

# DEPARTMENT OF SERVICES FOR CHILDREN, YOUTH AND THEIR FAMILIES

## DIVISION OF FAMILY SERVICES

### OFFICE OF CHILD CARE LICENSING

Statutory Authority: 29 Delaware Code, Section 9003(7) and 31 Delaware Code, Sections 341-345  
(29 Del.C. §9003(7); 31 Del.C. §§341-345)  
9 DE Admin. Code 104

## PROPOSED

## PUBLIC NOTICE

### 104 Large Family Child Care Homes

## SUMMARY

The Office of Child Care Licensing (OCCL) proposes to amend the DELACARE: Rules for Family Child Care Homes and DELACARE: Rules for Large Family Child Care Homes. These regulations were combined into one regulation after it was determined that the majority of the content was the same. A comprehensive review process was held in which all providers were invited to attend public meetings in July 2016 to offer comments on the current Rules. After these meetings, a draft was created incorporating best practices and provided to a task force of providers and stakeholders. The task force met four times to discuss the draft and revise it.

## COMMENTS

Interested parties wishing to offer comments on these proposed regulations or submit written suggestions, data, briefs, or other materials concerning the proposed regulations must submit them to Kelly McDowell, Office of Child Care Licensing, 3411 Silverside Road, Concord Plaza, Hagley Building Wilmington, Delaware 19810, by email to Kelly.McDowell@state.de.us, or by using OCCL's website <http://kids.delaware.gov/occl/announcements.shtml>. Anonymous comments may be submitted by using OCCL's website. Comments must be submitted by the close of business on October 31, 2016. It is anticipated that this will be the final opportunity to offer comments on these proposed regulations. Regulations 103 and 104 were stricken in their entirety.

### ~~104 Large Family Child Care Homes~~

#### ~~1.0 Legal Base~~

~~The legal base for these licensing Rules is in the Delaware Code, Title 31, Welfare, In General, Chapter 3, Child Welfare, Subchapter III, The Delaware Child Care Act, Subsections 341 — 345 and Title 29, State Government, Part VIII, Departments of Government, Chapter 90, Department of Services For Children, Youth And Their Families, Subsection 9003 (7).~~

#### ~~2.0 Purpose~~

~~The overall purpose of these Rules is the protection and promotion of the health, safety, well-being, and positive development of children who receive licensed child care services in Large Family Child Care Homes.~~

## ~~PART I. GENERAL PROVISIONS~~

#### ~~3.0 Definition of Regulated Service~~

~~Large Family Child Care is a licensed child care service provided for part of a twenty-four (24) hour day, offered by any person or entity including but not limited to an owner, association, agency or organization that advertises or holds himself, herself or itself out as conducting such a service. This person or entity has in custody or control seven (7) to a maximum of twelve (12) children preschool age or older who live at and/or are present at the Large Family Child Care Home. In addition to the children preschool age or younger, this person or entity may also have custody or control of one (1) to a maximum of two (2) school-age children who do not live at the Large Family Child Care Home but are present only for before and after school, and/or during school holidays, and/or during the summer. All of these children are provided care, education, protection, supervision or guidance in a private home or non-residential setting. This does not include a child care service provided exclusively to relatives as defined by these Rules.~~

#### 4.0 Definition of Terms

**"Administrator"** means the individual responsible for the supervision and administration of the Office of Child Care Licensing.

**"Administrative Action"** means the term applied to a group of enforcement actions initiated by the Office of Child Care Licensing against an Applicant or Licensee.

**"Administrative Appeal Hearing"** means the hearing provided to an Applicant or Licensee when the Applicant or Licensee has requested appeal of the Division's decision to deny an application or revoke a Large Family Child License.

**"Administrative Review Hearing"** means the hearing provided to a Licensee when the Licensee has requested an appeal of the Office of Child Care Licensing's decision on violations of these Rules.

**"Adult"** means a person who has reached his or her eighteenth (18<sup>th</sup>) birthday.

**"Agreement of Understanding"** means a formal written document that is part of an administrative action, part of a corrective action plan, or used when a formal agreement is deemed necessary between the Licensee and the Office of Child Care Licensing which clearly explains and memorializes what actions a Licensee must take in order to maintain licensure.

**"Applicant"** means any person or entity including but not limited to the prospective owner, association, agency, or organization, applying for a Large Family Child Care License through the Office of Child Care Licensing.

**"Associate Caregiver"** means a staff member who works under the supervision of a Caregiver and provides child care and related duties at a Large Family Child Care Home that was licensed before the effective date of these Rules. The Associate Caregiver may supervise Substitutes and meets the qualifications specified in Rule 84 of the previous *Delaware: Requirements for Large Family Child Care Homes (1994)*. The Associate Caregiver is renamed Large Family Child Care Assistant in these Rules.

**"Background check"** means a State (Delaware) and Federal (national) report of a person's entire criminal history, a search of the Department's child abuse and neglect records, and when applicable, a search of the Department of Health and Social Services' adult abuse registry or any other checks as required by State or Federal Law.

**"Business Day(s)"** means any weekday Monday through Friday. It does not include the weekend day (Saturday and Sunday) or any State of Delaware legal holiday that falls on a weekday.

**"Caregiver"** means the staff member with the direct responsibility for the total program of services provided to children and their families including providing child care and related duties and, when applicable, managing the administrative aspects at a Large Family Child Care Home that was licensed before the effective date of these Rules. The Caregiver supervises Assistant Caregivers and Substitutes and meets the qualifications specified in Rules 61 through 63 of the previous *Delaware: Requirements for Large Family Child Care Homes (1994)*. The Caregiver is renamed Large Family Child Care Provider in these Rules.

**"Change of Shift"** means the two (2) hour period of time overlapping between two (2) full shifts of child care. A full shift shall be at least eight (8) hours long.

**"Child"** means any person who has not reached the age of eighteen (18) years.

**"Child Abuse"** means the abuse of a child as defined in **Delaware Code**, Title 16, Chapter 9.

**"Child Care"** means the providing of care, education, protection, supervision or guidance of children in a Large Family Child Care Home.

**"Child Care Licensing Specialist"** means an employee of the Department of Services for Children, Youth and their Families, Division of Family Services, Office of Child Care Licensing who is responsible for performing regulatory activities including investigations, enforcement action and decisions for licensure as set forth in Delaware Code and these Rules.

**"Child Care Licensing Supervisor"** means an employee of the Department of Services for Children, Youth and their Families, Division of Family Services, Office of Child Care Licensing who is responsible for performing supervisory and regulatory activities including investigations, enforcement actions and decisions for licensure as set forth in Delaware Code and these Rules.

**"Child Neglect"** means the neglect of a child as defined in **Delaware Code**, Title 16, Chapter 9.

**"Child Sex Abuse"** means any act against a child that is described as a sex offense as defined in **Delaware Code**, Title 11, Subsection 761 (d) or in subpart D. "sexual offenses" of subchapter I. of Chapter 5 of Title 11 of the **Delaware Code**.

**"Child with Disabilities"** means a child who has been diagnosed by a qualified professional as having a physical, intellectual, emotional, developmental or chronic medical condition(s) or impairment(s) which would

require modification(s) in the regular program of activities for that child or as defined by applicable Federal and State Laws.

**"Clock Hour(s)"** means the actual number of hours or time a licensee or staff member spends attending the instructional portion of a training to develop or enhance child care competencies.

**"Complaint"** means an accusation that a Licensee is not in compliance with these Rules or any applicable laws. Complaints may be written or oral and may be anonymous.

**"Complaint Investigation"** means the process followed by the Office of Child Care Licensing to effectively investigate an accusation that a Licensee is not in compliance with these Rules or any applicable laws. The Licensee is notified of the complaint, generally done at the time of an unannounced visit regarding the particular complaint(s) and a written report is created stating the results of the investigation to the Licensee.

**"Corrective Action Plan"** means a plan developed with the Licensee by the Office of Child Care Licensing which specifies any non-compliance, what the Licensee shall do to become compliant, and the time frame in which the non-compliance shall be corrected.

**"Department"** means the Department of Services for Children, Youth and Their Families.

**"Denial"** means the refusal by the Office of Child Care Licensing to issue a Large Family Child Care License after the receipt of an original or renewal application and the completion of an investigation. This constitutes refusal of official permission for the Applicant or Licensee to provide regulated service.

**"Direct Observation"** (of staff members) means that staff members with supervisory responsibilities are physically present in the same room or area with staff members who are required to be supervised and are visually monitoring the interactions of those staff members with children at the Large Family Child Care Home and alert to any problems that may occur.

**"Direct Voice Contact"** means a Licensee speaking directly with a Child Care Licensing Specialist, Child Care Licensing Supervisor, or the Administrator from the Office of Child Care Licensing through a telephone call or face-to-face contact. A voice mail message is not acceptable and does not constitute direct voice contact.

**"Division"** means the Division of Family Service within the Department.

**"Division Director"** means the Director of the Division of Family Services within the Department.

**"Health Care Provider"** means a professionally licensed physician, advance practice nurse (nurse practitioner) and physician assistant, such license being issued by an established licensing body.

**"Household member(s)"** means persons living together permanently or temporarily without regard to whether they are related to each other by blood or marriage and without regard to the length of time or continuity of such residence, and it may include persons who previously lived in the household such as paramours of a member of the household.

**"Infant"** means any child who is under the age of twelve (12) months.

**"Infant/Toddler Home"** means a Large Family Child Care Home in which a licensed child care service is provided for up to twelve (12) infants and/or toddlers. Child care in an Infant/Toddler Home may also be provided for preschool-age children in accordance with the *Delaware: Rules for Large Family Child Care Homes*.

**"Informal Conference"** means a meeting between the Office of Child Care Licensing and the Licensee to discuss non-compliance of a serious or repeated nature which, if not corrected on time and in an acceptable manner, may result in administrative action.

**"Institutional Child Abuse or Neglect"** means child abuse or neglect which has occurred to a child in the Department's custody and/or while placed in a facility, center or home operated, contracted or licensed by the Department.

**"Large Family Child Care Assistant"** means the staff member who works under the supervision, and when applicable, the direct observation of the Large Family Child Care Provider and provides child care and related duties at a Large Family Child Care Home. The Large Family Child Care Assistant may supervise Substitutes and meets the qualifications specified in Rules 26.1 and 27.1 or 28.1.

**"Large Family Child Care Home"** means a private home or non-residential setting in which a licensed child care service is provided.

**"Large Family Child Care License"** means a formal written document issued by the Office of Child Care Licensing permitting a person or entity including but not limited to the owner, association, agency, or organization to operate a Large Family Child Care Home and verifying demonstration of compliance with the *Delaware: Rules for Large Family Child Care Homes* and applicable codes, regulations and laws.

**"Large Family Child Care Provider"** means the staff member with direct responsibility for the total program of services provided to children and their families including providing child care and related duties and, when applicable, the managing the administrative aspects of a Large Family Child Care Home. The Large Family

Child Care Provider supervises Large Family Child Care Assistants and Substitutes and meets the qualifications specified in Rule 24.1 and when applicable, Rules 23.1 and 25.1.

**"Licensee"** means any person or entity including but not limited to the owner, association, agency, or organization that is issued the Large Family Child Care License, has legal responsibility for and authority over the operation of the Large Family Child Care Home, and meets the qualifications and requirements of a Licensee as defined in these Rules.

**"Licensure"** means the issuing of a Large Family Child Care License by the Office of Child Care Licensing when the Applicant has demonstrated compliance with the *Delaware: Rules for Large Family Child Care Homes* and applicable codes, regulations, and laws.

**"Meal"** means breakfast, lunch, or dinner.

**"Night Child Care"** means child care is provided in the evening and/or overnight between the hours of 8:00 P.M. and 6:00 P.M.

**"Office of Child Care Licensing"** means the governmental organization within the Department authorized under *Delaware Code*, Title 31, Chapter 3, Subchapter III, to prescribe, by regulations or otherwise, any reasonable standards for the conduct of child care facilities, institutions, agencies, associations or organizations and may license such of these to conform to such standards.

**"Owner"** means any person or entity including but not limited to the association, agency or organization who is issued the Large Family Child Care License and has legal responsibility for and authority over the operation of the Large Family Child Care Home that was licensed before the effective date of these Rules under *Delaware: Requirements for Large Family Child Care Homes*. Owner is renamed Licensee in these Rules.

**"Parent(s)/guardian(s)"** means a birth or adoptive parent, legal guardian or any other person having responsibility for, or legal custody of, a child.

**"Preschool-Age Child"** means a child who is between thirty-six (36) months and five (5) years of age who is not yet attending a public or private kindergarten program outside of the Large Family Child Care Home. If a child is older than five (5) years of age and is not yet attending a public or private kindergarten program that child shall be considered in the preschool-age group until attending kindergarten or first grade which ever comes first.

**"Private Home"** means a non-public residence such as a house, duplex, townhouse, apartment or mobile home where the Licensee resides and has control over the furnishings and use of space. An individual unit in public housing and university housing complexes may be considered a private home.

**"Regularly or on a regular basis"** means child care services which are available and provided at a Large Family Child Care Home on more than one (1) day in any one (1) week or for periods longer than three (3) weeks in any calendar year.

**"Relative"** means a person having any of the following relationships by blood, marriage, or adoption between the Licensee, Substitute, household or staff member, and the child in child care: parent, grandparent, great-grandparent, brother, sister, aunt, uncle, stepparent, stepbrother, and stepsister. A cousin, for the purpose of this definition, shall not be considered a relative.

**"Revocation"** means the process of rescinding a Large Family Child Care License during the effective dates of the Large Family Child Care License. If the process concludes with the decision of the Secretary of the Department to revoke the Large Family Child Care License, the Licensee shall cease operation of a Large Family Child Care Home within thirty (30) days of the decision.

**"Rule(s)"** means a baseline or minimum standard required for a particular aspect of child care provided in a Large Family Child Care Home as established by the Office of Child Care Licensing and known as *Delaware Rules for Large Family Child Care Homes*. A Licensee of a Large Family Child Care Home may and is encouraged to exceed the baseline or minimum standard required by these Rules.

**"Secretary"** means the Cabinet Secretary of the Department of Services for Children, Youth and Their Families.

**"School-age care"** means child care for school-age children who attend kindergarten or higher grade in a public or private school outside of the Large Family Child Care Home and are present at the Large Family Child Care Home during any of the following circumstances: before and/or after school; during school holidays; and/or summer months.

**"School-age Child"** means any child age five (5) years or older who is attending kindergarten or higher grade in a public or private school outside of the Large Family Child Care Home. A child shall be considered school-age beginning the first day attending kindergarten or first grade, which ever comes first.

**"Snack"** means supplemental food served between meals.

**"Staff Member"** means any full or part time employee(s) of a Large Family Child Care Home including the Substitute(s), and volunteer(s).

~~"Substitute" means staff member designated by the Licensee, and approved by the Office of Child Care Licensing to provide child care in the Large Family Child Care Home when the Large Family Child Care Provider or Large Family Child Care Assistant is not present due to emergency or specified planned, non-emergency situation(s) and who meets the qualifications and requirements of a Substitute as defined in these Rules. The Substitute shall be under the supervision and direct observation of the Large Family Child Care Provider or Large Family Child Care Assistant as qualified under Rules 26.1 and 28.1, at all times.~~

~~"Supervision" (of children) means the appropriate number of staff members are physically present in the area or room where children are being cared for and are constantly aware of where each child is, what each child is doing, how each child is managing, and are readily available to respond to each child's needs, requests and any emergency.~~

~~"Supervision" (of staff) means performing monitoring and evaluation functions of assigned staff which includes the observation of interactions of assigned staff with children and families, staff's adherences to the *Delaware Rules for Large Family Child Care Homes*, and the Large Family Child Care Home's policies and procedures. When performing monitoring functions, supervisory staff shall be physically present in the same room or area as assigned staff and directly observe staff to monitor on-going interaction with children.~~

~~"Suspension Hearing" means an informal hearing between the Division Director or his/her designee, and the Licensee in order to determine whether the Large Family Child Care License remains suspended.~~

~~"Suspension Order" means a notice issued by the Office of Child Care Licensing to the Licensee directing that Large Family Child Care services be discontinued on a specified date. The Licensee shall not provide Large Family Child Care services during the term of a Suspension Order.~~

~~"Toddler" means a child between the age of twelve (12) months and under thirty-six (36) months.~~

~~"Training" means the successful participation in an organized professional development activity that is approved or accepted by the Office of Child Care Licensing in order to develop or enhance child care competencies of the Licensee and staff members of the Large Family Child Care Home.~~

~~"Variance" means the nontransferable written authorization issued by the Division after the Licensee has demonstrated an alternative means by which to meet the intent of a specific Rule. A variance is a conditional approval to operate outside of these Rules and is based on the need(s) or circumstance(s) of the Licensee and Large Family Child Care Home and does not endanger the health, care, safety, protection and supervision of children in child care.~~

~~"Volunteer" means a person or staff member who provides an unpaid service or support to a Large Family Child Care Home.~~

## **~~PART II. LARGE FAMILY CHILD CARE LICENSURE~~**

### **~~5.0 Requirement for a Large Family Child Care License~~**

~~A person or entity including but not limited to an owner, association, agency or organization shall not operate or provide child care services as defined in these Rules unless a Large Family Child Care License to do so is issued by the Office of Child Care Licensing. Anyone who violates **Delaware Code**, Title 31, Chapter 3, Subchapter III, The Delaware Child Care Act shall be fined not more than \$100 or imprisoned not more than three (3) months, or both.~~

### **~~6.0 Authority To Inspect~~**

- ~~6.1 The Licensee, adult household and staff member(s), and Substitute shall permit access to the Large Family Child Care Home during the hours of operation by representatives of the Office of Child Care Licensing, and other State or local agencies with responsibilities for monitoring, approving or authorizing the use or safety of a Large Family Child Care Home, or provides payment for services provide at the Large Family Child Care Home.~~
- ~~6.2 The Licensee, adult household and staff member(s), and Substitute shall respond to and cooperate with requests from representatives of the Office of Child Care Licensing, and other authorized State or local officials and allow for the announced or unannounced inspection of any area or aspect of the operation of the Large Family Child Care Home which affects or potentially affects the children in child care including access to and request for information, files and records, and unlicensed space of the Large Family Child Care Home for the purposes of determining compliance and/or investigating complaints of non-conformity with applicable provisions of these Rules, or any other applicable codes, regulations, and laws including suspected child abuse and neglect.~~
- ~~6.3 The Licensee, shall not impede and shall permit the interview of him or herself, household and staff members, Substitute, any child in child care, and the parent(s)/guardian(s) of a child in child care by representatives of~~

the Office of Child Care Licensing, and other authorized State or local officials for the purposes of determining compliance and/or investigating complaints of non-conformity with applicable provisions of these Rules, and any other applicable codes, regulations, or laws.

## **7.0 Authority to Request Other Inspections and Examinations**

The Office of Child Care Licensing is authorized to request the appropriate State and local fire, health and building officials to conduct inspections and examinations of a Large Family Child Care Home to determine compliance with State and local ordinances, codes, regulations, and laws with reports submitted to the Office of Child Care Licensing.

## **8.0 Application Process**

- 8.1 The Applicant shall attend an orientation session as provided by the Office of Child Care Licensing to receive information on ~~Delaware Rules for Large Family Child Care~~ and the licensure process.
- 8.2 The Applicant shall successfully complete the application process as described in Rule 8.0 within a time period as established by the Office of Child Care Licensing.
- 8.3 The Applicant shall apply for a Large Family Child Care License on a form provided by the Office of Child Care Licensing. An application shall be required for initial licensure. A renewal application received by the Office of Child Care Licensing at least thirty (30) days prior to the expiration date of a Large Family Child Care License shall be required when seeking to continue the operation of a Large Family Child Care Home.
- 8.4 The Applicant shall sign a statement which certifies that he/she:
  - 8.4.1. Has read and understands these Rules;
  - 8.4.2 Intends to maintain compliance with these Rules and any other applicable codes, regulations, and laws;
  - 8.4.3 Intends to provide child care for children throughout the majority of the licensure period(s);
  - 8.4.4 Has provided information that is true to the best of his/her knowledge; and
  - 8.4.5 Will not discriminate on the basis of sex, race, religion, cultural heritage, disability, marital status, or economic status.
- 8.5 The Applicant shall demonstrate to the satisfaction of the Office of Child Care Licensing that he/she and the Large Family Child Care Home is in compliance with applicable provisions of these Rules, and any other applicable codes, regulations, and laws to qualify for a Large Family Child Care License.
- 8.6 The Applicant shall submit a completed and signed application including all required materials to the Office of Child Care Licensing and when applicable, any other authorizations, inspections, or documents that state any limitations on the use of a home and/or property through deed restrictions, homeowners' association, lease or rental agreements, or as required by codes, regulations, or laws such as, but not limited to, the Division of Public Health, City or State Fire Marshal, Division of Revenue, Department of Natural Resources and Environmental Control, Land Use or Zoning.
- 8.7 The Applicant shall provide written proof of an electrical inspection of the Large Family Child Care Home conducted by an inspection agency that is approved by the State Fire Marshal.
- 8.8 The Applicant shall show proof of property and comprehensive general liability insurance that specifically covers the Large Family Child Care Home business and maintain such insurance throughout all periods of licensure.
- 8.9 The Applicant shall submit documentation of current certification in cardiopulmonary resuscitation (CPR) and completion of a current first aid course each applicable to the ages of the children in child care if serving as a staff member.
- 8.10 The Applicant shall provide two (2) written letters of reference from two (2) adults who are familiar with the Applicant but who are not related to the Applicant. These references shall verify that the Applicant is of good character and reputation, respects and understands children, and is sensitive to meeting their needs.
- 8.11 The Applicant shall sign a release of employment history form provided by the Office of Child Care Licensing that permits the Office of Child Care Licensing to obtain service letters as per **Delaware Code**, Title 19, Chapter 7, Section 708 from a current or most recent previous employer for him or herself, and any health care and/or child care facility for which the Applicant was employed within the past five (5) years of application for initial licensure.
  - 8.11.1 If an Applicant has no prior employment history, five (5) letters of reference as specified in Rule 7.10.1 shall be required to be provided.
- 8.12 The Applicant, all household member(s), and any person that may be entitled by virtue of his/her position regarding the Large Family Child Care Home, such as but not limited to business ownership, corporate officer, or board membership to direct access to children at the Large Family Child Care Home shall provide or

authorize the release of information required to determine the health, safety or welfare of any child in child care would not be at risk.

- 8.12.1 ~~The applicant, household member who is eighteen (18) years of age or older, and any person that may be entitled by virtue of his/her position regarding the Large Family Child Care Home, such as but not limited to business ownership, corporate officer, or board membership to direct access to children at the Large Family Child Care Home shall be fingerprinted by the Delaware State Police for Large Family Child Care.~~
- 8.12.2 ~~The Office of Child Care Licensing may, when there is cause to believe the health, safety, or welfare of a child in child care may be at risk, request consent from a parent/guardian for a background check on a household member under eighteen (18) years of age.~~
- 8.12.3 ~~The Office of Child Care Licensing may, when there is cause to believe the health, safety, or welfare of a child in child care may be at risk, request medical, psychological, counseling, school, probation and/or Division of Family Services records.~~
- 8.12.4 ~~The applicant shall sign a release for the result of an adult abuse registry check through the Department of Health and Social Services.~~
- 8.13 ~~The Applicant shall provide written evidence of health appraisals attesting to his/her health, and the health of any adult household members.~~
  - 8.13.1 ~~The written report from a health care provider shall have been completed within one (1) year prior to the date of initial licensure and include, at a minimum:~~
    - 8.13.1.1 ~~Health history;~~
    - 8.13.1.2 ~~Physical exam;~~
    - 8.13.1.3 ~~Vision and hearing screening;~~
    - 8.13.1.4 ~~Freedom from communicable tuberculosis (Tb) verified within one (1) year prior to the date of initial licensure, with further testing every five (5) years;~~
    - 8.13.1.5 ~~A review of immunization status (such as measles, mumps, rubella, diphtheria, tetanus, and polio);~~
    - 8.13.1.6 ~~A review of occupational health concerns;~~
    - 8.13.1.7 ~~Assessment of need for vaccines against illnesses such as but not limited to, influenza, pneumococcus, and hepatitis B, and of risk from exposure to common childhood infections, such as parvovirus, CMV, and chicken pox; and~~
    - 8.13.1.8 ~~Assessment of health related limitations or communicable diseases that may impair a person's ability to perform the child care or have direct access to children.~~
- 8.14 ~~The Applicant shall provide a health appraisal for children preschool age or younger and not yet attending kindergarten, including school age children who are not attending a public or private school and are living in the Large Family Child Care Home as specified in Rule 18.4.~~

## **9.0 Annual Large Family Child Care License**

- 9.1 ~~The annual Large Family Child Care License shall be issued when the Office of Child Care Licensing determines that the Applicant and Large Family Child Care Home are in compliance with applicable provisions of these Rules.~~
- 9.2 ~~The Licensee shall maintain compliance with applicable provisions of these Rules and all other applicable local, State and Federal codes, regulations and laws throughout the licensure period(s).~~
- 9.3 ~~The annual Large Family Child Care License shall be issued only to the Licensee, and for the address of the Large Family Child Care Home shown on the application. A Large Family Child Care License is not be transferable, assignable or subject to sale.~~
- 9.4 ~~The annual Large Family Child Care License shall be effective for one (1) year from the date of issuance, unless it is:~~
  - 9.4.1 ~~Modified to a provisional Large Family Child Care License;~~
  - 9.4.2 ~~Revoked;~~
  - 9.4.3 ~~Surrendered prior to the expiration date;~~
  - 9.4.4 ~~Nullified; or~~
  - 9.4.5 ~~Suspended.~~
- 9.5 ~~The Licensee shall post the Large Family Child Care License inside the Large Family Child Care Home in the area where child care is provided and visible to parent(s)/guardian(s).~~
- 9.6 ~~The Licensee shall comply with any restrictions on the maximum number of children in child care which may be placed upon the Large Family Child Care Home by the Office of Child Care Licensing and/or other applicable agencies' codes, regulations and laws such as those related to fire safety and zoning.~~

#### **10.0 Provisional Large Family Child Care License**

- 10.1 A provisional Large Family Child Care license may be issued when a Licensee is temporarily unable to comply with all of these Rules and when the Office of Child Care Licensing determines that:
  - 10.1.1 There is no serious risk to the health, safety and well-being of the children;
  - 10.1.2 The Licensee has agreed to fulfill and operate under conditions as stated in a written corrective action plan as developed by the Office of Child Care Licensing and the Licensee;
  - 10.1.3 The Licensee demonstrates to the Office of Child Care Licensing of intent to comply with the corrective action plan; and
  - 10.1.4 The Licensee demonstrates good faith efforts to achieve compliance but requires additional time to achieve compliance with applicable provisions of these Rules.
- 10.2 A provisional Large Family Child Care License may be replaced with an annual Large Family Child Care License when the Licensee makes a written request to the Office of Child Care Licensing after the corrective action plan is completed by the Licensee and approved by the Office of Child Care Licensing in advance of the expiration date of the provisional Large Family Child Care License.

#### **11.0 Large Family Child Care License Renewal**

- 11.1 The Licensee shall be required to renew a Large Family Child Care License annually.
  - 11.1.1 An annual Large Family Child Care License shall expire one (1) year from the date of issuance.
- 11.2 At least ninety (90) calendar days before the expiration of the current Large Family Child Care License, the Licensee shall make a request to the Office of Child Care Licensing by direct voice contact or in writing to obtain the Large Family Child Care License renewal application materials.
- 11.3 The Licensee shall submit a fully completed, signed and notarized Large Family Child Care License application form and all required materials to the Office of Child Care Licensing at least sixty (60) calendar days prior to the expiration of current Large Family Child Care License.

#### **12.0 Notification to the Office of Child Care Licensing**

- 12.1 A Licensee shall immediately notify the Office of Child Care Licensing by direct voice contact during the Office of Child Care Licensing's business hours of the death of a child while in child care. If the death occurs after such business hours, the Licensee shall immediately call the 24-Hour Child Abuse/Neglect Hotline (currently listed as 1-800-292-9582).
- 12.2 A Licensee shall notify the Office of Child Care Licensing within one (1) business day by direct voice contact during the Office of Child Care Licensing's business hours if any of the following occur:
  - 12.2.1 Any fire; flood; or any other serious damage due to any natural or man-made disaster(s) that impact the ability to operate safely;
  - 12.2.2 Injury of a child while in child care at a Large Family Child Care Home requiring inpatient or outpatient treatment. The direct voice contact shall be followed by a written report on a form provided by the Office of Child Care Licensing;
  - 12.2.3 Suspected abuse or neglect of a child enrolled at the Large Family Child Care Home after immediately calling the 24-hour Child Abuse/Neglect Hotline (currently listed as 1-800-292-9582) to report the suspected abuse or neglect;-
  - 12.2.4 Any subsequent charges, arrests, or convictions of himself/herself, the Substitute or a household and staff member;
  - 12.2.5 Any involvement with the Department due to child abuse or neglect of himself/herself, the Substitute, or a household or staff member; or
  - 12.2.6 Any breakdown of equipment that could pose a threat to the health and safety of children in child care, including but not limited to, lack of operating toilets, interruption of running water, loss of telephone service, failure of smoke/fire alarm system, and failure of cooling or heating systems so that temperatures cannot be maintained within limits of Rule 48.6.
- 12.3 The Licensee shall notify the Office of Child Care Licensing within five (5) business days by direct voice contact and follow-up in writing to his/her assigned Child Care Licensing Specialist when there is a change in the:
  - 12.3.1 Telephone number of the Large Family Child Care Home;
  - 12.3.2 Shift(s) of child care provided;
  - 12.3.3 Composition of household;
  - 12.3.4 Staff member;



12.3.5 Substitute; or

12.3.6 Intended use of a Substitute as specified in Rule 32.7.

12.4 The Licensee shall notify the Office of Child Care Licensing prior to using and receive prior approval for any change in physical space or rooms used at the Large Family Child Care Home for child care.

12.5 The Licensee shall report to the Office of Child Care Licensing in writing or by direct voice contact at least thirty (30) days in advance of a change in address of the Large Family Child Care Home. A new Large Family Child Care License shall be required at the new address prior to providing child care services at the new address.

### **13.0 Nullification of Large Family Child Care License**

13.1 A Large Family Child Care Home License shall immediately become null and void when the following occurs:

13.1.1 The Licensee changes the location of the Large Family Child Care Home;

13.1.2 The Licensee surrenders the Large Family Child Care License to the Office of Child Care Licensing;

13.1.3 The Large Family Child Care License has been denied;

13.1.4 The Large Family Child Care License has been revoked; or

13.1.5 The Large Family Child Care License has expired.

### **14.0 Complaint Investigation**

14.1 The Office of Child Care Licensing shall investigate when a complaint is received regarding ~~Delacare: Rules for Large Family Child Care Homes~~. The Office of Child Care Licensing shall notify the Licensee that a complaint is being investigated. The results of the Office of Child Care Licensing's investigation shall be reported in writing to the Licensee investigated. If the complaint is substantiated or if other violations are found as a result of the investigation, the Licensee shall be required to correct the violations and come into compliance with these Rules and any applicable Federal, State or local law or regulations.

14.1.1 Complaints relating specifically to codes, regulations, or laws of other State and local agencies may be referred to the appropriate agency for investigation. At the time of the referral, the Office of Child Care Licensing shall request a report from the other State and local agencies on the investigation findings to determine compliance with ~~Delacare: Rules for Large Family Child Care Homes~~.

14.2 The Office of Child Care Licensing shall investigate a reported unlicensed Large Family Child Care Home and require the individual(s) providing unlicensed Large Family Child Care to cease operation upon notice from the Office of Child Care Licensing.

14.3 The Department of Services for Children, Youth and their Families, Division of Family Services, Office of Children's Services, Institutional Abuse Investigation Unit shall investigate when a complaint is received regarding the abuse or neglect of a child at the Large Family Child Care Home. Law enforcement shall be notified and will conduct an investigation of any complaint that may constitute a crime.

### **15.0 Denial, Suspension, or Revocation of a Large Family Child Care License**

15.1 The Division may deny an application, suspend or revoke a Large Family Child Care License for good cause, for reasons including but not limited to the following:

15.1.1 Failure to comply with applicable provisions of State Law(s) or of these Rules;

15.1.2 Violation of the terms or conditions of Large Family Child Care License corrective action plan, or agreement of understanding;

15.1.3 Use of fraud, intentional or negligent misrepresentation in obtaining a Large Family Child Care License or in the subsequent operation of the Large Family Child Care Home;

15.1.4 Refusal to furnish information, files, and records to representative(s) of the Office of Child Care Licensing and other authorized State or local officials for the purposes of determining compliance and/or investigating complaints of non-conformity with applicable provisions of these Rules, and any other applicable codes, regulations, and laws;

15.1.5 Refusal to permit access to the Large Family Child Care Home during hours of operation by representatives of the Office of Child Care Licensing and other State or local officials with responsibilities for monitoring, approving, or authorizing the use or safety of a Large Family Child Care Home, or provides payment for services provided at the Large Family Child Care Home;

15.1.6 Refusal to respond to and cooperate with requests from representatives of the Office of Child Care Licensing, and other authorized State or local officials and allow for the announced or unannounced inspection of any area or aspect of the operation of the Large Family Child Care Home which affects or potentially affects the children in child care including access to unlicensed space of the Large Family Child

Care Home for the purposes of determining compliance and/or investigating complaints of non-conformity with applicable provisions of these Rules, or any other applicable codes, regulations, and laws including suspected child abuse and neglect;

- 15.1.7 Engagement in any activity, policy, practice or conduct that adversely affects or presents a serious or imminent danger, or risk thereof to the health, safety or well-being of children;
  - 15.1.8 Conduct that otherwise demonstrates unfitness by the Licensee, Substitute, a household or staff member to operate a Large Family Child Care home; or
  - 15.1.9 Operation of any activity not permitted under local, State or Federal law at the Large Family Child Care Home.
- 15.2 If the health, safety or well-being of children in child care is in serious or imminent danger, or risk thereof, the Office of Child Care Licensing may immediately suspend the Large Family Child Care License upon issuance of a suspension order. The suspension order may be verbal or written. Any verbal suspension order shall be followed by a written suspension order. Upon notification from the Office of Child Care Licensing of the initial suspension order, the Licensee shall cease operation of the Large Family Child Care Home. The written suspension order shall state the reason(s) for the suspension. Within ten (10) business days after the issuance of the written suspension order, the Licensee may relinquish the Large Family Child Care License to the Office of Child Care Licensing or request a suspension hearing at which the Licensee and/or Licensee's representative may be present. Upon request of the Licensee for a suspension hearing, the Division Director or his/her designee shall schedule a suspension hearing within ten (10) business days of the Licensee's request. The Division Director or his/her designee will make a determination if the suspension order will be continued.

## **16.0 Appeal**

- 16.1 If the Division intends to deny an application, or revoke a Large Family Child Care License to operate, the Division shall mail a notice of intent to deny or revoke the Large Family Child Care License to the Licensee. Such notice shall specify the Licensee's right to appeal the decision by requesting an administrative appeal hearing. The Licensee shall request an administrative hearing within ten (10) business days of receipt of the notice.
- 16.2 If a written request or a verbal request made by direct voice contact, for an administrative appeal hearing is received by the Division within ten (10) business days of the date the notice of the intent to deny or revoke was received, the Division shall schedule an administrative appeal hearing within thirty (30) business days from the date the request for an administrative appeal hearing is received, unless for good cause, the Hearing Officer grants postponement or parties agree to postponement.
- 16.3 The administrative appeal hearing shall be conducted by a Hearing Officer who has had no previous involvement in the matter prompting the administrative appeal hearing.
- 16.4 If a Licensee requests an administrative appeal hearing within ten (10) business days of the date the notice of intent to deny or revoke was received, the existing Large Family Child Care License shall remain in effect until an official written decision has been rendered subsequent to the administrative appeal hearing. The Office of Child Care Licensing shall have the authority to suspend the Large Family Child Care License immediately whenever the health, safety or well-being of children in child care is in serious or imminent danger or risk thereof.
- 16.5 If a Licensee does not make a request for an administrative appeal hearing within ten (10) business days of the date the notice of intent to deny or revoke was received, the action in such notice seeking to deny or revoke a Large Family Child Care License shall become final and binding without any further right of review and take effect thirty (30) business days after the issuance of the notice. However, where stated in the Division's notice, if the health, safety or well-being of children in child care is in serious or imminent danger or risk thereof, denial or revocation shall be effective immediately upon the issuance of a written notice by the Division.

## **17.0 Rule Variances**

- 17.1 Upon the written request of an Applicant or Licensee, the Division may grant a variance from these Rules if the Applicant or Licensee has documented to the satisfaction of the Division that the intent of the specific Rule shall be satisfactorily achieved in a manner other than that prescribed by the Rule and that the health, safety or well-being of children in child care is not in serious or imminent danger or risk thereof.
- 17.2. The Division may require a Licensee to provide notice of a variance request to the parent(s)/guardian(s) with children in the Large Family Child Care Home to offer them the opportunity to provide input on the variance request to the Division.

- 17.3 The Division shall render its decision on the request for variance in writing, including the conditions and Rules for which the variance is granted, and shall send a signed copy of the decision to the Applicant or Licensee. A copy of the decision shall be maintained on file by the Division and the Applicant or Licensee.
- 17.4 The variance may be, at the Office of Child Care Licensing's discretion, time-limited or indefinite but shall only remain in effect as long as the Licensee continues to satisfactorily achieve the intent of the Rule, conditions of the variance, and maintain the health, care, safety, protection, supervision, or guidance of children in child care.
- 17.5 The Division shall monitor the Licensee's compliance with the variance. If the Licensee fails to comply with the variance, the Division shall initiate necessary enforcement action and may revoke the variance.

### **PART III. PROVISIONS FOR OPERATION OF A LARGE FAMILY CHILD CARE HOME**

#### **18.0 General Qualifications and Requirements of Licensee, Household Members, and Person with Direct Access to Children**

- 18.1 The Licensee, household members, and any person that may be entitled by virtue of his/her position such as but not limited to business ownership, corporate officer, or board membership to direct access to children at the Large Family Child Care Home shall not have any conviction, current indictment, outstanding warrant, or substantial evidence of involvement in:
- 18.1.1 Any activity involving violence against a person;
  - 18.1.2 Child abuse or neglect;
  - 18.1.3 Possession, sale or distribution of illegal drugs;
  - 18.1.4 Sexual misconduct;
  - 18.1.5 Gross irresponsibility or disregard for the safety of others; or
  - 18.1.6 Serious violations of accepted standards of honesty or ethical behavior.
- 18.1.6.1 The Department may, at its own discretion, make exceptions to the above Rule when it is documented that the health and safety of children would not be endangered except as prohibited by the Child Protection Registry Law as defined by **Delaware Code**, Title 16, Chapter 9, Subchapter II, Subsection 923.
- 18.2 The Licensee shall ensure that within five (5) business days of a current household member turning eighteen (18) years of age, an individual who is eighteen (18) years of age becoming a new household member, or any new person who may be entitled by virtue of his/her position regarding the Large Family Child Care Home such as but not limited to business ownership, corporate officer, or board membership to direct access to children at the Large Family Child Care Home, such individual is fingerprinted by the Delaware State Police for Large Family Child Care. The Licensee shall provide verification of such fingerprinting to the Office of Child Care Licensing within fourteen (14) business days of when the fingerprinting occurred.
- 18.2.1 The Office of Child Care Licensing may, when there is cause to believe the health, safety, or welfare of a child in child care may be at risk, request consent from a parent/guardian for a background check on a household member under eighteen (18) years of age.
- 18.3 The Licensee shall ensure that household members eighteen (18) years of age and older, or any new person who may be entitled by virtue of his/her position regarding the Large Family Child Care Home such as but not limited to business ownership, corporate officer, or board membership to direct access to children at the Large Family Child Care Home are not left alone with children in child care at the Large Family Child Care Home until the results of all background checks are completed, suitability is determined and such household members or any new person who may be entitled by virtue of his/her position regarding the Large Family Child Care Home to direct access to children at the Large Family Child Care Home, are approved by the Office of Child Care Licensing.
- 18.4 Any person who has relinquished or otherwise lost custody of his/her children shall present documentation to the Department regarding the circumstances of this relinquishment or loss of custody, for consideration in determining the suitability of licensure at the Large Family Child Care Home.
- 18.5 Any person, including someone who may be entitled by virtue of his/her position regarding the Large Family Child Care Home such as but not limited to business ownership, corporate officer, or board membership to direct access to children at the Large Family Child Care Home, convicted of any offense defined as child sex abuse in **Delaware Code**, Title 11 shall not reside or provide child care in a Large Family Child Care Home.
- 18.6 The Licensee shall ensure that copies of his or her health appraisal and the health appraisal of adult household members are kept on file at the Large Family Child Care Home and updated to be consistent with household composition.

- 18.7 The Licensee and household members shall provide written documentation from a health care provider for the follow-up for known health problems to the Office of Child Care Licensing for the purposes of determining whether the health problem might create a significant risk to children.
- 18.8 The Licensee and household members shall not be diagnosed or under treatment for any serious mental illness which might create a significant risk of harm to children and provide written documentation from a health care provider to the Office of Child Care Licensing for the purposes of determining whether a mental illness might create a significant risk to children.
- 18.9 The Licensee shall not consume or be under the influence of alcohol, illegal drugs or substances, misuse prescription or non-prescription medication(s), any of which adversely affects the ability to provide child care and the operation of the Large Family Child Care Home.
- 18.10 The Licensee shall not provide care for individuals requiring convalescent or nursing care at the Large Family Child Care Home during the hours children are in child care.
- 18.11 The Licensee shall not provide foster care at the Large Family Child Care Home for children or adults without the prior written approval of the Department.
  - 18.11.1 The decision for dual service shall be made by the Administrator based upon the recommendation of the Child Care Licensing Specialist and Foster Home Coordinator of the placing agency. The recommendation shall consider the specific needs of potential child care children and foster care placements.
  - 18.11.2 The written approval shall include the number and ages of children/adults to be cared for in each program in accordance with requirements.
  - 18.11.3 The decision for dual service shall be reviewed periodically.
  - 18.11.4 Foster care children of preschool age and younger shall be counted in the capacity of the Large Family Child Care Home.

#### **19.0 General Qualifications and Requirements of Staff Members**

- 19.1 The Licensee shall have on file for each staff member at least two (2) letters of reference from two (2) adults who are familiar with the staff member but who are not related to the staff member. These references shall verify that the staff member is of good character and reputation, respects and understands children, and is sensitive to meeting their needs.
- 19.2 The Licensee shall ensure that each staff member is able to read, understand and carry out the *Delaware Rules for Large Family Child Care Homes*.
- 19.3 The Licensee shall ensure that each staff member has the ability to do the following:
  - 19.3.1 Understand and respect children and their families and culture;
  - 19.3.2 Meet the needs of children including, but not limited to, their physical needs such as feeding and diapering;
  - 19.3.3 Supervise children to ensure their safety and health during all activities of child care;
  - 19.3.4 Support children's physical, intellectual, social and emotional growth;
  - 19.3.5 Deal with emergencies in a calm manner; and
  - 19.3.6 Carry out methods of positive behavior management as stipulated in these Rules.
- 19.4 The Licensee shall not employ or retain any person with any conviction, current indictment, outstanding warrant, or substantial evidence of involvement in:
  - 19.4.1 Any activity involving violence against a person;
  - 19.4.2 Child abuse or neglect;
  - 19.4.3 Possession, sale or distribution of illegal drugs;
  - 19.4.4 Sexual misconduct;
  - 19.4.5 Gross irresponsibility or disregard for the safety of others; or
  - 19.4.6 Serious violations of accepted standards of honesty or ethical behavior.
    - 19.4.6.1 The Department may, at its own discretion, make exceptions to the above Rule when it is documented that the health and safety of children would not be endangered except as prohibited by the Child Protection Registry Law as defined by **Delaware Code**, Title 16, Chapter 9, Subchapter II, Subsection 923.
- 19.5 The Licensee shall not employ or retain in any capacity any person whose child or children are removed from his/her custody because of abuse, neglect, or dependency.
  - 19.5.1 A person who has relinquished or other wise lost custody of his/her children shall present documentation to the Department regarding the circumstances of this relinquishment or loss of custody, for consideration in determining the suitability for employment at the Large Family Child Care Home.

- 19.6 The Licensee shall not employ or retain in any capacity any person convicted of any offense defined as child sex abuse in **Delaware Code**, Title 11, Chapter 85, Subchapter IV, Subsection 8550.
- 19.7 The Licensee shall require a staff member to sign a release of employment history form provided by the Office of Child Care Licensing that permits the Office of Child Care Licensing to obtain service letters as per **Delaware Code**, Title 19, Chapter 7, Section 708 from the staff member's current or most recent previous employer, and any health care facility and/or child care facility for which the staff member was employed within the past five (5) years.
- 19.7.1 If a staff member has no prior employment, five (5) letters of reference as specified in Rule 7.10.1 shall be required to be provided;
- 19.7.2 Volunteers who will be alone with children shall be required to provide service letters regardless of time spent at the Large Family Child Care Home providing unpaid services; or
- 19.7.3 Volunteers who are not alone with children and are providing unpaid services of less than five (5) days or forty (40) hours a year shall not be required to provide service letters.
- 19.8 The Licensee shall require each staff member to be fingerprinted by the Delaware State Police for Large Family Child Care as soon as they are hired or schedule an appointment to be fingerprinted no later than the fifth business day. The staff member shall be required to provide the fingerprint verification form to the licensee as proof of being fingerprinted.
- 19.8.1 Volunteers who will be alone with children shall be required to be fingerprinted regardless of time spent at the Large Family Child Care Home providing unpaid services; or
- 19.8.2 Volunteers who are not alone with children and are providing unpaid services of less than five (5) days or forty (40) hours a year shall not be required to fingerprinted.
- 19.9 The Licensee shall request the results of an adult abuse registry check through the Department of Health and Social Services for a staff member as soon as they are hired or no later than the fifth business day.
- 19.10 The Licensee shall ensure that a staff member is not left alone with children in child care at the Large Family Child Care Home until the results of all background checks are completed, suitability is determined and the staff member is approved by the Office of Child Care Licensing.
- 19.11 The Licensee shall ensure that a staff member provides or authorizes the release of information to the Office of Child Care Licensing as required to determine that the health, safety or welfare of any child would not be at risk.
- 19.11.1 The Office of Child Care Licensing may, when there is cause to believe the health, safety, or welfare of a child in child care may be at risk, request medical, psychological, counseling, school, probation and/or Division of Family Services records.
- 19.12 The Licensee shall ensure that a staff member provides written evidence of a health appraisal attesting to his/her health on file at the Large Family Child Care Home within the first month of employment.
- 19.12.1 The written report from a health care provider shall have been completed within one (1) year and include, at a minimum:
- 19.12.1.1 Health history;
- 19.12.1.2 Physical exam;
- 19.12.1.3 Vision and hearing screening;
- 19.12.1.4 Freedom from communicable tuberculosis (Tb) verified within one (1) year prior to the date of initial employment at the Large Family Child Care Home, with further testing every fifth year of employment;
- 19.12.1.5 A review of immunization status (such as measles, mumps, rubella, diphtheria, tetanus, and polio);
- 19.12.1.6 A review of occupational health concerns;
- 19.12.1.7 Assessment of need for vaccines against illnesses such as but not limited to, influenza, pneumococcus, and hepatitis B, and of risk from exposure to common childhood infections, such as parvovirus, CMV, and chicken pox; and
- 19.12.1.8 Assessment of health related limitations or communicable diseases that may impair a person's ability to perform the child care or have direct access to children.
- 19.13 The Licensee shall ensure that a staff member provides written documentation from a health care provider for the follow-up for known health problems to the Office of Child Care Licensing for the purposes of determining whether the health problem might create a significant risk to children.
- 19.14 The Licensee shall ensure that a staff member is not diagnosed or under treatment for a serious mental illness which might create a significant risk of harm to children and provides written documentation from a health care provider to the Office of Child Care Licensing for the purposes of determining whether a mental illness might create a significant risk to children.

- 19.15 The Licensee shall have no other employment during the hours that children are in child care or participate in activities that distract from providing child care if also serving as a staff member.
- 19.16 The Licensee shall ensure that providing child care is the primary focus during the hours of operation of the Large Family Child Care Home and that any staff member does not participate in activities that distract from providing child care during that time. Examples of such distracting activities include but are not limited to:
- 19.16.1 Socializing or entertaining friends, family or others;
  - 19.16.2 Using, playing with, or watching television, VCR's, DVD's, computers or other electronic equipment;
  - 19.16.3 Unnecessarily communicating with others on the telephone, cell phone, computer, or other communication equipment;
  - 19.16.4 Doing intensive housework, household chores, home repairs, or remodeling tasks; and
  - 19.16.5 Involving oneself in hobbies, craft making, or leisure pursuits.
- 19.17 The Licensee shall inform each staff member that he or she shall not consume or be under the influence of alcohol, illegal drugs or substance, misuse prescription or non-prescription medication(s), any of which adversely affects his or her ability to provide child care and the operation of the Large Family Child Care Home.

## **20.0 Qualification Process**

- 20.1 A Licensee shall ensure that he/she and each staff member at a Large Family Child Care Home submits written documentation such as copies of training certificates, transcripts, and/or diplomas to the Office of Child Care Licensing successfully demonstrates meeting the qualifications of a particular position and any other required training as stated in these Rules.
- 20.2 Other training may be acceptable when demonstrated to be equivalent to meeting the qualifications in these Rules. The Licensee or staff member shall provide documentation which supports his/her assertion that other training meets the qualification. The Office of Child Care Licensing shall make the final determination if the other training is equivalent to the qualifications.

## **21.0 Previously Licensed Large Family Child Care Home**

- 21.1 The Owner (renamed as Licensee in these Rules), Caregiver (renamed as Large Family Child Care Provider in these Rules) or Associate Caregiver (renamed as Large Family Child Care Assistant) of a Large Family Child Care Home that was licensed before the effective date of these Rules may continue to qualify for the former positions as stated in the previous *Delacare: Requirements for Large Family Child Care Homes (1994)* only if remaining at the previously licensed Large Family Child Care Home.
- 21.1.1 Staff members hired after the effective date of these Rules at a Large Family Child Care Home that was licensed before the effective date of these Rules shall be required to meet the qualifications of these Rules for that position.

## **22.0 Licensee**

- 22.1 The Licensee shall:
- 22.1.1 Be at least twenty-one (21) years of age;
  - 22.1.2 Have at least twenty-four (24) months of experience working with children in a group setting;
  - 22.1.3 Have at least a high school diploma or its equivalent;
  - 22.1.4 Be able to read, understand and carry out the *Delacare: Rules for Large Family Child Care Homes*; and
  - 22.1.5 Have the ability to do the following:
    - 22.1.5.1 Understand and respect children and their families and culture;
    - 22.1.5.2 Meet the needs of children including, but not limited to, their physical needs such as feeding and diapering;
    - 22.1.5.3 Supervise children to ensure their safety and health during all activities of child care;
    - 22.1.5.4 Support children's physical, intellectual, social and emotional growth;
    - 22.1.5.5 Deal with emergencies in a calm manner; and
    - 22.1.5.6 Carry out methods of positive behavior management as stipulated in these Rules.
- 22.2 The Licensee shall serve as or appoint a person to serve as Large Family Child Care Provider of the Large Family Child Care Home.
- 22.3 The Licensee shall be considered a staff member and actively involved if present at the Large Family Child Care Home during the hours of operation for seven (7) or more hours per week and is required to follow all Rules concerning a staff member of a Large Family Child Care Home.

- 22.4 The Licensee shall only count toward staff/child ratios if fully qualified as at least a Large Family Child Care Assistant as described in Rule 27.1 when not left alone with children or in Rule 28.1 when left alone with children.

### **23.0 Administrative Training**

- 23.1 The Licensee or Large Family Child Care Provider of a Large Family Child Care Home licensed on or after the effective date of these Rules shall have at least nine (9) clock hours of training related to the administrative duties such as human resources/personnel and fiscal management for operating a Large Family Child Care Home or child care facility unless such duties are not the responsibility of the Licensee or Large Family Child Care Provider.
- 23.1.1 A written plan approved by the Office of Child Care Licensing shall be required if such duties are not the responsibility of the Licensee or Large Family Child Care Provider. The written plan shall identify the person/entity performing these duties and the qualifying factors regarding the person/entity. Any changes involving the person/entity performing these duties shall require a new plan approved by the Office of Child Care Licensing.

### **24.0 Large Family Child Care Provider**

- 24.1 The Licensee shall ensure that the Large Family Child Care Provider is at least twenty-one (21) years of age; has at least twenty-four (24) months of experience working with children in a group setting; has at least a high school diploma or its equivalent; and successful completion of at least one of the following qualifications:
- 24.1.1 *Training for Early Care and Education 1 and 2*;
- 24.1.2 A Child Development Associate Credential (CDA) that is kept valid/current;
- 24.1.3 Delaware Department of Labor's Early Childhood Apprenticeship Program;
- 24.1.4 A high school diploma from a vocational/technical high school three (3) year program in early childhood education approved by Delaware's Department of Education;
- 24.1.5 Nine (9) college/university credits — three (3) in early childhood education, three (3) in child development, and three (3) in positive behavior management;
- 24.1.6 One (1) year early childhood diploma program from a two (2) year college;
- 24.1.7 An Associate degree from an accredited college or university and six (6) college/university credits of child development or early childhood education; or
- 24.1.8 Qualified as an at least an Early Childhood Teacher as per *Delaware Rules for Early Care and Education and School-Age Centers*.

### **25.0 Large Family Child Care Provider – Infant and/or Toddler Care Training**

- 25.1 The Licensee shall ensure that prior to accepting and caring for one (1) or more infant(s) and/or toddler(s), as described in Rules 39.8 and 39.9, the Large Family Child Care Provider (or Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) has successfully completed at least six (6) clock hours of training as accepted or approved by the Office of Child Care Licensing in infant and/or toddler child development. Infant training may be taken if only providing care for infants, and toddler training may be taken if only providing care for toddlers.
- 25.2 The Licensee shall ensure that the Large Family Child Care Provider (or Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) has at least twenty (20) clock hours of training as accepted or approved by the Office of Child Care Licensing that includes development, curriculum or educational activities, health, safety, and nutrition specifically related to infants and/or toddlers when approved as a Type Two (2) (Infant/Toddler Home, see Rule 39.8). Infant training may be taken if only providing care for infants, and toddler training may be taken if only providing care for toddlers.

### **26.0 Large Family Child Care Assistant**

The Licensee shall ensure that the Large Family Child Care Assistant is at least eighteen (18) years of age; and has a high school diploma or its equivalent.

### **27.0 Large Family Child Care Assistant – No Previous Experience or Training**

- 27.1 The Licensee shall require the Large Family Child Care Assistant without experience or training to remain under the supervision and direct observation of the Large Family Child Care Provider — may not be left alone with a child or group of children at any time — and successfully complete at least the following:

- 27.1.1 ~~Proof of completing First Aid course and current certification in CPR within six (6) months of the date of hire. The First Aid and CPR training shall be in accordance with the ages of the children enrolled in the Large Family Child Care Home at any given time; and~~
- 27.1.2 ~~Twelve (12) clock hours of training within twelve (12) months of the date of hire. This training shall be approved by the Office of Child Care Licensing specifically for qualifying for a Large Family Child Care Assistant and include at least three (3) clock hours in each of the following topic areas: Child Development, Educational Activities for Children, Positive Behavior Management, and Families/Communities; or~~
- 27.1.3 ~~Qualified as an Early Childhood Intern as per *Delacare: Rules for Early Care and Education and School-Age Centers (2007)* within twelve (12) months of the date of hire.~~
  - 27.1.3.1 ~~Any training in the above subsections shall count toward the first year's annual training requirement as per Rule 30.1 if successfully completed.~~

## **28.0 Large Family Child Care Assistant – With Experience and Training**

- 28.1 ~~The Licensee shall require the Large Family Child Care Assistant with training and experience to be under the supervision but not always under the direct observation of the Large Family Child Care Provider – may be left alone with a child or group of children – and have at least six (6) months of experience working with children in a group setting; and successfully complete at least one of the following:~~
  - 28.1.1 ~~Sixty (60) clock hours of training with at least a minimum of three (3) clock hours in each of the following core topic areas: Child Development Educational Activities for Children, Positive Behavior Management, Health, Safety, Nutrition, Families/Communities, and Professionalism;~~
  - 28.1.2 ~~Three (3) college/university credits in courses related to any of the following core topic areas: Child Development, Educational Activities for Children, Positive Behavior Management, Health, Safety, Nutrition, Families/Communities, and Professionalism; or~~
  - 28.1.3 ~~Qualified as at least an Early Childhood Assistant Teacher as per *Delacare: Rules for Early Care and Education and School-Age Centers (2007)*.~~

## **29.0 First Aid and CPR Training**

- 29.1 ~~The Licensee shall ensure that staff members specifically including the Substitute used for non-emergency situations as stated in Rules 32.6.2, 32.6.3, 32.6.4 and 32.7 shall have:~~
  - 29.1.1 ~~Proof of current First Aid training or First Aid training taken every three (3) years if there is no expiration date;~~
  - 29.1.2 ~~Proof of current certification in cardiopulmonary resuscitation (CPR); and~~
  - 29.1.3 ~~The First Aid training and CPR certification shall be in accordance with the ages of the children enrolled in the Large Family Child Care Home at any given time.~~

## **30.0 Annual Training**

- 30.1 ~~The actively involved Licensee, Large Family Child Care Provider, and Large Family Child Care Assistant (or Caregiver or Associate Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) shall successfully complete at least fifteen (15) clock hours of annual training as accepted or approved by the Office of Child Care Licensing.~~
  - 30.1.1 ~~Annual training shall be within at least three (3) different core areas associated with ensuring health, safety or enhancing quality in child care in the Large Family Child Care Home as specified under subsection 30.1.3 (below) of this Rule.~~
  - 30.1.2 ~~Annual training may be within one (1) or two (2) core areas if the Licensee or staff member is applying credits earned for successfully completing either a college/university course or the training is six (6) or more clock hours in length.~~
  - 30.1.3 ~~Topics shall include the following core areas: Child Development, Educational Activities for Children, Positive Behavior Management, Health, Safety, Nutrition, Families/Communities, Professionalism, and Business Practices/Administration related to operating a Large Family Child Care Home or child care facility.~~
- 30.2 ~~The actively involved Licensee, Large Family Child Care Provider, and Large Family Child Care Assistant (or Caregiver or Associate Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) shall complete annual training during the time period beginning at the start date and ending at the expiration date of the License.~~

## **31.0 Volunteer**



- 31.1 The Licensee shall ensure that a volunteer is at least eighteen (18) years of age and, when not considered a staff member, is always under the supervision of the Large Family Child Care Provider and direct observation of at least the Large Family Child Care Assistant who is qualified as specified in Rules 26.0 and 28.1 to be alone with children.
- 31.2 The Licensee shall ensure that a volunteer counting toward the staff/child ratio is:
  - 31.2.1 Required to follow all Rules concerning a staff member;
  - 31.2.2 Qualified as at least a Large Family Child Care Assistant as specified in Rules 26.0 and 27.0.1 if not left alone with children or Rules 26.0 and 28.1 if left alone with children; and
  - 31.2.3 Present during the hours of operation for at least seven (7) or more hours per week.

### **32.0 Use of a Substitute (Also see Rules 19.1 through 19.17 and 29.0)**

- 32.1 The Licensee shall at minimum have an arrangement with a Substitute who is at least eighteen (18) years of age and available to assist in an emergency which is defined as an unplanned event or condition such as a serious or sudden illness, accident, or urgent circumstance requiring the immediate attention of the Large Family Child Care Provider or Large Family Child Care Assistant.
- 32.2 The Licensee shall ensure the name, address and telephone number of the Substitute is provided to the Office of Child Care Licensing and posted with other emergency numbers in the Large Family Child Care Home.
- 32.3 The Licensee shall document on the form provided by the Office of Child Care Licensing that the Substitute is oriented to these Rules and the policies and procedures of the Large Family Child Care Home and has had the opportunity to ask questions and receive clarification before providing child care.
- 32.4 The Licensee shall review written information as provided by the Office of Child Care Licensing on safe sleeping practice, risk reduction of Sudden Infant Death Syndrome (SIDS), and child abuse and neglect reporting with the Substitute before he/she provides child care.
- 32.5 The Licensee shall ensure the Substitute has access to each child's file in the Large Family Child Care Home and has been informed of any special or emergency information about each child and any issues of confidentiality regarding a child's information.
- 32.6 The Licensee shall have the choice to close the Large Family Child Care Home or use a Substitute who provides child care in the Large Family Child Care Home in the absence of the Large Family Child Care Provider or Large Family Child Care Assistant. Prior notification to and approval for the use of the Substitute from the Office of Child Care Licensing is not required in the following situations:
  - 32.6.1 Emergencies as defined in Rule 32.1;
  - 32.6.2 Medical appointments;
  - 32.6.3 School appointments; or
  - 32.6.4 Time off for up to one (1) full week.
- 32.7 The Licensee shall have the choice to close the Large Family Child Care Home or use a Substitute who provides child care in the Large Family Child Care Home. Prior notification (see Rule 11.3) to and approval for the use of the Substitute from the Office of Child Care Licensing is required in the following situations:
  - 32.7.1 Participating in training/classes held for three (3) or more sessions, student teaching, internship or practicum related to meeting qualifications, or annual training requirements as required under these Rules;
  - 32.7.2 Time off for more than one (1) full week with child care provided in the Large Family Child Care Home in the absence of the Large Family Child Care Provider or Large Family Child Care Assistant; or
  - 32.7.3 Medical or maternity leave for more than one (1) full week with child care provided in the Large Family Child Care Home and the Large Family Child Care Provider or Large Family Child Care Assistant remaining in attendance at the Large Family Child Care Home.
- 32.8 The Licensee shall inform the parent(s)/guardian(s) in advance whenever a Substitute will be caring for their children unless it is an emergency situation that does not allow time for notification. This notification shall include the identity of the Substitute.

### **33.0 Personnel Files**

- 33.1 The Licensee shall have a personnel file for each staff member that includes the following information:
  - 33.1.1 Name, date of birth, home address and telephone number;
  - 33.1.2 Date of employment or volunteer start date;
  - 33.1.3 Initial application form;
  - 33.1.4 Reference letters;
  - 33.1.5 Release of employment history form, Service Letters obtained and/or pertinent documentation;

- 33.1.6 Documents attesting to professional development plans and qualifications;
- 33.1.7 Written records of required medical examinations and tuberculosis testing;
- 33.1.8 A statement signed by the staff member attesting to his or her status relative to any conviction, current indictment, or substantial evidence of involvement in any activity involving violence against a person, child abuse or neglect; possession, sale or distribution of illegal drugs; sexual misconduct; gross irresponsibility or disregard for the safety of others; or serious violations of accepted standards of honesty or ethical behavior; or any case of child abuse or neglect substantiated by the Division of Family Services or the respective responsible entity in any other State or Country.
- 33.1.9 Verification of fingerprinting form;
- 33.1.10 Release form and verification of adult abuse registry check;
- 33.1.11 If transporting children, a copy of a current driver's license;
- 33.1.12 Copy of job description;
- 33.1.13 Orientation form that includes written documentation that the information as required in Rule 35.1, was initially and periodically reviewed;
- 33.1.14 Record of attendance at training regarding annual training hours and/or meeting qualifications; and
- 33.1.15 Date of termination.

### **34.0 Personnel Policies**

- 34.1 The Licensee shall have written personnel policies and practices and make them available to the staff member.
  - 34.1.1 These policies shall include, as appropriate, procedures for hiring, discipline, dismissal, suspension and lay-off of the staff member in accordance with applicable laws.
  - 34.1.2 A statement signed by the staff member on the orientation form shall confirm the review of relevant personnel policies and practices and has had the opportunity to ask questions and receive clarification.
- 34.2 The Licensee shall have a written description for every staff member's job position at the Large Family Child Care Home

### **35.0 Orientation For Staff Members**

- 35.1 The Licensee shall document that each staff member has been given an orientation training session with the opportunity to ask questions and receive clarification at the beginning of employment at the Large Family Child Care Home and periodic updates as information is revised on the following:
  - 35.1.1 Emergency and evacuation procedures;
  - 35.1.2 Policies on positive behavior management, routine and emergency health care, child accident and injury procedures, administration of medication, child care, goals and program for children, recordkeeping, family involvement, safety and sanitation procedures, nutrition and food safety, safe sleeping practices and risk reduction of Sudden Infant Death Syndrome (SIDS), transporting children (if applicable), and release of children;
  - 35.1.3 Personnel and administrative policies;
  - 35.1.4 Child abuse and neglect law and reporting requirements and procedures to report abuse and neglect;
  - 35.1.5 Recognition of the symptoms of childhood illnesses, including reportable communicable diseases, child abuse, sexual abuse and neglect;
  - 35.1.6 Information on any other Federal or State Laws or regulations applicable to children and families in child care including non-discrimination; and
  - 35.1.7 Applicable *Delaware*; Rules for Large Child Care Homes and the location of a copy of the complete Rules which shall be made available at the Large Family Child Care Home to review whenever requested.

### **36.0 Child Abuse and Neglect**

- 36.1 The Licensee shall provide each staff member of the Large Family Child Care Home with written information governing the reporting provision (as mandated reporters) of the Delaware child abuse and neglect law(s) and regulations, policies and procedures for reporting and documenting suspected abuse and neglect, and maintain on file written documentation of their receipt of this information.
- 36.2 The Licensee shall not discourage, inhibit, penalize or otherwise impede any staff member from reporting any suspected or alleged incident of child abuse or neglect.
- 36.3 The Licensee shall develop, adopt, follow and maintain on file written policies and procedures for handling any incident of suspected child abuse or neglect which occurs while a child is enrolled at the Large Family Child Care Home. The policies and procedures shall contain provisions specifying that:

- 36.3.1 The Licensee and/or staff members shall immediately report the suspected abuse or neglect as required by Law;
- 36.3.2 The Licensee shall immediately take remedial action to protect children from harm;
- 36.3.3 The Licensee shall take long-term corrective action to eliminate the factors or circumstances that may have caused or may have otherwise resulted in a continuing risk of abuse or neglect to children if the abuse or neglect occurred at the Large Family Child Care Home;
- 36.3.4 The staff member alleged to have perpetrated an incident of child abuse or neglect at the Large Family Child Care Home shall not have direct contact with any child, or be reassigned to other duties that do not involve contact with children until the investigation of the incident has been completed; and
- 36.3.5 The Licensee shall take disciplinary action, up to and including termination as required by Rules 17.3.1, 17.3.4 and 17.3.5 and by Law, against any staff member who has committed an act of child abuse or neglect.

### **37.0 Staffing**

- 37.1 The Licensee shall ensure that the Large Family Child Care Home has at least one (1) staff member who meets the qualifications for the position of Large Family Child Care Provider (or Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules).
- 37.2 The Licensee shall ensure that the Large Family Child Care Home has at least one (1) staff member who meets the qualifications for the position of Large Family Child Care Assistant (or Associate Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules).
- 37.3 The Licensee shall ensure that both a Large Family Child Care Provider and a Large Family Child Care Assistant (or both a Caregiver and Assistant Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) are present at the Large Family Child Care Home when seven (7) or more children preschool age or younger are in attendance, or when five (5) or more children under the age of twelve (12) months are in attendance.
- 37.4 The Licensee shall ensure that a staff member who meets the qualifications of the Large Family Child Care Provider (or Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) is present at the Large Family Child Care Home at least seventy-five percent (75%) of the hours of operation.
  - 37.4.1 Two (2) Large Family Child Care Assistants (or two Associate Caregivers for Large Family Child Care Homes licensed before the effective date of these Rules) may be present at the Large Family Child Care Home when seven (7) or more children preschool age or younger are in attendance, or when five (5) or more children under the age of twelve (12) months are in attendance but for no more than twenty-five percent (25%) of the hours of operation.
- 37.5 The Licensee shall ensure that when the ratio of children to staff members at the Large Family Child Care Home is the same as a Level I or II Family Child Care Home (see *Delaware: Rules for Family Child Care Homes*) for at least a full shift, only one staff member qualified as a Large Family Child Care Provider is required to be present at the Large Family Child Care Home during at least seventy-five percent (75%) of the hours of operation of the full shift and, for the other twenty-five percent (25%), only one Large Family Child Care Assistant may be present.
- 37.6 The Licensee shall ensure that staff members are responsible for the supervision of any child in the Large Family Child Care Home at all times.
- 37.7 The Licensee shall ensure that children of any age present at the Large Family Child Care Home are not responsible for performing child care duties at any time.

### **38.0 Daily Attendance of Staff**

The Licensee shall keep a written record of the daily schedule of the staff members, including their position titles, and their exact hours worked throughout the hours of operation of the Large Family Child Care Home.

### **39.0 Staff To Child Ratios**

- 39.1 The actual number of children allowed at the Large Family Child Care Home or total capacity at any given time shall be determined by the staff members' experience, qualifications, ages of the children living in and/or present at the Large Family Child Care Home, and the amount of usable space for child care in the Large Family Child Care Home.
- 39.2 Any child preschool age or younger, living in and/or present the Large Family Child Care Home shall count toward the total capacity.

- 39.3 Any school-age child living in and/or present at the Large Family Child Care Home who is not attending a public or private school outside of the Large Family Child Care Home shall count toward the total capacity and will be required to take the place or slot of a child preschool-age or younger.
- 39.4 Any school-age child living in and/or present at the Large Family Child Care Home shall not count toward the total capacity if attending a public or private school outside of the Large Family Child Care Home.
- 39.5 Any school-age child not living in and present at the Large Family Child Care Home shall count toward the total capacity and may attend only for before and/or after school, and/or during school holidays, and/or school vacation in the summer.
- 39.6 Staff member(s)' child(ren) of any age at the Large Family Child Care Home shall count toward the total capacity.
- 39.7 A Type One (1) Large Family Child Care Home shall be licensed to provide child care as follows:
  - 39.7.1 Total of twelve (12) children preschool-age or younger, and two (2) additional school-age children that do not live in the Large Family Child Care Home and attend only for before and/or after school, and/or during school holidays, and/or school vacation during the summer;
    - 39.7.1.1 No more than two (2) of the twelve (12) children as mentioned above are under the age of twelve (12) months; and
    - 39.7.1.2 No more than four (4) of the twelve (12) children as mentioned above are under the age of twenty-four (24) months.
- 39.8 A Type Two (2) Large Family Child Care Home (Infant/Toddler Home) shall be licensed to provide child care as follows:
  - 39.8.1 Total of twelve (12) children preschool-age or younger who are primarily infants and toddler. Child care in an Infant/Toddler Home may also be provided for preschool-age children in accordance with the *Delacare: Rules for Large Family Child Care Homes*.
    - 39.8.1.1 If six (6) or more children under the age of twenty-four (24) months are present, a third staff member qualified as least a Large Family Child Care Assistant (or Associate Caregiver for Large Family Child Care Homes licensed before the effective date of these Rules) shall be required to be present.
    - 39.8.1.2 Care for school-age children who do not live in the Large Family Child Care Home and additional children of any age due to a change of shift shall not be permitted in a Type Two (2) Large Family Child Care Home (Infant/Toddler Home).

#### **40.0 Change of Shift Ratio**

- 40.1 The Licensee may provide child care for up to two (2) additional children for up to two (2) hour period of time overlapping between two (2) full shifts.
  - 40.1.1 Change of shift child care shall only be provided if prior approval is received from the Office of Child Care Licensing.
  - 40.1.2 The Licensee shall make a request in writing to the Office of Child Care Licensing and provide information on the ages of the children and exact time involved.
  - 40.1.3 Before/after school child care shall not be provided when caring for additional children during a change of shift.
  - 40.1.4 The number of children younger than twenty-four (24) months of age shall not be exceeded as specified in Rules 39.7 and 39.8.

#### **41.0 Night Child Care Ratio**

- 41.1 The Licensee shall provide child care for no more than twelve (12) children of any age when providing night child care in the evening or overnight. This includes children preschool-age or younger living in the Large Family Child Care Home who may sleep in his or her own bedroom. Additional restrictions on the number of children in night child care may apply based on State Fire Marshal regulations or zoning.
  - 41.1.1 The Licensee shall ensure staff members remain awake at all times children are in child care.

### **IV. LICENSEE RESPONSIBILITIES**

#### **42.0 Enrollment**

The Licensee shall provide any parent/guardian prior to enrolling a child in the Large Family Child Care Home with information as furnished by the Office of Child Care Licensing detailing his or her right to inspect the active record and complaint files, procedures for making complaints, and how to find the Rules concerning a Large

~~Family Child Care Home as described in *The Parents Right to Know Act*. The Licensee shall have written verification that each parent/guardian has received this information by keeping the signed document in the child's file.~~

#### **43.0 Child Health Appraisal**

- 43.1 ~~The Licensee shall ensure that upon enrollment or no longer than one (1) month following enrollment that an age appropriate health appraisal is on file for each child unless required to enroll without immunization(s) such as specified in the McKinney-Vento Homeless Assistance Act or any applicable local, State and Federal laws. The health appraisal shall have been conducted within the last twelve (12) months prior to admission and signed by a health care provider. Health appraisals shall be updated yearly for children preschool-aged or younger and not yet in kindergarten, including school-age children who are not attending a public or private school and are living in the Large Family Child Care Home, or in accordance with the recommended schedule for routine health supervision of the American Academy of Pediatrics. The health appraisal shall include:~~
  - 43.1.1 ~~A health history;~~
  - 43.1.2 ~~A physical and behavioral examination;~~
  - 43.1.3 ~~Growth and development;~~
  - 43.1.4 ~~Recommendations regarding required medication, restrictions or modifications of the child's activities, diet or care;~~
  - 43.1.5 ~~Medical information pertinent to treatment in case of emergency;~~
  - 43.1.6 ~~Documentation of any recommended or required screening or testing such as for blood lead or tuberculosis;~~
  - 43.1.7 ~~Documentation of the immunization status, with a listing of day, month and year of administration for each immunization required by the Division of Public Health as specified in Appendix, Recommended Childhood and Adolescent Immunization Schedule. For current information, the Licensee shall contact the Division of Public Health or refer to the CDC website – <http://www.cdc.gov/nip/recs/child-schedule.htm>.~~
    - 43.1.7.1 ~~The Licensee shall not permit a child to be admitted who is not age appropriately vaccinated according to the most recent directive from the Division of Public Health unless a written plan has been established (see below) or as required by law to be admitted without immunization(s) such as specified in the McKinney-Vento Homeless Assistance Act or any applicable local, State and Federal laws and regulations.~~
    - 43.1.7.2 ~~If a child has not received immunizations as required for his age, the Licensee shall require a written plan for updating the immunizations within a reasonable time frame to be submitted to the Licensee within fourteen (14) days of the child's admission or as required by law such as specified in the McKinney-Vento Homeless Assistance Act or any applicable local, State and Federal laws and regulations.~~
    - 43.1.7.3 ~~If the additional required immunizations are not completed within the time frame specified in the written plan, the child shall be excluded from the Large Family Child Care Home until the immunizations have been obtained and written documentation signed by the health care provider and has been submitted to the Licensee.~~
- 43.2 ~~The Licensee shall ensure that for school-age children, a copy of the most recent health appraisal required by the child's school is also on file at the Large Family Child Care Home.~~
- 43.3 ~~The Licensee shall ensure that a child whose parent(s)/guardian(s) objects to immunizations on a religious basis submits a notarized statement to the Licensee explaining that the exemption is in compliance with State law, or in the case where the health care provider provides written documentation that such immunizations may be detrimental to the child's health, the child will be exempt from the immunization requirement.~~

#### **44.0 Parent(s)/Guardian(s) Communication**

- 44.1 ~~The Licensee shall have an organized system of respectful communication with parent(s)/guardian(s) that includes verbally discussing the following information during the enrollment process and on-going as needed:~~
  - 44.1.1 ~~Explaining that parent(s)/guardian(s) visits and monitoring of the Large Family Child Care Home are welcomed;~~
  - 44.1.2 ~~Explaining nondiscriminatory practices and respect for each child's family and culture;~~
  - 44.1.3 ~~Consulting with parent(s)/guardian(s) about child care practices specific to their children's culture and community, and about providing as much consistency as possible in their child care practices especially concerning infants and toddlers.~~
  - 44.1.4 ~~Sharing an understanding that parent(s)/guardian(s) are of primary importance in children's development;~~

- 44.1.5 Identifying the on-going needs of the child including learning about parent(s)/guardian(s) preferences and goals and any concerns or special circumstances that may influence the child's development, behavior and learning;
- 44.1.6 Establishing a procedure for sharing each infant's feeding, sleeping, and other routine activities with the infant's parent(s)/guardian(s) at the end of each day;
- 44.1.7 Explaining safety procedures such as indoor and outdoor safety, fire safety, pets, first aid, smoking prohibited, and emergency planning;
- 44.1.8 Explaining sanitation procedures such as disinfecting, standard precautions, and diapering and toileting; and
- 44.1.9 Explaining typical routine care practices such as program for children including activities and equipment and sleeping-napping accommodations including procedures for night care, if provided.
- 44.2 The Licensee shall have an organized system of respectful communication with parent(s)/guardian(s) that incorporates the use of a written policy including information provided during the enrollment process and updated as needed on the following information:
  - 44.2.1 A typical daily schedule;
  - 44.2.2 Positive behavior management techniques;
  - 44.2.3 Health including emergency health care, health exclusions, and prevention of outbreak of communicable diseases;
  - 44.2.4 Food and nutrition;
  - 44.2.5 Procedures for release of children;
  - 44.2.6 Reporting of accidents, injuries or critical incidents;
  - 44.2.7 Mandatory reporting of child abuse and neglect;
  - 44.2.8 Administration of medication procedures;
  - 44.2.9 The use of safe sleep procedures for infants;
  - 44.2.10 The presence of any animals or household pets regardless of the location within the Large Family Child Care Home; and
  - 44.2.11 If provided, transportation of children.
- 44.3 A Licensee shall ensure that parents/guardians have free access to areas of the Large Family Child Care Home used for child care during the hours child care services are being provided while their children are in child care.

## **45.0 Child File**

- 45.1 The Licensee shall maintain an individual file for each child enrolled. The information in the file shall be obtained upon enrollment and updated at least annually or upon known changes to the information. The file shall contain the following information:
  - 45.1.1 The child's full name, address, telephone number, and birth date;
  - 45.1.2 Home and work addresses and telephone numbers of parent(s)/guardian(s);
  - 45.1.3 Date of enrollment and hours/days child is scheduled to attend the Large Family Child Care Home;
  - 45.1.4 Name, address and telephone number of emergency contact person other than parent(s)/guardian(s);
  - 45.1.5 Name of person(s) authorized by parent(s)/guardian(s) to whom the child may be released;
  - 45.1.6 The name and telephone number of the child's health care provider, health appraisal reports, and health insurance and policy number for the child, and if applicable, notarized statement regarding objection to immunization(s) or documentation from a health care provider regarding detrimental nature of immunization(s);
  - 45.1.7 If applicable, a written statement signed by the parent(s)/guardian(s) describing any special problems, medical, developmental, or educational needs of the child including allergies, existing illnesses, or injuries, previous serious illness or injuries and any prescription and non-prescription medication including those for both continuous, long-term and emergency situations;
  - 45.1.8 If applicable, written consents signed by parent(s)/guardian(s) special dietary needs, emergency medical treatment, release of child, swimming activities, administration of medication and permission for transporting the child on a routine or off-premises basis;
  - 45.1.9 If applicable, relevant copies of court orders on custody and visitation arrangements provided by the parents/guardian(s);

- 45.1.10 Documentation of any notices required by the Federal, State, local governments or the Office of Child Care Licensing such as information specified in *The Parents' Right to Know Act* signed by the parent(s)/guardian(s); and
- 45.1.11 Reports of accidents, injuries or illnesses involving the child.
- 45.2 The Licensee shall keep emergency information about the child accessible at all times and that such information will accompany the child any time the child is taken off the premises of the Large Family Child Care Home. This information shall include copies of the same information in the child's file except for the following:
  - 45.2.1 Date of enrollment and hours/days child is scheduled to attend the Large Family Child Care Home;
  - 45.2.2 Documentation of any notices required by the Federal, State, local governments or the Office of Child Care Licensing—see Rule 45.10; and
  - 45.2.3 Reports of accidents, injuries or illnesses involving the child.
- 45.3 The Licensee shall not disclose or permit the use of any information pertaining to an individual child or family unless the parent(s)/guardian(s) of the child has granted written permission to do so, or except in the course of official duties by representative(s) of the Office of Child Care Licensing, Division of Family Services, or other entities with statutory responsibility for issues relating to the health, safety and protection of children.

#### **46.0 Daily Attendance of Children**

- 46.1 The Licensee shall ensure that daily attendance records are kept for children which identify the hours of the children's attendance each day.
- 46.2 The Licensee shall ensure that a system is established for taking attendance when the children arrive and depart the Large Family Child Care Home.

#### **47.0 Release of Children**

- 47.1 The Licensee shall release children only released to persons authorized by the parent(s)/guardian(s).
- 47.2 The Licensee shall have a written policy for the release of children that includes using the following procedures:
  - 47.2.1 A process for documenting the release of a child from the responsibility of the staff members to an authorized person;
  - 47.2.2 A process for the emergency release of a child as requested by parent(s)/guardian(s);
  - 47.2.3 A process for handling situations in which a non-custodial parent attempts to claim the child without the consent of the custodial parent/guardian; and
  - 47.2.4 A process to be followed when a person not authorized to receive a child, or a person who appears to be intoxicated or otherwise incapable of bringing the child home safely, requests release of a child.
- 47.3 The Licensee shall have a procedure to verify the identity of an authorized person who is not previously known to staff member(s) prior to releasing the child and keep written documentation of such verification in the child's file.
- 47.4 The Licensee shall ensure that when a parent/guardian calls the Large Family Child Care Home requesting emergency release of a child, the identity of the parent/guardian is verified prior to the release of the child to the authorized person.

### **PART V. PHYSICAL ENVIRONMENT**

#### **48.0 General and Fire Safety**

- 48.1 The Licensee shall ensure every building, or part thereof used as a Large Family Child Care Home, is constructed, used, furnished, maintained and equipped in compliance with all applicable requirements established by Federal, State, local and municipal regulatory bodies.
  - 48.1.1 The Licensee shall have written certification of compliance from appropriate regulatory bodies governing zoning, building construction and safety, sanitation and fire safety.
- 48.2 The Licensee shall ensure that the physical facilities of the Large Family Child Care Home and grounds present no hazard to the health and safety of the children.
- 48.3 The Licensee shall ensure that the Large Family Child Care Home and its furnishings are kept in a clean and safe condition. All walls, floors, ceilings and other surfaces shall be clean and in good repair.
- 48.4 The Licensee shall ensure that the Large Family Child Care Home is kept free from rodent and insect infestation.

- 48.5 The Licensee shall ensure that screens in good repair are used on all windows, doors or other openings to the outside used for ventilation, provided that all requirements for fire safety have been met.
- 48.6 The Licensee shall ensure that any room in the Large Family Child Care Home used by the children is maintained at a minimum temperature of sixty-five (65) degrees Fahrenheit (F.) and a maximum of eighty-five (85) degrees F. unless there is a conflict with Federal and State energy Laws. The minimum and maximum temperatures shall be taken at floor level.
- 48.6.1 The Licensee shall be required to temporarily close the Large Family Child Care Home if the minimum or maximum room temperatures cannot be maintained during all of the hours of operation.
- 48.7 For a Large Family Child Care Home licensed on or after the effective date of these Rules, the Licensee shall ensure that air conditioning is used in any room used by children to keep the room comfortable as per Rule 48.6 during hot weather.
- 48.8 The Licensee shall be aware of extreme weather conditions such as storms producing excessive wind, rain (flooding), hail, sleet, and snow; poor air quality; heat and humidity including heat advisories; or cold temperatures including wind chill factors that could affect the well being or health of children. Children shall not be allowed to play outside during extreme weather conditions.
- 48.9 The Licensee shall ensure that all floor or window fans in the Large Family Child Care Home are inaccessible to children and bear the safety certification mark of a nationally recognized, independent, third party testing laboratory such as Underwriter Laboratories (UL).
- 48.10 The Licensee shall ensure that all heating and cooling equipment is safely shielded to prevent the injury of children.
- 48.10.1 Any heating equipment prohibited under State Fire Code or Federal, State or local governmental agencies such as the following items: unvented fuel fired heating equipment, including, but not limited to portable, open flame, and kerosene space heaters shall not be used.
- 48.10.2 Hot water pipes, steam radiators, electric space heaters, and wood-burning stoves shall be equipped with protective guards, or insulated, or inaccessible to protect children against burns.
- 48.10.3 Electric space heaters shall be listed by a nationally recognized, independent third party testing laboratory such as Underwriter Laboratories (UL) and, inaccessible to children, and stable.
- 48.10.4 Fireplaces shall be securely screened or equipped with protective guards while in use.
- 48.11 The Licensee shall ensure that protective covers are installed on all electrical receptacles in all areas accessible to the children.
- 48.12 The Licensee shall ensure that the Large Family Child Care Home has an in service cell or land line telephone.
- 48.13 The Licensee shall ensure that telephone numbers of the hospital, ambulance, police department, fire department, and poison control center are available for assistance in the area serving the location of the Large Family Child Care Home, or as requested for use by parent(s)/guardian(s) of the child enrolled, are posted on or near the telephone.
- 48.14 The Licensee shall ensure that an operable flashlight is accessible at all times.
- 48.15 The Licensee shall ensure that clear glass doors or low windows at or within twenty-four (24) inches of floor level in the rooms used by children in child care at the Large Family Child Care Home are clearly marked with a vision strip such as a decal(s), sticker(s), rail(s), or mesh located between one (1) and five (5) feet above floor level to reduce the risk of colliding with the glass.
- 48.16 The Licensee shall ensure that stairways over four steps, inside and outside, have railings when used by children in child care at the Large Family Child Care Home. Safety gates approved by the American Society for Testing and Materials (ASTM) at stairways shall be used at all times when infants and toddlers are in child care.
- 48.16.1 If the physical characteristics of the Large Family Child Care Home do not permit the installation of a safety gate(s) in accordance with the manufacturer's instructions, then the Licensee shall have and adhere to a plan which safely prevent the access of infants and toddlers to stairways.
- 48.17 The Licensee shall ensure that stairways, hallways, windows, and doors from rooms and from the Large Family Child Care Home are unobstructed not blocked by furnishings or other materials that inhibit movement and are in working condition throughout the hours of operation.
- 48.18 The Licensee shall ensure that all areas in a Large Family Child Care Home that are more than two (2) feet above the floor or grade below, such as porches, elevated walkways and elevated play areas are provided with guards (barriers) to prevent falls over the open side. The height of the guards shall not be less than forty-two (42) inches high and measured vertically to the top of the guard.
- 48.19 The Licensee shall ensure that children are cared for on ground level space in the Large Family Child Care Home including when night care is provided.



- 48.19.1 One (1) level above or below ground level (for example, a split level home) of the Large Family Child Care Home may be used if the vertical travel to that level is five (5) feet or less.—
- 48.19.2 Child care shall not be provided on the second floor of the Large Family Child Care Home or on a level that requires climbing up a full flight of stairs or with a vertical travel of more than five (5) feet.
- 48.20' The Licensee shall ensure that every room used for child care has at least two exits or means of escape, at least one of which shall be a door or stairway providing unblocked travel to the outside of the Large Family Child Care Home at street or ground level. A second exit or means of escape may be a window which is easily opened, not more than forty-four (44) inches above the floor, and has an opening twenty (20) inches wide and twenty-four (24) inches high and opens to a total area of at least 5.7 square feet.
- 48.21 The Licensee may use the basement level space for children in child care only if there is at least one(1) door that exits directly to the outside at ground level with the vertical travel or stairway to the ground level not more than eight (8) feet and at least one of the following is in the basement of the Large Family Child Care Home:
- 48.21.1 One (1) window which is easily opened, is no more than forty-four (44) inches above the floor and has an opening twenty (20) inches wide and twenty-four (24) inches high and opens to a total of at least 5.7 square feet; or
- 48.21.2 Another door exits directly to the outside at ground level.
- 48.22 The Licensee shall ensure that each door used as an exit is not less than thirty two (32) inches wide.
- 48.23 The Licensee shall ensure that every door lock in rooms used by children in child care at the Large Family Child Care Home is designed to permit the opening of the locked door from the outside and the opening device is readily available to staff member(s).
- 48.24 The Licensee shall ensure that every closet door latch in the rooms used by children in child care at the Large Family Child Care Home is designed so that children can open the door from inside the closet.
- 48.25 The Licensee shall ensure that no room or space shall be used for child care which is accessible only by ladder, folding stairs, or through a trap door.
- 48.26 For a Large Family Child Care Home built before 1993 and licensed before the effective date of these Rules, the Licensee shall ensure that an operable smoke alarm which is listed by a nationally recognized testing laboratory is installed on the ceiling or six (6) to twelve (12) inches below the ceiling of each level of the Large Family Child Care Home and the basement.
- 48.26.1 All enclosed sleeping areas, such as a bedroom, shall have properly installed working smoke alarm.
- 48.26.2 Smoke alarms shall be tested monthly. The monthly tests shall be documented in a log.
- 48.26.3 The batteries shall be replaced at least yearly.
- 48.27 For a Large Family Child Care Home licensed on or after the effective date of these Rules, or relocating to a new address, the Licensee shall follow the fire safety codes and any on-going procedures as required by the State Fire Marshal or other Fire Marshal having jurisdiction over the area in which the Large Family Child Care Home is located.
- 48.27.1 Approval by the State Fire Marshal or other Fire Marshal having jurisdiction over the area in which the Large Family Child Care Home is located shall be provided to the Office of Child Care Licensing prior to offering child care services.
- 48.28 The Licensee shall ensure that operable carbon monoxide warning equipment listed by a nationally recognized testing laboratory is at least on the ground level near any sleeping area used by the children in child care at the Large Family Child Care Home. The equipment shall be installed in accordance with its listing and the manufacturer's instructions.
- 48.28.1 Carbon monoxide warning equipment shall be tested monthly. The monthly tests shall be documented in a log.
- 48.28.2 The batteries shall be replaced at least yearly.
- 48.29 The Licensee shall not be required to have carbon monoxide warning equipment when the Large Family Child Care Home has:
- 48.29.1 No garage or the garage is a separate structure from the Large Family Child Care Home; and
- 48.29.2 No fuel-fired equipment using fuels such as gas, oil, wood, and kerosene, and all equipment is electric such as the heater, hot water heater, oven, range, dryer, and fireplaces.
- 48.30 The Licensee shall ensure that an electrical inspection of the Large Family Child Care Home shall be conducted every three (3) years by an electrical inspection agency as recognized by the State Fire Marshal.
- 48.31 The Licensee shall ensure that at a minimum, a charged portable dry chemical fire extinguisher rated 1A 10 BC, is available in the kitchen, stored out of the manufacturer's container from which it was purchased, and is easily accessible. The extinguisher shall be used and maintained in accordance with the manufacturer's instructions.

- 48.32 The Licensee shall ensure that all flammable and hazardous materials, including matches and lighters, medicines, drugs, alcohol, cleaning materials, detergents, aerosol cans, plastic bags, firearms, ammunition, and other similar materials and objects are stored safely in areas inaccessible to children.
- 48.32.1 Firearms and ammunition, if present in the Large Family Child Care Home, shall be kept in a locked container or locked closet. Ammunition shall be kept separate from firearms.
- 48.33 The Licensee shall ensure that the Large Family Child Care Home's plumbing is kept in good working condition.
- 48.34 The Licensee shall ensure that the Large Family Child Care Home has at least one (1) indoor flushing toilet and one (1) sink with hot and cold running water on the ground level in the same indoor bathroom available for use by children in child care.
- 48.35 The Licensee shall ensure that garbage is kept in containers in an area inaccessible to children or securely covered.
- 48.35.1 Garbage and rubbish shall be removed daily from rooms used by children.
- 48.35.2 Garbage and rubbish shall be removed from the Large Family Child Care Home premises on a regular basis but not less than once a week.

#### **49.0 Kitchen (Also see Food Service and Nutrition Rules 64.1 through 66.10)**

- 49.1 The Licensee shall ensure that the kitchen and all food preparation, storage and serving areas and utensils in the Large Family Child Care Home are kept clean and sanitary.
- 49.2 The Licensee shall ensure the kitchen in the Large Family Child Care Home has hot and cold running water.
- 49.3 The Licensee shall ensure the Large Family Child Care Home has at least one (1) separate sink used only for hand-washing in the kitchen.
- 49.4 The Licensee shall ensure that in addition to the hand-washing sink as per the above Rule, the Large Family Child Care Home shall also have one of the following options:
- 49.4.1 Two (2) compartment sink in the kitchen – one compartment used for food preparation, and the other used for washing and sanitizing cooking and eating utensils; or
- 49.4.2 One (1) other sink in the kitchen used for food preparation along with a dishwasher that has a sanitizer cycle used for washing and sanitizing cooking and eating utensils.
- 49.5 The Licensee shall ensure the Large Family Child Care Home has an oven or microwave, and a range or cook top.
- 49.6 The Licensee shall ensure the Large Family Child Care Home has a refrigerator to keep perishable foods cold at forty (40) degrees F. or colder with a working thermometer in the refrigerator.
- 49.7 The Licensee shall ensure that a freezer is maintained so that food stored in the freezer stays frozen at zero (0) degrees F. or colder with a working thermometer in the freezer.
- 49.8 The Licensee shall ensure the Large Family Child Care Home has either an operable window or exhaust system for the removal of smoke and odors.
- 49.9 The Licensee shall ensure all dishes and utensils shall be air dried unless sanitized and dried in a dishwasher.
- 49.10 The Licensee shall ensure that all dishes, cups and glasses used by the children in child care are free from chips, cracks or other defects.
- 49.11 The Licensee shall ensure that each individual child has his or her own clean utensils – fork, spoon, knife, dish, cup or bottle as appropriate to the age of the child to eat with or be fed with. Such utensils or equipment shall not be shared with another child during feeding.

#### **50.0 Indoor Space**

- 50.1 The Licensee shall ensure that the Large Family Child Care Home has a minimum of twenty five (25) square feet of indoor space for each child in child care that allows for free movement and active play. Measurements shall be from wall to wall on the inside. Furniture that restricts children's free movement and active play shall be considered a deductible factor when determining square footage.
- 50.1.1 Toilet rooms, kitchen areas, storage spaces, hallways, furnace rooms and other areas not used by children for sleep or play on a routine basis shall not be counted in computing required square footage.

#### **51.0 Outdoor Play Area**

- 51.1 The Licensee shall provide opportunities for vigorous play and large muscle activity with attention to the diverse needs of the children served and their abilities to participate either on the premises or within a safe walking distance of the Large Family Child Care Home as follows:

- 51.1.1 ~~The outdoor play area shall provide at least fifty (50) square feet of play space for each child for the maximum number of children who will use the playground at any one (1) time; and~~
- 51.1.2 ~~The outdoor play area shall accommodate at least one-half (1/2) of the licensed capacity of the Large Family Child Care Home at any one (1) time.~~
- 51.2 ~~The Licensee shall ensure that any outdoor play area is inspected by a staff member before children begin to play to make sure there are no hazards such as, but not limited to, animal feces, toxic plants, outdoor equipment, lawn mower, cooking grill, or debris, and that any play equipment is safe for use.~~
- 51.2.1 ~~Tool sheds, garages, and other outdoor facilities shall not be accessible to children in child care and securely latched or locked to prevent children from entering.~~
- 51.2.2 ~~Children shall be in constant view of a staff member while outdoors and not allowed to go in unobservable areas such as behind shrubbery.~~
- 51.3 ~~The Licensee shall ensure that the outdoor play area of the Large Family Child Care is fenced.~~
- 51.3.1 ~~Fencing shall be sturdy, safe and reinforced at intervals so as to give support, constructed to discourage climbing and to allow observation of children.~~
- 51.3.2 ~~Fencing shall be a minimum of four (4) feet in height with openings no larger than three and one-half (3 ½) inches.~~
- 51.3.3 ~~Gates shall be equipped with self-closing and positive self-latching closure mechanisms. The latch or securing device shall be high enough or such that small children cannot open it.~~
- 51.3.4 ~~The fenced area shall have at least two (2) exits, with at least one (1) being remote from the building.~~
- 51.4 ~~For a Large Family Child Care Home licensed before the effective date of these Rules, the existing fencing of the outdoor play area on the premises of the Large Family Child Care Home shall be acceptable as long as it is safe, free from hazards and in good repair. When the fencing is replaced, the new fencing shall fully comply with Rule 51.3.~~
- 51.5 ~~The Licensee shall ensure that all outdoor play equipment is sturdy, safe, clean and free from rough edges, sharp corners, pinch and crush points, splinters and exposed bolts.~~
- 51.6 ~~The Licensee shall ensure that large outdoor play equipment is anchored firmly and not located on concrete or asphalt surfaces.~~
- 51.7 ~~The Licensee shall ensure that all surfaces of the outdoor play area are made up of materials that do not present a safety or choking hazard, are free of unsafe contaminants such as steel wires and any unhealthy residue from deterioration of the materials used.~~
- 51.8 ~~The Licensee shall ensure that if using gravel or stone-like surfacing, only pea gravel shall be acceptable as cover for the outdoor play area.~~
- 51.9 ~~For a Large Family Child Care Home licensed before the effective date of these Rules, the existing gravel or stone-like surfacing shall be acceptable. When replacing gravel or stone-like surfacing, only pea gravel shall be acceptable as per Rule 37.8.~~
- 51.10 ~~The Licensee shall ensure that outdoor sandboxes or play areas containing sand shall be maintained in a safe and sanitary manner. Separate outdoor sandboxes shall be covered when not in use.~~

## **52.0 Riding Toys**

- 52.1 ~~The Licensee shall ensure that bicycles, tricycles, scooters, and other riding toys are the size appropriate for a child, in good condition and free of sharp edges or protrusions that may injure a child.~~
- 52.2 ~~A Licensee shall prohibit the use of motorized riding toys by children at the Large Family Child Care Home during the hours of operation.~~
- 52.3 ~~The Licensee shall ensure that all children wear approved safety helmets while riding outside on bicycles and tricycles that have foot pedals.~~
- 52.3.1 ~~Children shall not share helmets unless helmets are made with a nonporous interior lining and easily cleanable straps. All interior and exterior surfaces of the helmet shall be wiped clean between users.~~
- 52.3.2 ~~Helmets shall be removed before allowing children to use playground equipment unless a helmet has been medically prescribed by a health care provider for the safety of a particular child.~~

## **53.0 Swimming**

- 53.1 ~~The Licensee shall ensure that all children shall be under direct observation and supervision of staff members at all times while children are wading or swimming. During any swimming activity involving infants and/or toddlers, there shall be a minimum of two staff members present in the water and the infants and/or toddlers shall be within arm's length of the staff member.~~

- 53.1.1 ~~Permanent or built in type swimming pools and wading pools that are left filled when not in use shall be inaccessible to children when not being used by the children.~~
- 53.1.2 ~~The water in swimming pools used by children in child care shall be treated, cleaned and maintained in accordance with health practices and regulations as determined by the Division of Public Health.~~
- 53.1.3 ~~The pool structure and associated equipment shall be maintained in a safe manner and be free of hazards.~~
- 53.1.4 ~~Small portable wading pools shall be thoroughly cleaned and disinfected after each use.~~

#### **54.0 Pets**

- 54.1 ~~The Licensee shall ensure that any animals or household pets at the Large Family Child Care Home are vaccinated as prescribed by law.~~
  - 54.1.1 ~~Animals are cared for in a safe and sanitary manner.~~
  - 54.1.2 ~~Animals shall only be handled by children under close supervision of a staff member or adult household member responsible for that pet.~~
  - 54.1.3 ~~Animals such as ferrets, turtles, iguanas, lizards or other reptiles, psittacine birds (birds of the parrot family), or any other animals that are known to be carriers of illnesses or are sick with a disease(s) that can be spread to humans shall not be kept in rooms used by children in the Large Family Child Care Home.~~
  - 54.1.4 ~~Litter boxes or any container or materials used for collecting or containing animal feces or urine are not kept in rooms used by children in the Large Family Child Care Home.~~
  - 54.1.5 ~~Parent(s)/guardian(s) are informed of the presence of any animals or household pets regardless of the location within the Large Family Child Care Home.~~

#### **55.0 Smoking Prohibited**

~~The Licensee shall ensure that smoking is prohibited during the hours of operation of the Large Family Child Care Home when children attending the Large Family Child Care Home are present anywhere inside the Large Family Child Care Home, in the outdoor play area, while transporting children, and in the presence of children when off-premises of the Large Family Child Care Home.~~

#### **56.0 Emergency Planning**

- 56.1 ~~The Licensee shall have a written emergency plan describing procedures for both natural and man-made disasters for such situations as a fire, flood, earthquake, extreme weather conditions, power failure or utility disruptions, chemical or toxic spills, bomb threat or terrorist attack.~~
  - 56.1.1 ~~The emergency plan shall include procedures for training the staff members, and when applicable, household members, about specific responsibilities during a disaster, accounting for all children, relocation process (if appropriate) and contacting appropriate emergency response agencies and parent(s)/guardian(s).~~
- 56.2 ~~The Licensee shall have a posted written plan or diagram showing how the Large Family Child Care Home will be evacuated during an emergency.~~
  - 56.2.1 ~~Monthly evacuation drills shall be practiced from all exit locations during the hours of operation of the Large Family Child Care Home and during varied activities including nap time. Each drill shall be documented and include information on the date and time of day of the drill, who participated, the number of children and staff members who participated, and the total amount of time necessary to evacuate the Large Family Child Care Home.~~
- 56.3 ~~The Licensee shall develop a written plan for procedures to shelter in place (staying indoors) at the Large Family Child Care Home for up to seventy-two (72) hours/three (3) days due to a natural or man-made disaster.~~
  - 56.3.1 ~~This plan shall include a list of emergency supplies for the child care of children and others present including procedures for feeding of children and others present during the extended stay at the Large Family Child Care Home.~~
- 56.4 ~~The Licensee or staff member shall conduct monthly fire prevention inspections and post a copy of the latest inspection report in a conspicuous place at the Large Family Child Care Home.~~

### **VI. HEALTH**

#### **57.0 Child Health**

- 57.1 ~~The Licensee shall have an arrangement with a health care provider who provides consultation on health policies and other issues related to the Large Family Child Care Home.~~
- 57.2 ~~The Licensee shall ensure that each child is observed by a staff member upon arrival and checked for common signs of communicable diseases, physical injury or other evidence of ill health.~~
- 57.3 ~~The Licensee shall have a written plan for the routine and emergency health care of children including procedures to be followed in case of illness and plans for accessing emergency services. Staff members shall receive a copy of this plan and be trained in its implementation. Parent(s)/guardian(s) shall be given a copy of this plan at the time of enrollment. The plan shall include:~~
  - 57.3.1 ~~Procedures to be followed in case of illness or emergency, including methods of transportation and notification of parent(s)/guardian(s);~~
  - 57.3.2 ~~Procedures to be followed in case of illness or emergency, when parent(s)/guardian(s) cannot be reached;~~
  - 57.3.3 ~~Policies regarding administration of medication; and~~
  - 57.3.4 ~~Plans for the management of communicable disease including the following:~~
    - 57.3.4.1 ~~The list of symptoms of illness for which a child will be excluded from the Large Family Child Care Home or sent to his or her own home if symptoms occur after the child has been admitted for the day as specified in Rule 53.1;~~
    - 57.3.4.2 ~~The list of reportable communicable diseases for which a child will not be admitted to the Large Family Child Care Home without a written statement from a health care provider as specified in Rule 57.6; and~~
    - 57.3.4.3 ~~A written notice to the parent(s)/guardian(s) whenever an outbreak or exposure to a reportable communicable disease is known to have occurred.]~~
- 57.4 ~~The Licensee shall not permit a child who has symptoms of illness specified below to be admitted or remain in the Large Family Child Care Home unless written documentation from a health care provider, or verbal approval with written follow-up, states the child has been diagnosed and the illness poses no serious health risk to the child or to other children. The symptoms of illness for exclusion shall include, but not be limited to the following:-~~
  - 57.4.1 ~~Temperature: infants four (4) months old and younger, equivalent to 100 degrees or greater even if there has not been a change in behavior;~~
  - 57.4.2 ~~Temperature: children older than four (4) months, equivalent to 101 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates inclusion in the Large Family Child Care Home;~~
    - 57.4.2.1 ~~Temperatures may be taken by way of axillary (armpit) using a glass or digital thermometer, using a temperature scanner, or if the child is four (4) years of age or older, orally (by mouth) using a glass or digital thermometer. Rectal or aural (ear) temperatures shall be taken only by a health care provider.~~
  - 57.4.3 ~~Symptoms and signs of possible severe illness such as lethargy (unusual tiredness, not responsive), uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing, or other unusual signs) until medical evaluation allows inclusion;~~
  - 57.4.4 ~~Uncontrolled diarrhea, that is, increased number of stools (bowel movements), increased stool water, and/or decreased form that is not contained by the diaper until diarrhea stops;~~
  - 57.4.5 ~~Blood in stools not explainable by dietary changes, medication, or hard stools;~~
  - 57.4.6 ~~Vomiting illness (two (2) or more episodes of vomiting in the previous twenty-four (24) hours) until vomiting resolves or until a health care provider determines the illness to be non-communicable, and the child is not in danger of dehydration;-~~
  - 57.4.7 ~~Persistent abdominal pain (continues more than two (2) hours) or intermittent pain associated with fever or other signs or symptoms;~~
  - 57.4.8 ~~Mouth sores with drooling, unless a health care provider determines the condition is noninfectious;~~
  - 57.4.9 ~~Rash with fever or behavior change, until a health care provider determines that these symptoms do not indicate a communicable disease;~~
  - 57.4.10 ~~Purulent conjunctivitis (defined as pink or red conjunctiva with white or yellow eye discharge), until twenty-four (24) hours after treatment has been initiated;~~
  - 57.4.11 ~~Scabies, head lice, or other infestation, until twenty-four (24) hours after treatment has been initiated;~~
  - 57.4.12 ~~Tuberculosis, until a health care provider states that the child is on appropriate therapy and can attend child care;~~
  - 57.4.13 ~~Impetigo, until twenty-four (24) hours after treatment has been initiated;~~

- 57.4.14 Strep throat or other streptococcal infection, until 24 hours after initial antibiotic treatment and cessation of fever;
- 57.4.15 Varicella-Zoster (chicken pox), until all sores have dried and crusted (usually six (6) days);
- 57.4.16 Shingles, only if sores cannot be covered by clothing or a dressing; if not exclude until sores have crusted and are dry;
- 57.4.17 Pertussis, until five (5) days of antibiotic treatment;
- 57.4.18 Mumps, until nine (9) days after onset of parotid gland swelling;
- 57.4.19 Hepatitis A virus, until one (1) week after onset of illness, jaundice or as directed by the health care provider when passive immunoprophylaxis (currently, immune serum globulin) has been administered to appropriate children and staff;
- 57.4.20 Measles, until five (5) days after onset of rash;
- 57.4.21 Rubella, until six (6) days after onset of rash;
- 57.4.22 Herpetic gingivostomatitis (cold sores), if the child is too young to have control of oral secretions; or
- 57.4.23 Unspecified illness if it limits the child's comfortable participation in activities or if it results in a need for greater child care than can be provided by a staff member without compromising the health and safety of other children.
- 57.5 The Licensee may allow a child to return to the Large Family Child Care Home when the symptoms are no longer present or a health care provider indicates the child does not pose a serious health risk to the child or to other children.
- 57.6 The Licensee shall not permit a child with a reportable communicable disease, as specified by the Division of Public Health to be admitted to or remain at the Large Family Child Care Home unless:
  - 57.6.1 Written documentation from the child's health care provider states the child has been evaluated and presents no risk to the children or to others; or
  - 57.6.2 The Licensee has reported the illness to the Division of Public Health and been advised that the child presents no health risk to others.
    - 57.6.2.1 If there is a conflict in opinions of the health care provider and the Division of Public Health regarding the exclusion of a child, the Licensee shall follow the instructions of the Division of Public Health.
- 57.7 The Licensee shall report any reportable communicable disease to the Division of Public Health in accordance with Division of Public Health procedures. For current information on reportable communicable disease, the Licensee shall contact the Division of Public Health or refer to their website — <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>.
- 57.8 The Licensee shall ensure that when a child has been diagnosed as having a reportable vaccine-preventable communicable disease, all children who have not been immunized against the disease are excluded from the Large Family Child Care Home in accordance with Division of Public Health procedures.
- 57.9 The Licensee shall ensure that if a child who has already been admitted to the Large Family Child Care Home manifests any of the illnesses or symptoms specified in Rules 57.4 and 57.6, the Licensee shall ensure that the child's individual needs for rest, comfort, food, drink and appropriate activity are met by a staff member until the child can be picked up by the parent/guardian.

## **58.0 Standard Precautions**

- 58.1 The Licensee shall ensure the use of standard precautions for protection from disease and infection. Spills of body fluids (i.e., urine, feces, blood, saliva, nasal discharge, eye discharge, and injury or tissue discharges) shall be cleaned up immediately, as follows:
  - 58.1.1 For spills of vomit, urine, and feces on any surface including the floors, walls, bathrooms, table tops, toys, kitchen counter tops, diaper changing tables, toilet training chairs, the area shall be cleaned with liquid soap and water and disinfected.
  - 58.1.2 For spills of blood or blood-containing body fluids and injury and tissue discharges, the area shall be cleaned with liquid soap and water and disinfected. Non-porous gloves shall be used in these situations.
  - 58.1.3 For cleaning contaminated surfaces, avoid exposure of open skin sores or mucous membranes to blood or blood-containing body fluids and injury or tissue discharges by using non-porous gloves to protect hands when cleaning contaminated surfaces.
  - 58.1.4 Blood-contaminated material and diapers shall be disposed of in a plastic bag with a secure tie.
  - 58.1.5 Mops shall be cleaned, rinsed, disinfected, wrung dry and hung to dry.

## **59.0 First Aid**

- 59.1 ~~The Licensee shall ensure that a first aid kit is readily accessible to staff members, but not to children and at least contains the following:~~
- 59.1.1 ~~Disposable nonporous gloves;~~
  - 59.1.2 ~~Scissors;~~
  - 59.1.3 ~~Tweezers;~~
  - 59.1.4 ~~A non-glass thermometer to measure a child's temperature;~~
  - 59.1.5 ~~Bandage tape;~~
  - 59.1.6 ~~Sterile gauze pads;~~
  - 59.1.7 ~~Flexible roller gauze;~~
  - 59.1.8 ~~Triangular bandages;~~
  - 59.1.9 ~~Safety pins;~~
  - 59.1.10 ~~Pen/pencil and note pad;~~
  - 59.1.11 ~~Instant cold pack;~~
  - 59.1.12 ~~Current American Academy of Pediatrics (AAP) standard first aid chart or equivalent first aid guide;~~
  - 59.1.13 ~~Non-medicated adhesive strip bandages; and~~
  - 59.1.14 ~~Plastic bags for cloths, gauze, and other materials used in handling blood.~~
- 59.2 ~~The Licensee shall ensure that a first aid kit is taken along when children are being transported off premises of the Large Family Child Care Home and contains the following materials in addition to those cited in Rule 59.1:~~
- 59.2.1 ~~Water;~~
  - 59.2.2 ~~Liquid soap;~~
  - 59.2.3 ~~Any regular and emergency medications needed for a child; and~~
  - 59.2.4 ~~List of emergency phone numbers, and parent(s)/guardian(s) phone numbers, and the Poison Control Center phone number.~~

## **60.0 Child Accident and Injury**

- 60.1 ~~The Licensee shall ensure that when an accident or injury occurs to a child during the hours of child care, that emergency action is taken to protect the child from further harm and the child's parent(s)/guardian(s) are notified.~~
- 60.1.1 ~~The Licensee shall maintain an injury report for each incident in the child's file and report to the Office of Child Care Licensing an accident or injury which results in death or inpatient or outpatient treatment as required in Rules 11.1 and 11.2.2. An injury report shall include name of child, date, description of injury, how it occurred, first aid or medical care required, and parent(s)/guardian(s) signature.~~
  - 60.1.2 ~~Whenever an injury report is necessary, the Licensee shall notify the child's parent(s)/guardian(s) of each incident. The Licensee shall maintain a record of when the parent(s)/guardian(s) were notified or of attempts to notify the parent(s)/guardian(s).~~

## **61.0 Administration of Medication**

- 61.1 ~~The Licensee shall ensure that staff members only administer medication if trained and authorized in accordance with State law to administer medication to children.~~
- 61.2 ~~The Licensee shall ensure that medication is not administered to a child unless the Licensee has received written permission from the child's parent(s)/guardian(s) for each medication to be administered.~~
- 61.3 ~~The Licensee shall ensure that the parent(s)/guardian(s) of a child provide the following information for each medication given and a record (medication log) is kept that includes:~~
- 61.3.1 ~~The name of the child;~~
  - 61.3.2 ~~The child's date of birth;~~
  - 61.3.3 ~~Parent(s)/guardian(s) name(s), signature and date signed;~~
  - 61.3.4 ~~Child's known medication allergies;~~
  - 61.3.5 ~~Health care provider's name and phone number;~~
  - 61.3.6 ~~Pharmacy and phone number;~~
  - 61.3.7 ~~Name of medication;~~
  - 61.3.8 ~~Name of person administering medication with initials when having administered medication;~~
  - 61.3.9 ~~Dosage (amount given);~~

- 61.3.10 Frequency of dosage (how often given)
- 61.3.11 Schedule (time dosage is to be administered);
- 61.3.12 Route of administration (oral; eye, nose or throat drops; topical);
- 61.3.13 Expiration date of medication;
- 61.3.14 Start date of administering medication;
- 61.3.15 End date when stopping administration of medication;
- 61.3.16 Reason for medication;
- 61.3.17 Any special directions; and
- 61.3.18 Written notes are recorded for that child and the parent(s)/guardian(s) are advised of the occurrence (specific timing) of any health problems, such as diarrhea, vomiting, continuous hunger, refusal to eat, nosebleeds, skin rash or high temperature.
- 61.4 The Licensee shall ensure that all prescription medication is in its original container, properly labeled, has not expired, and is authorized by the child's health care provider.
  - 61.4.1 Medication shall only be given to the child whose name appears on the prescription.
- 61.5 The Licensee shall ensure that all non-prescription medication is in its original container, properly labeled with directions for its administration, has not expired, and is labeled with the child's name.
  - 61.5.1 Any deviations from the label instructions shall be in writing from the child's health care provider.
- 61.6 The Licensee shall not allow the administration of prescription or non-prescription medication that has expired and will immediately contact the parent(s)/guardian(s) of a child whose medication has expired to inform that parent(s)/guardian(s) of the situation and return the expired medication to the parent(s)/guardian(s).
- 61.7 The Licensee shall ensure that all medication in the Large Family Child Care Home is stored so as to be secure and inaccessible to children.
  - 61.7.1 Medication requiring refrigeration shall be kept in closed containers separate from food.
- 61.8 The Licensee shall ensure that unused medication is returned to the parent(s)/guardian(s) when no longer needed by the child.

## **62.0 Diapering and Toileting**

- 62.1 The Licensee shall ensure that diapers, training pants and other clothing of children are changed when wet or soiled.
  - 62.1.1 The Licensee shall have an established procedure for checking diapers and training pants.
  - 62.1.2 The Licensee shall ensure that a supply of clean diapers, training pants and extra clothing are available for each child either by providing them directly or requiring the parent(s)/guardian(s) to provide.
  - 62.1.3 The Licensee shall place soiled clothing in a sealed plastic container or bag and labeled with the child's name and returned to the child's parent(s)/guardian(s) at the end of the day.
- 62.2 The Licensee shall ensure the diaper changing and toilet training area are:
  - 62.2.1 Separate from the kitchen, food preparation and serving areas; and
  - 62.2.2 Non-absorbent, non-porous, wipeable and washable, even after use of protective paper covering.
- 62.3 The Licensee shall locate toilet training chairs (potties) are located in an area which ensures children's privacy and supervision.
- 62.4 The Licensee shall have an established procedure for changing diapers or training pants to include at least the following steps that require:
  - 62.4.1 Changing diapers or training pants only in the diaper changing or toilet training area;
  - 62.4.2 Cleaning each child with an individual disposable sanitary wipe or single service washcloth;
  - 62.4.3 Disposing of a diaper or training pants in accordance with Rule 62.5.1;
  - 62.4.4 Washing the hands of the child and the person who changed the diaper or toilet training pants (regardless of glove usage) with soap and water immediately after each diaper change; and
  - 62.4.5 Cleaning and disinfecting the diaper changing or toilet training area with a disinfectant solution after each use.
- 62.5 The Licensee shall ensure that:
  - 62.5.1 Non-disposable soiled diapers and training pants are not rinsed and placed into a separate leak-proof plastic container or bag, labeled with the child's name, before transporting to a laundry or returning to the child's parent;
  - 62.5.2 Soiled disposable diapers are placed into a cleanable, foot-activated, and covered container that is used exclusively for diapers and lined with a leak-proof or impervious liner;



- 62.5.3 Diaper containers that require a hand to push the used diaper through a narrow opening or have exterior surfaces that must be touched with a hand or the used diaper itself shall be prohibited;
- 62.5.4 The diaper container shall be disinfected daily; and
- 62.5.5 All soiled diapers are removed from the Large Family Child Care Home daily or more often unless the Licensee uses a commercial diaper service.

### **63.0 Sanitation**

- 63.1 The Licensee shall ensure that a disinfectant solution is used and is either a self-made solution consisting of one-fourth (1/4) cup of household bleach to each gallon of water, which shall be prepared daily, labeled, placed in a bottle that is sealed with a cap and stored out of the reach of children, or a commercially prepared disinfectant which indicates it kills bacteria, viruses and parasites and used in accordance with label instructions.
- 63.2 The Licensee shall ensure that the following equipment, items and surfaces are washed and disinfected after each use:
  - 63.2.1 Toilet training (potty) chairs which have first been emptied into a toilet;
  - 63.2.2 Sinks and faucets used for handwashing after the sink is used for rinsing a toilet training chair;
  - 63.2.3 Diaper changing surfaces;
  - 63.2.4 Food preparation and eating surfaces such as counters, tables and high chair trays;
  - 63.2.5 Toys mouthed by children;
  - 63.2.6 Mops used for cleaning;
  - 63.2.7 Bibs; and-
  - 63.2.8 Thermometers.
- 63.3 The Licensee shall ensure the following equipment, items, and surfaces are washed and disinfected at least daily:
  - 63.3.1 Toilets and toilet seats;
  - 63.3.2 Sinks and faucets;
  - 63.3.3 Diaper pails and lids;
  - 63.3.4 Water tables and water play equipment;
  - 63.3.5 Play tables;
  - 63.3.6 Mats that are not stored separately; and
  - 63.3.7 Smooth surfaced non-porous floors.
- 63.4 The Licensee shall take measures to reduce the spread of germs and disease among children in the Large Family Child Care Home by:-
  - 63.4.1 Using only washable toys with diapered child(ren); and
  - 63.4.2 Washing pacifiers and other items placed in the mouth if dropped to the floor or ground.
- 63.5 The Licensee shall ensure that soap, single-service towels, and toilet paper shall be available at all times.
- 63.6 The Licensee shall ensure that during the hours in which child care is provided any person in direct contact with children at the Large Family Child Care Home and all children in child care shall wash their hands regardless of glove usage with soap and running water and use single-service towels for drying hands at least at the following times:
  - 63.6.1 Before and after eating or handling any food or participating in a food activity;
  - 63.6.2 Before and after giving medications;
  - 63.6.3 Before and after caring for a child who may be sick;
  - 63.6.4 Before and after using a water play table with other children;
  - 63.6.5 After toileting or diapering each child;
  - 63.6.6 After coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body secretions;
  - 63.6.7 After handling animals or their equipment or after coming into contact with an animal's body secretions;
  - 63.6.8 After playing in a sandbox;
  - 63.6.8 After outdoor play;
  - 63.6.9 After cleaning; and-
  - 63.6.10 After taking out the garbage.

### **64.0 Food Service and Nutrition (Also see Kitchen Rule 35.0)**

- 64.1 The Licensee shall have a written policy concerning food service provided to parent(s)/guardian(s) that includes the following:
- 64.1.1 A description of all food services provided;
  - 64.1.2 Times of snacks and meals;
  - 64.1.3 Procedures related to food allergies, religious dietary requirements and other special needs;
  - 64.1.4 If applicable, nutritional information and guidelines concerning content of meals, snacks, or foods for special occasions when provided by parent(s)/guardian(s);
  - 64.1.5 If applicable, procedures to prevent spoilage of food provided by parent(s)/guardian(s);
  - 64.1.6 If applicable, a procedure to be followed by the Licensee if food provided by the parent(s)/guardian(s) for the child fails to meet nutritional requirements as specified in Rules 64.14 and 65.1.
- 64.2 The Licensee shall ensure that menus are planned in advance, dated and posted in the kitchen for review by parent(s)/guardian(s). Menus noting actual food served shall be retained for thirty (30) days. Any changes made in actual food served on a particular date shall be documented on the menu on or before that date.
- 64.3 The Licensee shall ensure that a supply of food and water shall be kept in stock for emergency situations that require an extended stay such as sheltering in place as per Rule 42.3 at the Large Family Child Care Home or in case of a power outage. Non-perishable foods, bottled water and any equipment necessary to serve or prepare foods without the use of electricity shall be included in the supply.
- 64.4 The Licensee shall ensure that meals and snacks meeting nutritional requirements as specified in the Appendix, United States Department of Agriculture (USDA)/Child and Adult Care Food Program (CACFP) Meal Pattern Requirements and Policies for Infants and Children and are provided at the appropriate time in accordance with the following schedule which indicates the number of hours the child is present at the Large Family Child Care Home:-
- 64.4.1 2 hours – 4 hours 1 snack;
  - 64.4.2 4 hours – 6 hours 1 meal and 1 snack;
  - 64.4.3 7 hours – 11 hours 2 meals and 1 snack, or 2 snacks and 1 meal based on time of child's arrival;
  - 64.4.4 12 hours or more 3 meals and 2 snacks.
- 64.5 The Licensee shall ensure that meals and snacks meeting nutritional requirements as specified in the Appendix, USDA/CACFP Meal Pattern Requirements and Policies for Infants and Children are provided and adjusted in accordance to the age of the infant and child.
- 64.5.1 The Licensee shall have supplemental foods from all basic food groups to serve children if meals or snacks provided by parent(s)/guardian(s) fail to meet nutritional requirements as specified in Rules 65.1 through 65.3.
- 64.6 The Licensee shall provide age-appropriate food based on the basic food groups as follows:
- 64.6.1 Milk: fluid pasteurized cow's milk as age appropriate;
  - 64.6.2 Proteins: meat, fish, poultry, eggs, yogurt, cheese, peanut butter, dried beans, peas, and nuts;
  - 64.6.3 Fruits and vegetables: include a variety of fresh vegetables and fruits; and
  - 64.6.4 Grains: whole grains and enriched products such as breads, cereals, pastas, crackers and rice.
- 64.7 The Licensee shall ensure that all food served to children in the Large Family Child Care Home is clean, wholesome, flavorful, attractive in appearance, at the appropriate temperature, preserved for nutritional value, free from spoilage and adulteration, correctly labeled, safe for human consumption, and not subject to recall.
- 64.8 The Licensee shall ensure that when fruit juice is served, 100% – unsweetened juice is used, and not a fruit drink or fruit cocktail.
- 63.9 The Licensee shall ensure that children are encouraged but not forced to eat.
- 64.10 The Licensee shall introduce, as appropriate to the age of the child, a variety of food textures, finger foods, and a cup in the training of self-feeding and nutrition education.
- 64.11 The Licensee shall ensure that powdered milk is not used as a substitute for fluid milk for drinking purposes but may be used in cooking.
- 64.12 The Licensee shall ensure that special, therapeutic diets are served only upon written instruction for a child from the child's health care provider.
- 64.13 The Licensee shall ensure that if the parent(s)/guardian(s) of a child requests any modification of basic meal patterns (see Appendix, USDA/CACFP Meal Pattern Requirements and Policies for Infants and Children) due to a child's medical need(s) such as food allergies or food intolerance, the parent(s)/guardian(s) provide the Licensee with written documentation from the child's health care provider permitting the modification.

- 64.14 The Licensee shall ensure that if the parent(s)/guardian(s) of a child requests any modification of basic meal patterns (see Appendix, USDA/CACFP Meal Pattern Requirements and Policies for Infants and Children) due to a family's food preferences or religious beliefs, the parent(s)/guardian(s) provide the Licensee with written documentation specifying which foods are unacceptable and the food substitution allowed within the same food group.
- 64.15 The Licensee shall ensure that every effort will be made to accommodate the needs of the child who is being breast fed, including allowing the mother to breastfeed her child at a designated place at the Large Family Child Care Home.

#### **65.0 Toddlers and Older Children**

- 65.1 The Licensee shall ensure that a breakfast served has at least one (1) item each from the milk (A), fruits and vegetables (C) and grain (D) food groups as described in Rule 50.6.
- 65.2 The Licensee shall ensure that a lunch or dinner served has one (1) item from each of the milk (A), protein (B) and grain (D) food groups and two (2) items from the fruit and vegetable (C) food groups as described in Rule 50.6.
- 65.3 The Licensee shall ensure that a snack served has at least one (1) item from two (2) of the food groups as described in Rule 50.6.
  - 65.3.1 The Licensee shall, at a minimum, provide a snack(s) meeting nutritional requirements, even if parent(s)/guardian(s) provide meals.
  - 65.3.2 If milk or fruit/vegetable juice is not included with a snack, water shall also be served with that snack.
- 65.4 The Licensee shall ensure that the use of a bottle is discouraged for children after one (1) year of age, and instead, the use of a cup is taught and encouraged.

#### **66.0 Infants**

- 66.1 The Licensee shall provide meals and/or snacks for infants according to the following Rules except as noted following the procedures of Rules 64.13 and 64.14.
- 66.2 The Licensee shall ensure that a written statement specifying food including specific formula or breast milk, and a feeding schedule shall be obtained from the parent(s)/guardian(s) for each infant as needed.
- 66.3 The Licensee shall ensure that a daily written record of each infant's nutritional intake is maintained and provided to the parent(s)/guardian(s) upon request. Any feeding problems experienced by an infant shall be discussed with his/her parent(s)/guardian(s) before the infant's daily departure from the Large Family Child Care Home.
- 66.4 The Licensee shall ensure that an infant is:
  - 66.4.1 Fed on demand or during a span of time consistent with the infant's eating habits;
  - 66.4.2 Held for all bottle-feeding;
  - 66.4.3 Not placed in his or her crib with a bottle for feeding;
  - 66.4.4 Not fed from a propped bottle; and
  - 66.4.5 Not feed semi-solid foods from a bottle.
- 66.5 The Licensee shall ensure that when a staff member is preparing and/or providing bottles of formula:-
  - 66.5.1 Bottles and nipples maintained by the staff member shall be washed and sanitized before use;
  - 66.5.2 Unprepared formula brought to the Large Family Child Care Home by parent(s)/guardian(s) or provided by the Licensee shall come from an unopened, factory-sealed container;
  - 66.5.3 Each infant's bottle of formula shall be individually labeled with the infant's name and refrigerated immediately upon arrival if prepared by parent(s)/guardian(s) or after preparation by the Licensee;
  - 66.5.4 Bottles of formula shall be warmed under running warm tap water or by placing them in a container of water that is no warmer than 120 degrees F and not be left in warm water for more than five (5) minutes;
  - 66.5.5 Bottles of formula shall not be warmed or thawed in a microwave oven;
  - 66.5.6 Mixing formula with cereal, fruit juice or any other foods in a bottle shall be considered a modification of a basic meal pattern and require written documentation from an infant's health care provider permitting the modification;
  - 66.5.7 Unused portions of formula in a bottle fed to an infant shall be discarded after each feeding that exceeds a period of one (1) hour from beginning of feeding; and
  - 66.5.8 Unused bottles of formula shall be dated as to when prepared if not returned to the parent(s)/guardian(s) at the end of each day; and
  - 66.5.9 Refrigerated, unused, prepared formula shall be discarded after forty-eight (48) hours.

- 66.6 The Licensee shall ensure the following when expressed breast milk from a mother is brought into the Large Family Child Care Home for her own infant:
- 66.6.1 Breast milk shall be fed only to that mother's own infant;
  - 66.6.2 Frozen breast milk shall be thawed under running cold water or in the refrigerator;
  - 66.6.3 Bottles of breast milk shall not be warmed or thawed in a microwave oven;
  - 66.6.4 Bottles of breast milk shall be warmed under running warm tap water or by placing them in a container of water that is no warmer than 120 degrees F and not be left in warm water for more than five (5) minutes;
  - 66.6.5 Unused portions of breast milk shall be discarded after each feeding that exceeds a period of one (1) hour from beginning of feeding;
  - 66.6.6 Expressed breast milk shall be discarded if it is in an unsanitary bottle or has been un-refrigerated for more than one (1) hour;
  - 66.6.7 Refrigerated, unused, expressed breast milk that was never frozen shall be discarded after forty-eight (48) hours, or by three (3) months if frozen and stored in a deep freezer at zero (0) degrees F; and
  - 66.6.8 Unused, frozen breast milk that has been thawed in the refrigerator shall be used within twenty-four (24) hours.
- 66.7 The Licensee shall ensure that cow's milk is not served to infants.
- 66.8 The Licensee shall ensure that when feeding food to infants:
- 66.8.1 An infant too young or medically unable to use a feeding chair or other age-appropriate seating apparatus shall be held when fed food;
  - 66.8.2 The introduction to all new foods shall be made only with the parent(s)/guardian(s)' permission.—
  - 66.8.3 New foods shall be introduced one at a time on a gradual basis with the intent of ensuring health and nutritional well being;
  - 66.8.4 Semi-solid foods may be introduced to infants four (4) to seven (7) months of age as requested by parent(s)/guardian(s) and shall be required once an infant is eight (8) months of age;
  - 66.8.5 Infant foods shall be warmed by placing them in a container of water that is no warmer than 120 degrees F and not be left in warm water for more than five (5) minutes;
  - 66.8.6 Infant foods shall not be warmed or thawed in a microwave oven;
  - 66.8.7 Foods for infants shall be of a texture and consistency that promotes safe and optimal consumption; and
  - 66.8.8 Baby food for each infant shall be served from a dish unless the entire contents of the jar will be served.
- 66.9 The Licensee shall encourage the use of a cup when an infant is developmentally capable of drinking from or holding a cup.
- 66.10 The Licensee shall ensure that infants are not offered juices until they are able to drink from a cup in order to develop behaviors that may prevent baby bottle tooth decay.

## **VI. PROGRAM FOR CHILDREN**

### **67.0 Activities and Interactions**

- 67.1 The Licensee shall ensure staff members provide developmentally appropriate activities designated to promote children's development and school-readiness.
- 67.2 The Licensee shall ensure that activities and materials reflect children's cultures, and communities, including both familiar and new materials, pictures, and experiences.
- 67.3 The Licensee shall ensure that adaptations and accommodations are made by staff members in activities and materials as needed to support the positive development of all children including those with disabilities.
- 67.4 The Licensee shall develop and ensure staff members follow a daily routine or schedule that is posted for easy reference by parent(s)/guardian(s).
- 67.5 The Licensee shall ensure that the daily routine or schedule includes opportunities for all of the following:
  - 67.5.1 Indoor and outdoor time periods;
  - 67.5.2 Active and quiet activities;
  - 67.5.3 Individual and group activities that can be done independently and/or require adult supervision;
  - 67.5.4 Free choice activities;
  - 67.5.5 Rest or sleep; and
  - 67.5.6 Meals and snacks.

- 67.6 The Licensee shall ensure that each child, according to his or her ability, is provided the opportunity for a minimum of twenty (20) minutes of moderate to vigorous physical activity indoors and outdoors, for every three (3) hours the child is in attendance between the hours of 7:00AM to 7:00PM.
- 67.7 The Licensee shall ensure that children have periods of outside play each day depending upon weather conditions permitting (see Rule 48.8).
- 67.8 The Licensee shall ensure that in the case of prolonged periods of inclement or extreme (hot or cold) weather conditions, opportunities for alternative indoor space for active physical play is provided for the children.
- 67.9 The Licensee shall ensure that each child receives individual attention and physical comfort by the staff members.
- 67.10 The Licensee shall ensure that staff members keep a daily record of each infant's feeding, sleeping, and other routine activities and share these with the infant's parent(s)/guardian(s) at the end of each day.
- 67.11 The Licensee ensure that every infant has an identified staff member who will assume the primary, but not the only, responsibility for feeding, comforting, and otherwise caring for the infant's needs.
- 67.12 The Licensee shall ensure that staff members interact with infants providing the following opportunities throughout the day:
- 67.12.1 Offering frequent face to face interactions when they are awake;
  - 67.12.2 Being held and carried;
  - 67.12.3 Limiting time spent, while awake, in any confining equipment such as a crib, infant seat, swing, high chair or play pen to less than one half (1/2) hour immediately after which opportunities for freedom of movement are given in a sanitary area protected from foot traffic;
  - 67.12.4 Talking with infants during play, feeding and routine care;
  - 67.12.5 Reading to and looking at books with infants while holding or sitting close to them;
  - 67.12.6 Providing varied materials, sights, sounds and other experiences for infants to explore with their senses;
  - 67.12.7 Responding to infants' actions, sounds and beginning language;
  - 67.12.8 Giving names to objects and experiences in the infants' environment;
  - 67.12.9 Providing space and equipment to support infants' developing physical skills such as rolling over, sitting, scooting, crawling and standing; and
  - 67.12.10 Providing materials and encouragement for infants' beginning pretend play alone, with other children and adults.
- 67.13 The Licensee shall ensure that staff members interact with toddlers at their eye level, and whenever appropriate, sitting on the floor with toddlers, providing the following opportunities throughout the day:
- 67.13.1 Offering frequent face to face interactions with the toddlers;
  - 67.13.2 Having conversations with toddlers during play, feeding, and routine care;
  - 67.13.3 Reading to and looking at books with toddlers individually and in small groups;
  - 67.13.4 Encouraging children to play with one another with adult help;
  - 67.13.4 Providing materials and encouragement for pretend play alone and with other children and adults;
  - 67.13.5 Providing varied materials, sights, sounds, and other experiences for toddlers to explore with all their senses;
  - 67.13.6 Providing opportunities for children to walk, run, climb, stack, balance, scribble, draw, and develop fine and large motor skills;
  - 67.13.7 Responding to toddlers' words and actions with interest and encouragement;
  - 67.13.8 Giving names to objects and experiences in the toddlers' environment; and
  - 67.13.9 Supporting toddlers' development of independence and mastery of feeding, dressing, and other skills.
- 67.14 The Licensee shall ensure that staff members interact with preschool-age and older children at their eye level, and whenever appropriate, sitting on the floor with the children, providing the following opportunities throughout the day:
- 67.14.1 Offering frequent face to face interactions with children;
  - 67.14.2 Having conversations with children during play, meals and routine care;
  - 67.14.3 Reading to and looking at books with children individually and in groups;
  - 67.14.4 Using rhymes, songs, and other ways to help children connect sounds and letters and develop other literacy skills;
  - 67.14.5 Helping children develop mathematical and scientific concepts through play, projects, and investigations of the Large Family Child Care Home's environment;
  - 67.14.6 Supporting the development of social competence through play and cooperative work with other children;

- 67.14.7 Providing materials and encouragement for more extended and complex pretend play alone and with other children and staff;
- 67.14.8 Providing varied materials, sights, sounds, and other experiences for children to investigate and talk about;
- 67.14.9 Providing opportunities for children to walk, run, climb, stack, balance, scribble, draw, write, and refine fine and large motor skills;
- 67.14.10 Responding to children's words and actions with interest and encouragement;
- 67.14.11 Giving names to objects and experiences in the children's environment; and
- 67.14.12 Supporting children's development of independence and mastery of skills.
- 67.14.13 The Licensee shall ensure that staff members interact with school-age children and also provide the following daily opportunities when school-age children are in attendance during out of school time:
  - 67.14.13.1 Active physical play time and/or outdoor activities. If weather conditions do not permit outdoor play, children shall be given opportunities for active physical play indoors.
  - 67.14.13.2 The time for socialization, conversation, relaxation, and quiet activities such as board or card games, reading, homework and studying.
  - 67.14.13.3 Responsibility consistent with their ages for choosing, planning, carrying out and evaluating their own activities.
- 67.14.14 The Licensee shall ensure that television, digital video display (DVD) and video cassette viewing is:
  - 67.14.14.1 Not permitted without the written approval of each child's parent/guardian;
  - 67.14.14.2 Limited to programs which are age appropriate, fun, and educational; and
  - 67.14.14.3 Limited to one (1) hour daily per child or group of children.
    - 67.14.14.3.1 Viewing time periods may be extended for specific special events or occasions such as a current event, holiday or birthday celebration. Written documentation shall justify the reason(s) for extending the time period.
- 67.14.15 The Licensee shall ensure that the use of the computer shall be as follows:
  - 67.14.15.1 Prohibited for children under twenty-four (24) months of age;
  - 67.14.15.2 Not permitted without the written approval of each child's parent/guardian;
  - 67.14.15.3 Limited to programs, games and websites which are age appropriate and educational;
  - 67.14.15.4 Protected from exposure to inappropriate websites such as those that are sexually explicit, violent, or use inappropriate language;
  - 67.14.15.5 Supervised by a staff member; and
  - 67.14.15.6 Limited to one (1) hour daily per child or group of children.
    - 67.14.15.6.1 Usage time periods may be extended for special projects such as homework, researching topics, or special events or interests of a child or group of children. Written documentation shall justify the reason(s) for extending the usage period.

## **68.0 Equipment**

- 68.1 The Licensee shall ensure staff members provide developmentally appropriate equipment and materials for a variety of indoor and outdoor activities. Materials and equipment shall promote a variety of experiences that support children's social, emotional, language/literacy, intellectual, and physical development.
- 68.2 The Licensee shall ensure that materials and equipment are available in a quantity to allow all children to benefit from their use and to allow a range of choices with, at least, duplicates of the most popular materials.
- 68.3 The Licensee shall ensure that toys, play equipment and other equipment used by the children are of sturdy and safe construction and free from hazards such as causing entrapment, and having rough edges, sharp corners, pinch and crush points, splinters, exposed bolts, small loose pieces and are free from recall.
  - 68.3.1 For information on the recall of children's toys and equipment, please refer to the U.S. Consumer Product Safety Commission website at [www.cpsc.gov](http://www.cpsc.gov).
- 68.4 The Licensee shall provide infant seats with trays for table play and mealtime for children no longer being held for feeding.
- 68.5 The Licensee shall ensure that high chairs or feeding tables with attached seats, if used, shall have a wide base and a T-shaped safety strap(s).
- 68.6 The Licensee shall prohibit the use of walkers unless medically prescribed by a health care provider for the safety and mobility of a particular child.
- 68.7 The Licensee shall prohibit toys that explode or fire projectiles.

- 68.8 The Licensee shall ensure that infants and toddlers do not have access to plastic bags, styrofoam objects or toys, and objects with a diameter of less than one (1) inch.

## **69.0 Positive Behavior Management**

- 69.1 The Licensee shall have a written statement in plain language regarding the positive behavior management of children. The statement on positive behavior management shall be provided to parent(s)/guardian(s) and all staff members.
- ~~69.2 The Licensee shall ensure the use of positive developmentally age-appropriate methods of behavior management of children which encourage self-control, self-direction, positive self-esteem, social responsibility and cooperation.~~
- 69.2.1 Prevention of behavioral problems shall be emphasized. Prevention strategies shall include providing appropriate, educationally valuable materials and activities in an organized, stimulating environment, and setting realistic expectations for young children when planning the routine or schedule.
- 69.2.2 The Licensee shall ensure that staff members shall praise and encourage children for positive behavior and redirect or guide inappropriate behavior into more positive actions, rather than relying on punishment.
- 69.2.3 Responses to a child's behavior shall be appropriate to the child's level of development and understanding.
- 69.2.4 "Time-outs" if used, shall be employed as a supplement to, not a substitute for, other developmentally appropriate, positive methods of behavior management. "Time-out" shall be limited to brief periods — no more than one (1) minute for each year of a child's age. Before using "time-out", the Licensee shall ensure staff members explain the reasons for "time-out" to the child in language appropriate to the child's level of development and understanding.
- 69.2.4.1 The first step for "time-out" shall be to remove the child from the group but keep the child within eyesight of the group that continues to participate in the activity. If this step is ineffective, the child may be removed from the room so that he/she is unable to participate, observe or hear the activity. A child removed from the group or room shall remain under visual supervision at all times. Children shall never be left unattended behind closed doors.
- 69.2.4.2 "Time-out" shall be in an area approved for child care that comfortably accommodates the child. "Time-out" shall be seen as a positive opportunity for the child to regroup and focus on appropriate behavior. Before rejoining the group or returning to the room, the staff member shall talk to the child about alternatives to the inappropriate behavior in a way that shows faith in the child's ability to make more positive decisions in the future.
- 69.2.5 Corporal punishments inflicted in any way on a child's body including shaking, hair pulling, biting, pinching, slapping, or spanking shall be prohibited.
- 69.2.6 Children shall not be yelled at, humiliated, frightened, or verbally, physically or sexually abused or placed in an uncomfortable physical position.
- 69.2.7 Disparaging comments about a child's appearance, ability, ethnicity, family and other personal characteristics shall be prohibited.
- 69.2.8 Children shall not be deprived of food or toilet use as a consequence of inappropriate behavior.
- 69.2.9 Children shall not be tied, taped, chained, caged or placed in mechanical restraints as a consequence of inappropriate behavior.
- 69.2.10 Negative or punitive action shall not be taken with children for not going to sleep, toileting accidents, failure to eat all or part of food or failure to complete a prescribed activity.
- 69.3 The Licensee shall ensure that she/he and staff members model and demonstrate positive behavior management techniques and respectful communication interactions while children are in child care at the Large Family Child Care when relating to any child parent(s)/guardian(s), other adults, and representatives from the Office of Child Care Licensing and other inspecting agencies.

## **70.0 Napping/Sleeping Accommodations**

- 70.1 The Licensee shall have documentation from a child's health care provider when an exception to any Rule regarding napping/sleeping is necessary due to a child's physical or medical condition. The documentation shall stipulate the reason for the exception and what other accommodations shall be made.
- 70.2 The Licensee shall ensure that each child has clean, age appropriate, individual napping/sleeping equipment such as a crib, port-a-crib, playpen, cot, mat, sleeping bag, or bed.
- 70.2.1 Children shall not nap together or share the same napping/sleeping equipment.

- 70.2.2 A child's napping/sleeping equipment shall be labeled with the child's name and used only by that child while attending the Large Family Child Care Home during a particular shift—see Rule 70.8.2 for use by different child during another shift.
- 70.3 The Licensee shall ensure that each child under eighteen (18) months of age and not walking shall nap/sleep in a crib, port-a-crib, or playpen.
- 70.4 The Licensee shall ensure that a child who is between twelve (12) and eighteen (18) months of age and is walking may nap/sleep on a cot, mat, or bed with protective rails with written permission from the child's parent(s)/guardian(s).
- 70.5 The Licensee shall ensure that a child who is eighteen (18) months of age and older shall nap/sleep on a cot, mat, sleeping bag, or bed, or may continue to nap/sleep in a crib, port-a-crib, or playpen as long as the child fits comfortably in this type of sleeping equipment.
- 70.6 The Licensee shall ensure that a child who is twelve (12) months of age or older (see Rules 71.1 through 71.3 for infants) is provided with seasonably appropriate bedding (coverings, sheets, and blankets) for his/her napping/sleeping equipment as follows:
- 70.6.1 The top of a mattress, cot, or pad of any napping/sleeping equipment shall be covered with non-absorbent, cleanable covering along with a sheet on top of that covering.
- 70.6.2 Additional sheet(s) and/or blanket(s) shall be provided, when necessary to keep a child warm while napping/sleeping.
- 70.6.3 A sleeping bag shall be placed on a covered pad (see above subsection "A") and not directly on the floor.
- 70.7 The Licensee shall ensure that napping/sleeping equipment shall be placed at least at least eighteen (18) inches apart.
- 70.8 The Licensee shall ensure that napping/sleeping equipment and bedding (covering, sheets, and blankets) are maintained in a clean and sanitary condition as follows:
- 70.8.1 Cleaned when soiled or wet, or disinfected at least weekly; and
- 70.8.2 Cleaned and disinfected prior to being assigned to another child.
- 70.9 The Licensee shall ensure that napping/sleeping equipment is stored so that the napping/sleeping side of one piece of equipment is not in direct contact with the napping/sleeping side of another piece of equipment or such side is disinfected before being used again.

#### **71.0 Safe Sleep Practices for Infants (Children under Twelve (12) Months of Age)**

- 71.1 The Licensee shall ensure staff members use safe sleep practices for infants (children under twelve (12) months of age) as recommended by the American Academy of Pediatrics—see current website information at <http://www.aap.org/healthtopics/Sleep.cfm>—as follows:
- 71.1.1 Soft surfaces such as soft mattresses, pillows, sofas and waterbeds shall be prohibited as sleeping surfaces.
- 71.1.2 Stacking cribs shall be prohibited.
- 71.1.3 Cribs, port-a-cribs, and playpens shall have slats so placed as to allow gaps of no larger than two and three eighths (2-3/8) inches.
- 71.1.4 Cribs, port-a-cribs, and playpens shall have top rails at least twenty (20) inches above the mattresses with the mattress set at its lowest position and side rails locked in its highest position.
- 71.1.5 Any latches on cribs, port-a-cribs, or playpens shall be safe, secured and present no hazard.
- 71.1.6 The crib, port-a-crib, and playpen's mattress or pads shall be firm and tight fitting, covered with non-absorbent, cleanable covering directly on top of the mattress or pad along with a tight fitting sheet on top of that covering.
- 71.1.7 Toys or objects hung over a crib, port-a-crib, or playpen shall be held securely and be of a size and weight that would not injure a child if the toy or object accidentally falls or if the child pulls on the object.
- 71.1.8 All items shall be removed from a crib, port-a-crib, or playpen when an infant is in the crib or playpen. These items include, but are not limited to, heavy blankets, comforters, quilts, pillows, sheep skin, stuffed animals, dolls or any toys.
- 71.2 The Licensee shall ensure that staff members place an infant on his/her back when putting the infant down to nap/sleep.
- 71.3 The Licensee shall ensure staff members use the following options when keeping an infant warm while in a crib, port-a-crib, or playpen:



- 71.3.1 Use a blanket sleeper that is worn by the infant while napping/sleeping. Such blanket sleepers may be worn separately or on top of other clothing as long as the blanket sleeper fits comfortably (is not too big or small), and the infant does not get overheated; and/or
- 71.3.2 Use a thin blanket placed at the foot of the crib, tucked around the mattress or pad, reaching only as far as the infant's chest, and making sure the infant's head remains uncovered during nap/sleep.
- 71.4 The Licensee shall ensure that a written record is kept by a staff member documenting the infant was monitored at least every thirty (30) minutes when placed in the crib, port-a-crib, or playpen to nap/sleep to observe the infant for normal breathing.

## **72.0 Night Child Care**

- 72.1 The Licensee providing night child care shall ensure staff members remain on the same level of the Large Family Child Care Home with the children in child care (see Rule 48.17) and remain awake (see Rule 41.1.1).
- 72.2 The Licensee providing night child care shall ensure staff members follow Rules 69.2 through 71.3.2 and that each child in child care between the hours of 8:00 P. M. and 6:00 A. M., and is sleeping at the Large Family Child Care Home for four (4) or more hours, has the following sleeping equipment;
  - 72.2.1 A child under eighteen (18) months of age and not walking shall sleep in a crib.
  - 72.2.2 A child who is between twelve (12) and eighteen (18) months of age and is walking may sleep on a bed with protective rails with written permission from the child's parent(s)/guardian(s).
  - 72.2.3 A child eighteen (18) months of age and older shall sleep on a bed or may continue to sleep in a crib as long as the child fits comfortably in the crib.
- 72.3 The Licensee shall ensure each bed is equipped with a mattress that is not directly on the floor.
  - 72.3.1 The top of the mattress shall be covered with non-absorbent, cleanable mattress pad that covers the whole mattress.
  - 72.3.2 A fitted or folded sheet covering the whole mattress is placed on top of the mattress pad.
  - 72.3.3 Another sheet that covers the whole mattress is provided to cover the child.
  - 72.3.4 A pillow covered with a pillow case that covers the whole pillow is provided.
  - 72.3.5 A blanket/comforter/quilt is provided when necessary to keep a child warm while sleeping.
- 72.4 The Licensee providing night child care shall ensure that staff members provide quiet activities for children for not less than thirty (30) minutes before bedtime.
- 72.5 The Licensee providing night child care shall ensure that staff members give each child individual attention at bedtime and upon awakening.
- 72.6 The Licensee providing night child care shall ensure staff members follow the parent(s)/guardian(s) preference regarding any special preferences or habits of a child regarding bedtime and awakening and that the information provided is noted in the child's file.
- 72.7 The Licensee providing night child care shall ensure that each child has his or her own combs, toothbrushes, brushes and other such personal items are marked with the child's name, used only by that child, and stored separately.
- 72.8 The Licensee providing night child care shall ensure staff members follow the parent(s)/guardian(s) preference regarding bathing the child and that the information provided is noted in the child's file.
  - 72.8.1 If bathtubs and showers are used, they shall be equipped to prevent slipping.
  - 72.8.2 Infants shall be bathed in age-appropriate bathing facilities.
  - 72.8.3 Portable bathing facilities shall be acceptable for bathing children before bedtime.
  - 72.8.4 Under no circumstances shall a child be bathed in a sink.
  - 72.8.5 Each child shall be bathed in a bathtub, shower or portable bathing equipment that has been disinfected before each use.
  - 72.8.6 Children shall be bathed individually and not be placed together in a bathtub or shower.
  - 72.8.7 Water temperature shall be checked before placing a child into a portable bathing facility, bathtub or shower; or monitored constantly while being rinsed under running water in a portable bathing facility or bath tub to prevent burns or scalding, or for water that is too hot or too cold.
  - 72.8.8 Individual towels and washcloths shall be provided for each child.
- 72.9 The Licensee providing night child care shall ensure that staff members do not leave children unsupervised while in a bathtub or shower.
  - 72.9.1 A child capable of bathing alone shall be allowed to bathe in private with written permission from parent(s)/guardian(s). The Licensee shall ensure staff members respect that child's privacy but are immediately available to ensure the child's safety to offer assistance when requested by the child.

- 72.10 The Licensee providing night child care shall ensure that children over the age of four (4) do not share a dressing area with persons of the opposite sex.
- 72.11 The Licensee providing night child care shall ensure that each child has clean garments made for sleeping comfortably.
- 72.12 The Licensee providing night child care shall ensure that there is a working nightlight in the bathroom, hallway, and sleeping areas as dictated by the individual needs of the children.
- 72.13 The Licensee providing night care shall ensure that staff members keep a written record documenting each child was monitored when placed in his/her sleep equipment to sleep between the hours of 8:00 P.M. and 6:00 A.M. that includes the following information:
  - 72.13.1 Infants were monitored every thirty (30) minutes as per Rule 71.4;
  - 72.13.2 Children twelve (12) months of age and older were monitored every sixty (60) minutes; and
  - 72.13.3 Child to child physical contact was prevented.

### **73.0 Off Premises of Large Family Child Care Home**

- 73.1 The Licensee shall ensure that children are not permitted off the Large Family Child Care Home premises unless accompanied by a staff member who is at least qualified to be left alone with children.
- 73.2 The Licensee shall ensure that staff members provide constant supervision of children whenever off the Large Family Child Care Home premises to ensure safety.
  - 73.2.1 Volunteering parent(s)/guardian(s) shall be supervised by a staff member at all times including the transportation of children.
  - 73.2.2 Volunteering parent(s)/guardian(s) shall not be alone with children at any time other than their own child/children at any time.
- 73.3 The Licensee shall ensure that when off the Large Family Child Care Home premises, the staff/child ratio is according to the chart below:
- 73.4 The Licensee shall have a safety policy for children whenever off the Large Family Child Care Home premises which includes the following:
  - 73.4.1 An accounting of children at all times including a documented roll check of taking attendance when departing from the Large Family Child Care Home, arriving and departing from the destination, and arriving back at the Large Family Child Care Home;
  - 73.4.2 A copy of and easy access to medical consent forms and emergency contact information for all children;
  - 73.4.3 A proper storage container (such as for keeping a medication cool) for any medication that needs to be taken off premises for a child;
  - 73.4.4 A traveling first aid kit available in accordance with Rule 59.2;
  - 73.4.5 A plan for transportation of a child or all children in the event of an emergency; and
  - 73.4.6 Tags for children or other means of providing only the Large Family Child Care Home's telephone number;
    - 73.4.6.1 For security purposes, a child's name or any type of information that directly identifies the child shall not be placed on the child.
- 73.5 The Licensee shall ensure that volunteering parent(s)/guardian(s) comply with the following Transportation Rules 74.1 through 74.13 when transporting children other than their own children when on excursions with staff members off the Large Family Child Care Home premises.

### **74.0 Transportation in a Vehicle**

- 74.1 The Licensee shall ensure that the vehicle and operator of a vehicle used to transport children are in compliance with all applicable Federal, State and local Laws and are insured to cover the transportation of children in child care at the Large Family Child Care Home.
- 74.2 The Licensee shall ensure the operator of a vehicle not transport more persons, including children and adults, than the capacity of the vehicle per the manufacturer's specifications.
- 74.3 The Licensee shall ensure a staff member inspects the vehicle for safety before allowing children in child care to be transported in the vehicle.
- 74.4 The Licensee shall ensure that each child is secured in an individual safety restraint system appropriate to the age, weight, and height of the child at all times while the vehicle, other than a school bus, is in motion. All safety restraints shall be federally approved and so labeled according to the current applicable Federal Motor Vehicle Safety Standard. Child safety restraints shall be installed and used in accordance with the manufacturer's specifications and vehicle's instruction and shall be maintained in a safe working condition and free of any recall.

- 74.4.1 ~~A child preschool age or younger shall only be transported on a school bus that is properly equipped for child safety restraints unless written permission is received from the parent(s)/guardian(s) of that child allowing the child to be transported on a school bus unrestrained. The Licensee shall explain to parent(s)/guardian(s) in writing that while child safety restraints on school buses for children preschool age or younger are not currently required by State Law, the National Highway Traffic Administration recommends that children in this age group always be transported in school buses properly equipped for child safety restraints.~~
- 74.5 ~~The Licensee shall inform and obtain written permission from parent(s)/guardian(s) each time transportation is provided. This permission shall:~~
- 74.5.1 ~~Identify who is operating each vehicle;~~
- 74.5.2 ~~Specify any special need or problem of a child which might require special attention during transportation; and~~
- 74.5.3 ~~Require the operator of the vehicle to carry information with directions on handling any special need or problem.~~
- 74.6 ~~The Licensee shall ensure that the operator of the vehicle shall have a valid driver's license that authorizes the driver to operate the type of vehicle being driven.~~
- 74.7 ~~The Licensee shall ensure that the following are in or available for each vehicle when transporting children:~~
- 74.7.1 ~~An operable dry chemical fire extinguisher listed by the Underwriter's Laboratory in each vehicle;~~
- 74.7.2 ~~A working phone such as a cell phone in each vehicle;~~
- 74.7.3 ~~A traveling first aid kit as per Rule 59.2; and~~
- 74.7.4 ~~Emergency contact information for each child in the vehicle.~~
- 74.8 ~~The Licensee shall ensure that all doors on vehicles are locked whenever the vehicle is in motion.~~
- 74.9 ~~The Licensee shall ensure that children are never left unattended in the vehicle and the vehicle is inspected when finished transporting so that no child is left behind in the vehicle.~~
- 74.10 ~~The Licensee shall ensure that children are not transported in the open back of a truck.~~
- 74.11 ~~The Licensee shall ensure that children are loaded and unloaded at the curbside of the vehicle or in a protected parking area or driveway.~~
- 74.12 ~~The Licensee shall ensure that a vehicle used to transport children has a working heater capable of maintaining a temperature of at least fifty (50) degrees F. in the vehicle.~~
- 74.13 ~~The Licensee shall ensure that a vehicle used to transport children either has an air conditioner capable of reducing the temperature or windows able to be opened to provide fresh air when the vehicle's interior temperature exceeds eighty-five (85) degree F.~~

**12 DE Reg. 810 (12/01/08)**

**20 DE Reg. 271 (10/01/16) (Prop.)**