milk Lunch BBQ Pork Sandwich Green Beans Pineapple White Milk Snack Pop Tart White Milk	March 2 Breakfast French Toast Pears White Milk Lunch Corn Dog French Fries Peaches White Milk Snack Pretzels Apple Juice 6oz	March 3 Breakfast Muffin Applesauce White Milk Lunch Chicken Nuggets Corn Fruit Cocktail White Milk Snack Elf Grahams White Milk	March 4 Breakfast Breakfast on a Stick String Cheese Orange Juice White Milk Lunch Cheeseburger Carrots Fresh Fruit White Milk Snack Fresh Fruit String Cheese	March 5 Breakfast Waffle Fresh Fruit White Milk Lunch Unrustable Veggies & Ranch Fresh Fruit Chocolate Milk Snack Fresh Fruit Cheesits
March 8 Breakfast Honey Bun Yogurt Apple Juice White Milk Lunch Cheese Pizza Corn on the Cob Pineapple White Milk Snack Cereal White Milk	March 9 Breakfast Mini Pancakes String Cheese Orange Juice White Milk Lunch Hot Dog French Fries Peaches White Milk Snack Animal Crackers Chocolate Milk	March 10 Breakfast Cereal Applesauce White Milk Lunch Bean & Cheese Burrito Green Beans Fruit Cocktail White Milk Snack Fresh Fruit Yogurt	March 11 Breakfast Doublestuff Pizza Fresh Fruit White Milk Lunch Chicken Pasty Sandwich Broccoli with Cheese Fresh Fruit White Milk Snack Fresh Fruit String Cheese	March 12 Breakfast Unrustable Fresh Fruit White Milk Lunch Turkey Sandwich Veggies & Ranch Fresh Fruit Chocolate Milk Snack Mac & Cheese Crackers White Milk
March 15 Spring Break No School				
March 22 Breakfast Cereal Yogurt Apple Juice White Milk Lunch Macaroni & Cheese Green Beans Pineapple White Milk Snack Pop Tart White Milk	March 23 Breakfast French Toast Pears White Milk Lunch Sloppy Joe Sandwich California Blend Peaches White Milk Snack Pretzels Apple Juice 6oz	March 24 Breakfast Muffin Applesauce White Milk Lunch Chicken Nuggets Mashed Potatoes Fruit Cocktail White Milk Snack Elf Grahams White Milk	March 25 Breakfast Breakfast on a Stick String Cheese Orange Juice White Milk Lunch Cheeseburger Baked Beans Fresh Fruit White Milk Snack Fresh Fruit String Cheese	March 26 Breakfast Waffle Fresh Fruit White Milk Lunch Nachos Broccoli Fresh Fruit Chocolate Milk Snack Fresh Fruit Cheesits
March 29 Breakfast Honey Bun Yogurt Apple Juice White Milk Lunch Cheese Pizza Garden Salad w/Ranch Pineapple White Milk Snack Cereal White Milk	March 30 Breakfast Mini Pancakes String Cheese Orange Juice White Milk Lunch Grilled Cheese French Fries Peaches White Milk Snack Animal Crackers Chocolate Milk	March 31 Breakfast Cereal Applesauce White Milk Lunch Slider Baby Bakers Fruit Cocktail White Milk Snack Fresh Fruit Yogurt	April 1 Breakfast Doublestuff Pizza Fresh Fruit White Milk Lunch Pasta & Meatballs Fruit Cobbler White Milk Snack Fresh Fruit String Cheese	April 2 Breakfast Unrustable Fresh Fruit White Milk Lunch Chicken Poppers Red Potatoes Fresh Fruit Chocolate Milk Snack Mac & Cheese Crackers White Milk

The United States Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, age, or disability.

R9-5-508

General Nutrition Standards *(cont'd)*

For each calendar week, provide a variety of foods within each food group from the meal pattern requirements.



If a licensee provides food, shall maintain on the facility premises at least a one day supply of food needed to provide meals and snacks to each enrolled child attending the facility.



General Nutrition Standards

In addition to the required daily servings of food, a licensee:

Shall make second servings of food available to each child at meals and snack time,

May **substitute** a food that is **equivalent** to a specific food component if second servings of the specific food are not available, and

Shall ensure that a food substitution is **written** on the posted weekly menu by the end of the meal or snack service.



Meal #	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Cheerios (gran) Applesauce (fruit) 2 1/2 cup 2% milk (dairy)	Granola (granola) Peaches (fruit) 2 1/2 cup 2% milk (dairy)	Waffles (granola) Peanut butter (fruit) 1 1/2 cup 2% milk (dairy)	Scrambled Eggs (granola) Applesauce (fruit) 2 1/2 cup 2% milk (dairy)	Pancakes (granola) Peanut butter (fruit) 2 1/2 cup 2% milk (dairy)
	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk
Lunch	Macaroni & Cheese (2 1/2%) Apple (fruit) Peanut butter (granola) Whole wheat (granola) Milk (2% milk) 2 1/2 cup 2% milk (dairy)	Chicken (meat) Applesauce (fruit) Peanut butter (granola) Milk (2% milk) 2 1/2 cup 2% milk (dairy)	Macaroni & Cheese (2 1/2%) Peanut butter (granola) Milk (2% milk) 2 1/2 cup 2% milk (dairy)	Macaroni & Cheese (2 1/2%) Peanut butter (granola) Milk (2% milk) 2 1/2 cup 2% milk (dairy)	Macaroni & Cheese (2 1/2%) Peanut butter (granola) Milk (2% milk) 2 1/2 cup 2% milk (dairy)
	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk
snack	String Cheese (granola) Milk (granola)	Applesauce (granola) Peanut butter (fruit)	Peanut butter (granola) Milk (2% milk) 2 1/2 cup 2% milk (dairy)	Yogurt (granola) Peanut butter (fruit)	Yogurt (granola) Peanut butter (fruit)
	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk	Infant & Toddler: whole milk

General Nutrition Standards *(cont'd)*

If a licensee provides food, a licensee shall prepare and serve food according to the meal pattern requirements found in Table 5.1, “Meal Pattern Requirements for Children”.

A licensee shall ensure that the meals meet the age-appropriate nutritional requirements of an enrolled child.

Table 4.2. Meal Pattern Requirements for Children

Food Components	Ages 1 through 2 years	Ages 3 through 5 years	Ages 6 and Older
Breakfast: 1. Milk, fluid 2. Vegetable, fruit, or full-strength juice 3. Bread and bread alternates (whole grain or enriched): Bread or combread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains	1/2 cup 1/4 cup 1/2 slice 1/2 serving 1/4 cup 1/4 cup	3/4 cup 1/2 cup 1/2 slice 1/2 serving 1/3 cup 1/4 cup	1 cup 1/2 cup 1 slice 1 serving 3/4 cup 1/2 cup
Lunch or Supper: 1. Milk, fluid 2. Vegetable and/or fruit (2 or more kinds) 3. Bread and bread alternates (whole grain or enriched): Bread or combread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains 4. Meat or meat alternates: Lean meat, fish, or poultry (edible portion as served) or cheese or egg or cooked dry beans or peas* or peanut butter, soy nut butter, or other nut or seed butter or peanuts, soy nuts, tree nuts, or seeds or an equivalent quantity of any combination of the above meat/meat alternates or yogurt	1/2 cup 1/4 cup total 1/2 slice 1/2 serving 1/4 cup 1/4 cup 1 oz. 1 oz. 1/2 egg 1/4 cup	3/4 cup 1/2 cup total 1/2 slice 1/2 serving 1/3 cup 1/4 cup 1 1/2 oz. 1 1/2 oz. 3/4 egg 3/8 cup	1 cup 3/4 cup total 1 slice 1 serving 3/4 cup 1/2 cup 2 oz. 2 oz. 1 egg 1/2 cup
or peanut butter, soy nut butter, or other nut or seed butter or peanuts, soy nuts, tree nuts, or seeds or an equivalent quantity of any combination of the above meat/meat alternates or yogurt	2 tbsp** 1/2 oz.** 4 oz.	3 tbsp** 3/4 oz.** 6 oz.	4 tbsp** 1 oz.** 8 oz.
Snack: (select 2 of these 4 components)*** 1. Milk, fluid 2. Vegetable, fruit, or full-strength juice 3. Bread and bread alternates (whole grain or enriched): Bread or combread, rolls, muffins, or biscuits or cold dry cereal (volume or weight, whichever is less) or cooked cereal, pasta, noodle products, or cereal grains 4. Meat or meat alternates: Lean meat, fish, or poultry (edible portion as served) or cheese or egg or cooked dry beans or peas* or peanut butter, soy nut butter, or other nut or seed butter or peanuts, soy nuts, tree nuts, or seeds or an equivalent quantity of any combination of the above meat/meat alternates or yogurt	1/2 cup 1/2 cup 1/2 slice 1/2 serving 1/4 cup 1/4 cup 1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp 1/2 oz. 2 oz.	1/2 cup 1/2 cup 1/2 slice 1/2 serving 1/3 cup 1/4 cup 1/2 oz. 1/2 oz. 1/2 egg 1/8 cup 1 tbsp 1/2 oz. 2 oz.	1 cup 3/4 cup 1 slice 1 serving 3/4 cup 1/2 cup 1 oz. 1 oz. 1/2 egg 1/4 cup 2 tbsp 1 oz. 4 oz.

* In the same meal service, dried beans or dried peas may be used as a meat alternate or as a vegetable; however, such use does not satisfy the requirement for both components.
 ** At lunch and supper, no more than 50% of the requirement shall be met with nuts, seeds, or nut butters. Nuts, seeds, or nut butters shall be combined with another meat or meat alternative to fulfill the requirement. Two tablespoons of nut butter or one ounce of nuts or seeds equals one ounce of meat.
 *** Juice may not be served when milk is served as the only other component.

R9-5-509

General Food Service

A licensee that prepares food for enrolled children on facility premises shall, if required, **obtain** a food establishment **permit**, and:

1. Provide the Department with a copy of the facility's food establishment permit, **before the Department issues a license to the facility**,
2. Maintains the current food establishment permit on facility's premises, and
3. Provide a copy of the current food establishment permit to the Department upon request.

If a licensee contracts with a food establishment to prepare and deliver food to the facility, the licensee shall obtain and provide the Department with a copy of the food establishment permit, at the following times:

1. **Before the Department issues a license to the facility**
2. Upon contracting with the food establishment



R9-5-509

General Food Service *(cont'd)*

A licensee shall ensure:

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.



General Food Service

- If a staff member places an enrolled child in a feeding chair when feeding an enrolled child:
- The tray or feeding surface of the feeding chair is smooth and free of cracks ; and



The staff member:

- Cleans the feeding chair before and after each enrolled child's use;
- Sanitizes the tray or feeding surface before and after each enrolled child's use; and
- 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.9)

R9-5-509 (cont'd)

General Food Service



Lunch and dinner are family-style meals as demonstrated by at least one of the following:

- a. Food is served from a serving container on the table where children are seated;
- b. Children serve themselves, independently or with the help of a staff member, from a serving container on the table where children are seated;
- c. Children pass a serving container from individual to individual;
- d. In a facility where lunch or dinner is provided by the facility, a staff member sits at the table and eats the lunch or dinner with the children;
or
- e. In a facility where each child brings the 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;

R9-5-509

General Food Service *(cont'd)*



R9-5-509

General Food Service

- 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;
- Milk served to an enrolled child older than 2 years of age is fat-free or low-fat milk unless the enrolled child's parent requests otherwise;
- Juice served to children for meal or snack is full-strength 100% vegetable or 100% fruit juice from an original, commercially filled container or reconstituted from a concentrate according to manufacturer instructions;
- Fruit juice served to an enrolled child is limited to 4 ounces per day for a child younger than 6 years of age; or 6 ounces per day for a child 6 years of age or older;
- The food served to an enrolled child is consistent with a modified diet prescribed for the child by the child's parent or health care provider.



Note: Post modified diet in the kitchen and activity area.

R9-5-509

General Food Service *(cont'd)*

- A staff member:
Prepares and posts a **dated** weekly menu at least one week in advance, specifying the food served daily.

Every 1st Children's Center
School Menu
View Page

Monday	Tuesday	Wednesday	Thursday	Friday
Waffles with Cinnamon Cocoa Softened Egg 1% Milk	Pancakes with Strawberries Honey 1% Milk	Cheerios with Banana Softened Egg 1% Milk	Pancakes with Blueberries Honey 1% Milk	Waffles with Applesauce Softened Egg 1% Milk
Ham and Cheese Mini Pizza Banana 1% Milk	Chicken Dinner Roll 1% Milk	Roasted But Chicken with 1% Milk	Apple Pretzels 1% Milk	Orange Slice 1% Milk
Hot Tama Pancake Corn Apple 1% Milk	Meat Chicken Mixed Vegetables Pretzels 1% Milk	Ham and Cheese Omelette Custard 1% Milk	Beef Sandwich Cauliflower Orange 1% Milk	Chicken Sandwich Red Dice Pretzels 1% Milk
Peanut Butter and Jelly Peanut Butter Cocoa 1% Milk	Turkey and Cheese with Soft Roll 1% Milk	Salmon and Carrots with Peanut Butter 1% Milk	Vegetable and Carrots with 1% Milk	Grilled Apple with Peanut Butter 1% Milk

Label and
date items
with an
appetite
food and
name

Enough
Wash
1% Milk
You can
keep
and
expiration

Check for
allergies
at
all
times
and
labels

Check for
allergies
at
all
times
and
labels

- A refrigerator at the child care facility must maintain a temperature of **41°F** or below, and a **freezer** must maintain at a temperature of **0°F** or below at all times.

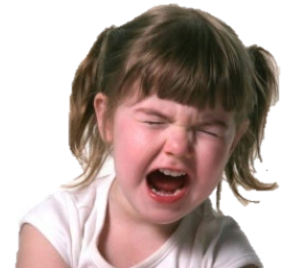


R9-5-510

Discipline & Guidance

licensee shall ensure that a staff member:

- Defines and maintains consistent and **reasonable** guidelines and limitations for an enrolled child's behavior;
- Teaches, models, and encourages orderly conduct, personal control, and age-appropriate behavior;
- Explains to an enrolled child **why** a particular behavior is not allowed, suggests an alternative, and assists the enrolled child to become engaged in an alternative activity;

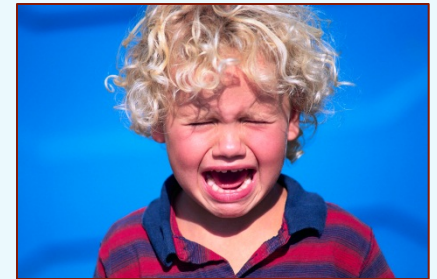


R9-5-510

Discipline & Guidance *(cont'd)*

Licensee does not use or permit:

- A method of discipline that could cause harm to the health, safety, or welfare of an enrolled child;
- Corporal punishment;
- Abusive language;
- Discipline associated with:
 - a. Eating, napping, sleeping, or toileting;
 - b. Medication;
 - c. Mechanical restraint,
- Discipline administered to any enrolled child by another enrolled child.



R9-5-510

Discipline & Guidance *(cont'd)*

A staff member may be allowed to separate an enrolled child from other enrolled children for unacceptable age-appropriate behavior.

- The separation period shall be for **no** longer than **3** minutes after the enrolled child has regained control or composure.
- A staff member shall **not** allow an enrolled child to be separated for longer than **10** minutes without the staff member **interacting with the child**.



Sleeping and Napping

A licensee shall provide each enrolled child who naps or sleeps at the facility with a separate cot or mat or a crib and ensure that:

1. A cot, mat or crib used by the enrolled child accommodates the enrolled child's **height** and **weight**;
2. A staff member covers each cot, crib mattress or mat with a clean sheet that is **laundered** when soiled or at least once every **7** days and before use by a different enrolled child;
3. A clean blanket or sheet is available for each enrolled child;
4. A rug, carpet, blanket, or towel is **not** used as a **mat**; and
5. Each cot, mat, or crib is maintained in a clean and repaired condition.



A licensee shall provide an unobstructed passageway at least 18" wide between each row of cots or mats to allow a staff member access to each enrolled child.



R9-5-511

Sleeping and Napping *(cont'd)*

Prohibits the operation of a television set in a room where enrolled children are sleeping.

Requires that a staff member remain **awake** while supervising the enrolled sleeping child;

A licensee shall ensure that **storage space** is provided in the facility for cots, mats, sheets and blankets, that is:

1. Accessible to an area used for naptime or sleeping; and
2. **Separate** from food service and preparation areas, toilet rooms and laundry rooms.

* Refer to R9-5-511 (D) (1-5) for evening or night time care.



R9-5-511

Sleeping and Napping



R9-5-512

Cleaning & Sanitation

A licensee shall maintain facility premises free from insects and vermin.

A licensee shall maintain facility premises and furnishings:

1. In a clean condition, and
2. Free from odor

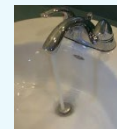
A licensee shall ensure that floor coverings are:

1. Clean free from dampness, odors and hazards.

A licensee shall ensure that:

1. Each toilet room in a facility contains, **within easy reach of children:**

- a. Mounted toilet tissue; and
- b. Except as provided in subsection (G):
 - i. A sink with running water;
 - ii. Soap contained in a dispenser; and
 - iii. Disposable, single-use paper towels in a mounted dispenser or a mechanical air hand dryer;



R9-5-512 *(cont'd)*

Cleaning & Sanitation



An enrolled child's hands are washed with soap and running water after toileting

Food waste shall be stored in a covered container and the container is clean and lined with a plastic bag (except for a cup or receptacle used only for water)



Toys, materials and equipment are maintained in a clean condition

Plumbing fixtures are maintained in a clean and working condition and



Chipped and crack sinks and toilets are replaced or repaired.

R9-5-513

Pets & Animals

A licensee shall maintain written documentation of current immunization against **rabies** for each ferret, dog, or cat owned by the licensee or staff member that is present on facility premises.

A licensee shall ensure that a staff member:

1. Keeps all pet and animal habitats clean
2. **Prohibits** reptiles, such as turtles, iguanas, snakes, and lizards, in the facility
3. Prohibits birds in food preparation and eating areas



R9-5-514

First Aid Supplies

A licensee shall ensure that there is a first aid kit on facility premises that contains first aid supplies in a **quantity sufficient to meet the needs of enrolled children** including the following:

1. Sterile bandages including:
 - a. Adhesive bandages of assorted sizes,
 - b. Sterile gauze pads, and
 - c. Sterile gauze rolls;
2. Antiseptic solution or sealed antiseptic wipes;
3. A pair of scissors;
4. Adhesive tape;
5. Single-use, non-porous gloves; and
6. Reclosable plastic bags of at least one-gallon size.



A licensee shall ensure the first aid kit is accessible to staff members but inaccessible to enrolled children.

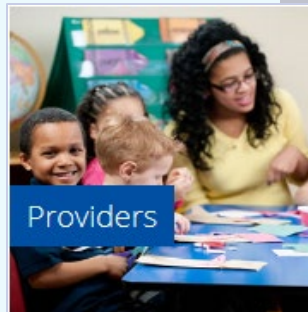
R9-5-514 (cont'd)

Accident and Emergency Procedures

A licensee shall:

Prepare and date a written fire and emergency plan.

Update the plan every 12 months after the date of initial preparation of the plan or when any information changes.



Find forms, applications & information related to licensing & certification.

RECOMMENDED ACCIDENT, EVACUATION, AND EMERGENCY PLAN
R9-5-514, 403

The first aid kit is located: _____

The staff with current first aid certification are:

Name	Exp. Date
_____	_____
_____	_____
_____	_____

The staff with current CPR certification are:

Name	Exp. Date
_____	_____
_____	_____
_____	_____

In the event of an accident or emergency, parents are to be notified verbally within 30 minutes by phone or other expeditious means, which will be accomplished by doing the following:

In the event of an accident or emergency, parents are to be given written notification within 24 hours, which will be accomplished by doing the following:

The facility's address is: _____

Emergency Phone Numbers (actual phone numbers in case 911 is not available):

Fire Department: _____	Police Department: _____
Ambulance Service: _____	Poison Control Center: _____

Update every 12 months or when information changes occur.

Update completed: _____

Maintain this plan on the facility premises in a location accessible to staff members and post in any facility activity area that does not have an operable telephone service or two-way communication.

G:\Forms\CDC\Recommended accident, evac. & emerg. plan (03/12) CCL form - 258

R9-5-514

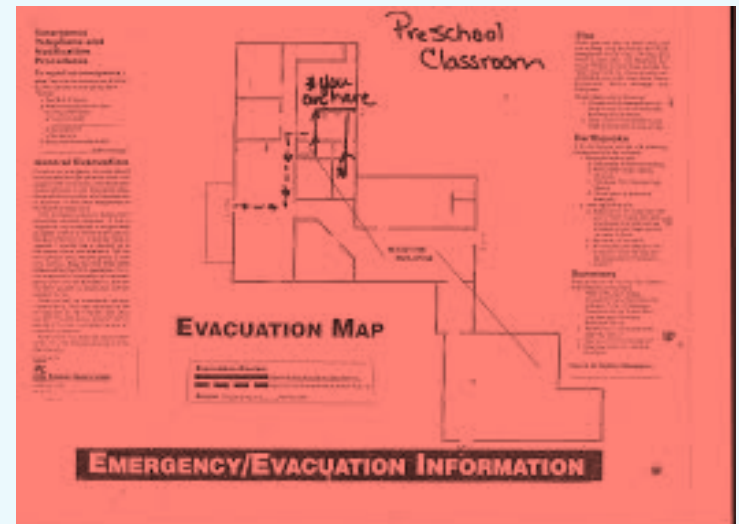
Accident and Emergency Procedures

Maintain the plan in subsection (C)(1) in a location on facility premises that has an operable telephone service or two-way voice communication system that connects the facility with an individual who has direct access to an in-and-out operable telephone service;

A licensee shall post, near an activity area or a room's designated exit, a building evacuation plan that details the designated exits from the activity area or room and the facility.



Find forms, applications & information related to licensing & certification.



R9-5-514 (cont'd)

Accident and Emergency Procedures

If while attending a facility an enrolled child has an accident, injury, or emergency that, based on evaluation by a staff member, requires medical treatment by a health care provider, a licensee shall ensure that a staff member:

- I. Notifies the enrolled child's parent **immediately** after the accident, injury, or emergency;



A description of the accident, injury, or emergency, including the date, time and location of the accident, injury, or emergency;

- The method used to notify the enrolled child's parent; and
- The time the enrolled child's parent was notified.

Arizona Department of Health Services Bureau of Child Care Licensing								
ACCIDENT, INJURY, EMERGENCY, ILLNESS, INFESTATION, AND ABSENCE LOG								
Date	Time	Affected Child/Staff Name	Description/Location of Accident, Injury, Emergency, Illness, Infestation, or Absence	Action Taken	Medical Treatment Required	Parent Notification		Initials
						Time	Method	
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PLEASE HIGHLIGHT IF ILLNESS HAS BEEN REPORTED TO THE COUNTY HEALTH DEPARTMENT
Accident - Unplanned occurrence that may or may not be an emergency that causes injury to a child and requires attention by a staff member.
Emergency - Unplanned occurrence involving a child or staff member that requires an immediate response or medical treatment.
Illness - Physical manifestation or signs of an illness such as pain, vomiting, rash, fever, discharge, or diarrhea.

RETAIN THIS FORM FOR 12 MONTHS FROM THE DATE OF THE CHILD'S DISENROLLMENT

© Form CCLC Accident/Injury/Illness/Infestation Absence Log 0008/110 CCL Form 241

R9-5-514 (cont'd)

Accident and Emergency Procedures

If an enrolled child's parent informs a staff member at the facility that the 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, a licensee shall ensure that a staff member:

Documents any information about the enrolled child's accident, injury, or emergency received from the enrolled child's parent

Arizona Department of Health Services
Bureau of Child Care Licensing

ACCIDENT, INJURY, EMERGENCY, ILLNESS, INFESTATION, AND ABSENCE LOG

Date	Time	Affected Child's/Staff Name	Description/Location of Accident, Injury, Emergency, Illness, Infestation or Absence	Action Taken	Medical treatment received	Parent Notification		Initials
						Time	Method	
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PLEASE INDICATE IF ILLNESS HAS BEEN REPORTED TO THE COUNTY HEALTH DEPARTMENT
ACCIDENT = Unexplained or unpreventable injury or malpractice emergency = Accidental injury to a child and requires attention by a staff member
Emergency = Sudden, life-threatening occurrence involving a child or staff member that requires an immediate response or medical treatment
Illness = Physical manifestation or signs of an illness such as: petting, rash, fever, diarrhea, or diarrhea

HE I AM THIS FORM FOR 12 MONTHS FROM THE DATE OF THE CHILD'S DISENROLLMENT

© Forms/CCCL/Accident/Injury/Emerg/Illness/Infestation/Absence Log.doc(2/11) CCL form - 241

R9-5-515

Illness and Infestation

A licensee shall **not** permit an enrolled child to remain at the facility if a staff member determines that the enrolled child shows signs of illness or infestation.

If an enrolled child exhibits **signs** of illness or infestation at a facility, a licensee shall ensure that a staff member:

1. **Immediately** separates the enrolled child from other enrolled children,
2. **Immediately** notifies the enrolled child's parent by telephone to arrange for the enrolled child's departure from the facility.



A licensee shall ensure that a **staff** member who has signs of illness or infestation is **excluded** from a facility.

R9-5-515

Illness and Infestation *(cont'd)*

- If a staff member or enrolled child contracts a **communicable disease** or infestation, a licensee shall ensure that, within **24** hours of notice of the communicable disease or infestation, written notice is provided to each staff member, parent, and the local health department.
- A dated, **written notice** of the communicable disease or infestation is prepared and **posted** in the facility's entrance as required by R9-5-303.
- Documentation of the **absences** of staff members and enrolled children due to a communicable disease or infestation is prepared and maintained on facility premises for **12** months from the first date of absence.



R9-5-516

Medications

A licensee shall ensure that a written statement is prepared and maintained on facility premises that specifies:

1. Whether **prescription** or **nonprescription** medications are administered to enrolled children; and
2. If prescription or nonprescription medications are administered, the **requirements** for administering the prescription or nonprescription medications.



R9-5-516

Medications

If prescription or nonprescription medications are administered, a licensee shall ensure that:

A facility director or staff member **designated** in writing by the facility director, is responsible for the **administration** of all medications, in the facility, including storing, supervising a child's ingestion of medications and documenting all medications administered.



Note: A facility director ensures that only one staff member in the facility at any given time is responsible for the administration of medications.

R9-5-516

Medications

A facility director or staff member does **not** administer medication to a child unless the facility receives **written authorization** signed by the child's parent or health care provider.

Arizona Department of Health Services
Bureau of Child Care Licensing
MEDICATION CONSENT FORM

First & Last Name of CHILD:

Type/Name of Medication:	Prescription #:	Dosage:	Route (method):
Start date:	End Date:	Times & frequency:	

REASON:

I give permission for the administration of the medication, according to the instructions listed, to the child listed above.
Date of authorization: _____ Signature (parent/guardian): _____

POSSIBLE SIDE EFFECTS TO WATCH FOR WITH THIS MEDICATION:

* Injections: Attach health care provider's written authorization.

FOR STAFF REVIEW PRIOR TO ADMINISTERING MEDICATION:	YES	NO
Is the medication consent form complete?	<input type="checkbox"/>	<input type="checkbox"/>
Is the original prescription label on the medication container or prepackaged and labeled for use by manufacturer?	<input type="checkbox"/>	<input type="checkbox"/>
Is the full name of the child on the container?	<input type="checkbox"/>	<input type="checkbox"/>
Is the prescription or over-the-counter medication current?	<input type="checkbox"/>	<input type="checkbox"/>
Is the dose, name of drug, frequency of administration given on label consistent with instructions above?	<input type="checkbox"/>	<input type="checkbox"/>

Staff initials: _____

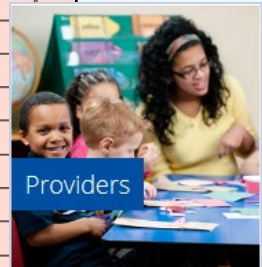
Please use the second page to document administration of the medication.

G:\Forms\Medication authorization.doc (8/11) CCL form - 302

Name of Child: _____

DATE	NAME OF MEDICATION	RX#	DOSE	TIME	FULL SIGNATURE OF AUTHORIZED STAFF PERSON

G:\Forms\Medication authorization.doc (10/10) CCL form - 302



Providers

Find forms, applications & information related to licensing & certification.

R9-5-516

Medications *(cont'd)*

A staff member:

- a. Administers prescription medication provided by a parent from a container dispensed by a pharmacy;
- b. Administers a nonprescription medication provided by a parent for an enrolled child only from a container **prepackaged** and **labeled** for use by the manufacturer and **labeled** with the child's name;
- c. Does **not** administer any medication that has been transferred from one container to another; and
- d. Does not administer nonprescription medication to an enrolled child **inconsistent** with the instructions on the nonprescription medication's label, unless the facility receives written authorization from the child's health care provider.



R9-5-516

Medications *(cont'd)*

- Medication for enrolled children and staff are to be kept in a locked, leak-proof storage cabinet or container and located out of the reach of children. The staff's medication is to be stored in a **separate** container from the children's medication.
- Medications requiring **refrigeration** are kept in a locked leak-proof container in a refrigerator.
- A licensee shall maintain **documentation** of all medication administered to an enrolled child. Documentation shall contain;
 - a. The name of the enrolled child;
 - b. The name and amount of medication administered and the prescription number, if any;
 - c. The date and time the medication was administered; and
 - d. The signature of the staff member who administered the medication to the enrolled child.

The image shows a sample medication administration record (MAR) form. The form is titled "Name of Child" at the top right. It has a header row with the following columns: "MEDICATION NAME", "DOSE", "TIME", "DATE", "TIME", and "INITIALS". Below the header is a grid of 10 rows and 6 columns. The form is used to document the administration of medication to an enrolled child.

R9-5-516

Medications *(cont'd)*

A licensee shall ensure that a facility does not stock a supply of medications for administration to enrolled children, including:

1. Any prescription medication; or
2. A nonprescription medication such as aspirin, acetaminophen, ibuprofen or cough syrup. (Example: Store bought first aid kits often come with medications).

A staff member's or child's prescription medication necessary to treat life-threatening symptoms:

1. May be kept in the activity area where the staff member or child is present; and
2. Except when the prescription medication is administered to treat life-threatening symptoms, is inaccessible to an enrolled child.

R9-5-516

Medications *(cont'd)*

A licensee of a licensed child care facility owned and located on a public school premises shall ensure that enrolled school-aged children are allowed to possess emergency medications and self-administer auto-injectable epinephrine and handheld inhaler devices according to A.R.S. 15-341, if an enrolled school-aged child;

1. Has a written prescription from a physician,
2. Is named on the prescription label, and
3. Has written documentation from the enrolled school-aged child's parent approving the enrolled school-aged child to possess and self-administer emergency medication.

R9-5-517

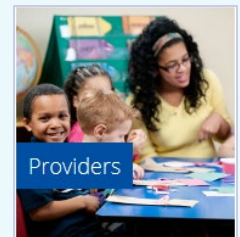
Transportation

A licensee who transports an enrolled child in a motor vehicle that the licensee owns, or acquires for use by contract, shall:

- Obtain dated, **written permission** from the enrolled child's parent before the licensee transports the enrolled child.



Arizona Department of Health Services Bureau of Child Care Licensing	
Travel Permission Form R9-3-408.A.1.a-c R9-5-517.A.1	
PERMISSION to transport a child from the Facility or Group Home My child has permission to be dropped off at or picked up from his/her school, bus stop or another location.	
Child's name:	
Name of location where the child will be dropped off and/or picked up:	
*Beginning date:	*End date:
<small>*The time period is not to exceed 12 months, during which permission is given for other trips away from the facility or group home.</small>	
Time(s) to be dropped off and/or picked up:	
Special Instructions:	
Parent/Guardian Signature:	Date:
<small>R9-3-408.B.1. - Maintain a copy of the written permission for 12 months after the date of the last trip. R9-5-517.A.2 - Maintain a copy of the written permission on facility premises for 12 months after the date on the written permission.</small>	
<small>G:\Forms\Travel Permission form (10/11)</small>	



Find forms, applications & information related to licensing & certification.

R9-5-517

Transportation *(cont'd)*

- Ensure the motor vehicle is registered by the Arizona Department of Transportation as required by ARS Title 28, Chapter 7.
- Use a child passenger restraint system when required by law.
- Use an adjustable lap belt or an integrated lap and shoulder belt for each enrolled child who is five years old or older.



R9-5-517

Transportation *(cont'd)*

Ensure the vehicle has the following:

- A first aid kit (identical to the facility).
- Two large, clean towels or blankets;
- Sufficient drinking water available to meet the needs of each enrolled child in the motor vehicle and sufficient cups or other drinking receptacles so that each enrolled child can drink from a different cup or receptacle;
- Ensure that the motor vehicle is:
 - a. Maintained in a clean condition
 - b. In a mechanically safe condition (including A/C and heating)
 - c. Free from hazards
 - d. Maintain service and repair records for the vehicle



R9-5-517

Transportation



Ensure that an individual who drives a motor vehicle used to transport an enrolled child:

- Is 18 years of age or older and holds a **valid** Arizona driver's license.
- **Carries** a list stating the name of each child being transported and copy of each child's Emergency cards and **attached** shot record.
- Requires that each door be locked **before** the motor vehicle is set in motion and keeps the doors locked while the motor vehicle is in motion.
- Does **not** permit an enrolled child to be seated in front of a motor vehicle's air bag.
- **Sets** the emergency brake and removes the ignition keys from the motor vehicle before exiting the vehicle.
- Does **not** use audio **headphones** or a **telephone** while the vehicle is in motion.

R9-5-518

Field Trips

A licensee providing a field trip shall obtain written permission from a parent **before** the enrolled child participates in a field trip including:

The date, description of the field trip, the time of departure, and return to the facility. The name, street address, telephone number, if any, of the field trip destination;



Arizona Department of Health Services
Bureau of Child Care Licensing

PERMISSION to Participate in a Field Trip

My child has permission to attend a field trip to:

Name of destination:		
Address:		Telephone Number:
Description of trip:		
Date of trip:	Departure time:	Return time:
Special Instructions:		

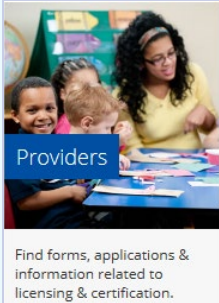
CHILD'S NAME: (1st and last name)	PARENT SIGNATURE & Date: (1st initial and last name)	Attendance					
		Start (leave facility)	Arrival at location	Hour #1	Hour #2	Leaving Location	End (return to facility)

DATE NUMBER(S): _____ ADULTS ATTENDING FIELD TRIP: _____

* A copy of this trip plan is to remain at the facility *

A.3 requires the field trip information be retained for 12 months for centers from the date of the field trip.
R9-3-408.A.2 requires the field trip information be retained for 12 months for group homes.

Slip.doc (8/11) CCL form - 250



R9-5-518

Field Trips *(cont'd)*

A licensee shall ensure that a staff member taking enrolled children on a field trip **carries** the following on the field trip:

- A copy of the **Emergency card** with an immunization record.
- A copy of the written **field trip plan**.
- A **list** stating the name of each participating enrolled child; and
- Sufficient **water** to meet the needs of each enrolled child participating in the field trip.



R9-5-518

Field Trips *(cont'd)*

A staff member shall verify the presence of each child and place a check mark next to the child's name on the list for each child who is present at the following times:

1. At the beginning of the field trip or when boarding the vehicle,
2. Upon arrival at the destination and each hour while at the field trip destination,
3. When preparing to leave or when boarding the vehicle to return to the facility, and
4. When reentering the facility at the conclusion of the field trip.

Arizona Department of Health Services
Bureau of Child Care Licensing

PERMISSION to Participate in a Field Trip

My child has permission to attend a field trip to:

Name of destination:						
Address:				Telephone Number:		
Description of trip:						
Date of trip:		Departure time:		Return time:		
Special Instructions:						

CHILD'S NAME: (1st and last name)	PARENT SIGNATURE & Date: (1st initial and last name)	Attendance					
		Start (leave facility)	Arrival at location	Hour #1	Hour #2	Leaving Location	End (return to facility)
Susie James	P James 2/1/12	X	X	X	X	X	X

VEHICLE LICENSE PLATE NUMBER(S): _____ ADULTS ATTENDING FIELD TRIP: _____

* A copy of this trip plan is to remain at the facility *
Rule # R9-5-518.A.3 requires the field trip information be retained for 12 months from the date of the field trip.
Rule # R9-3-408.A.2 requires the field trip information be retained for 12 months for group homes.

G:\Forms\Field Trip Permission Slip.doc (8/11) CCL form - 250

R9-5-518 Field Trips *(cont'd)*

- A licensee shall ensure that each child participating in a field trip is wearing in plain view a written **identification** stating the facility's name, address, and telephone number.
- A licensee shall also ensure that each enrolled child is **wearing out of view** a written identification stating the child's **name**.
- A licensee shall ensure that the staff-to-children **ratios** required in R9-5-404(A) are met when transporting school-age and non-school-age children. A motor vehicle driver may be counted in the staff-to-children ratio, if the motor vehicle driver meets the qualifications of a teacher-caregiver.
- When transporting non-school-age children, a driver can be counted in the staff-to-children ratio when **four** or **fewer** children are being transported and teacher caregiver qualifications are met.

R9-5-601

General Physical Plant Standards

- When providing child care services for infants or children who require **diapering**, a diaper changing area that **meets** the requirements in R9-5-503 is available in each infant room or indoor activity area used by an enrolled infant or child who wears **diapers** or disposable training pants (**pull-ups**).



- A glass mirror, or other glass surface that is located **within 36** inches of the floor is made of **safety glass** that has been manufactured, fabricated, or treated to **prevent** the glass from shattering or flying when struck or broken, or is shielded by a **barrier** to prevent impact by or physical injury to an enrolled child.



R9-5-603

Outdoor Activity Areas

Except as provided in subsection (D), a licensee shall ensure that an outdoor activity area:

1. Is enclosed by a fence:
 - a. A minimum of 4 feet high;
 - b. Secured to the ground; and
 - c. With either vertical or horizontal open spaces on the fence or gate that do not exceed 4.0 inches;
2. Is maintained free from hazards, such as exposed concrete footings and broken toys;
3. Has gates that are kept closed while an enrolled child is in the outdoor activity area.



Outdoor Activity Areas - Fencing



R9-5-603

Outdoor Activity Areas *(cont'd)*

A licensee shall ensure that a playground used only for enrolled school age children at a facility operating at a public school meets the fencing requirements of the public school. If the Department determines by inspection that a facility fence at a public school does not ensure the health, safety, or welfare of enrolled children, the licensee shall meet the fencing requirement of subsection (C).



R9-5-603

Outdoor Activity Areas *(cont'd)*

A licensee shall ensure the following is provided and maintained within the fall zones of swings and climbing equipment in an outdoor activity area:

1. A shock-absorbing unitary surfacing material manufactured for such use in outdoor activity areas; or
2. A minimum depth of 6 inches of a nonhazardous, resilient material such as loose sand or wood chips.

Definition #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.



Outdoor Activity Areas - Surface



R9-5-603

Outdoor Activity Areas *(cont'd)*

Ensure that hard surfacing material such as asphalt or concrete is not installed or used under swings or climbing equipment unless used as a base for a rubber surfacing.

A licensee shall ensure that a swing or climbing equipment is not located in the fall zone of another swing or climbing equipment.

A licensee shall provide a shaded area for each enrolled child occupying an outdoor activity area at any time of day.



Outdoor Activity Areas - Shade



Outdoor Activity Areas - Structures



Outdoor Activity Areas - Water



R-9-5-604

Swimming Pools

- Programs with swimming pools need to refer to the rule above.

Note: Portable pools are **prohibited**.

I wish the children could play too, but no water in here until the children are gone!



Fire and Safety



A licensee shall ensure that:

- All designated **exits**, corridors, passageways that provide escape from the building are **unobstructed** and unlocked during hours of operation;
- An unvented or open-flame space heater or portable heater is **not** used on the facility premises;
- Electrical extension cords are **not** used;
- Except for a room used only for an enrolled school-age child, each **unused** electrical outlet is **covered** with a safety plug cover or insert;
- Heating and cooling equipment is **inaccessible** to an enrolled child.



Fire and Safety *(cont'd)*

- Fans are **mounted** and **inaccessible** to an enrolled child;
- Toilet rooms are **ventilated** to the outside of the building, either by a screened window open to the outside air or by an exhaust fan and duct system that is operated when the toilet room is in use;
- A **smoke detector** is installed in **each** indoor activity area and kitchen;
- The **fire extinguisher** required in subsection (A):
 - a. Is serviced at least once every **12** months; and
 - b. 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.



Website

Arizona Department of Health Services

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

Licensing & Certification

Bureau of Child Care Licensing

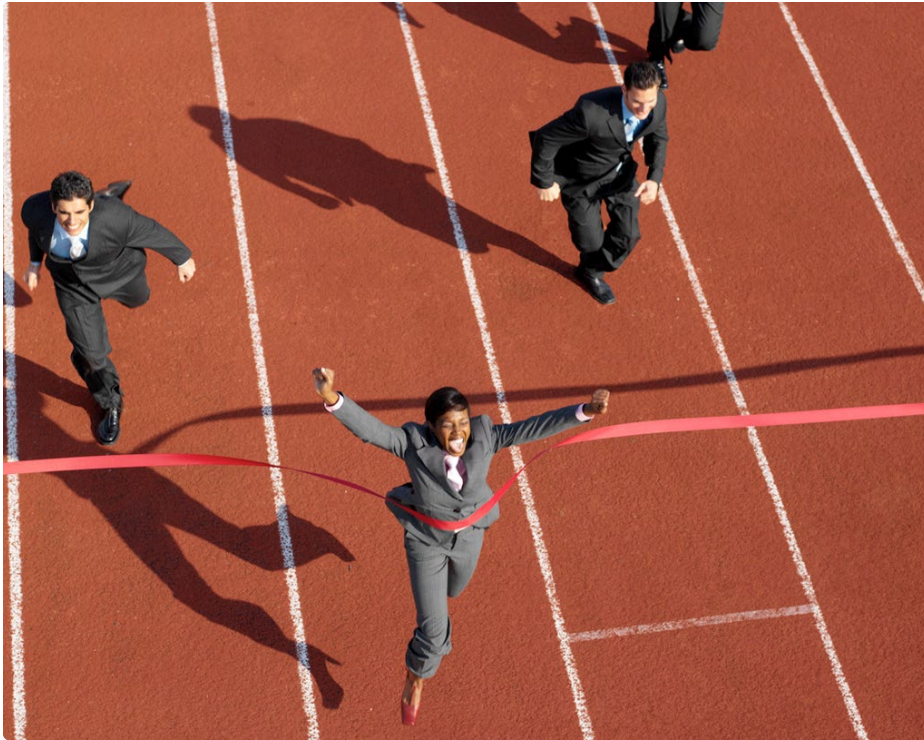
- Rules & Regulations
- Parent & Consumer Information
- Provider Information (including application packets)
- Empower Pack Information
- List of Forms

www.azcarecheck.com

- Review deficiencies online and the date deficiencies were corrected are included)
- Review enforcement actions



****As a licensee, you are responsible for all the rules and regulations; this training does not cover every rule.****



Congratulations!
You have completed the Online Center New Owner
Orientation course.

If you are the applicant for the licensure of a child care facility, please contact your assigned Licensing Surveyor for a link to the Orientation Review Exam.

You will be required to provide documentation that you **passed the test** in order to **complete the administrative portion of the application process.**

**FOR QUESTIONS OR
CONCERNS, PLEASE
CALL:**

Your Assigned Licensing Surveyor

OR

The Licensing Surveyor of the State on duty

Monday – Friday from 8:00 A.M. to 5:00 P.M. at

602-364-2539

