

TABLE OF CONTENTS

RULES FOR CERTIFICATION OF A CHILD CARE CENTER (CCC)

CHAPTER 7

A facility in which care is provided for part of a day for sixteen (16) or more children.

Section No.	Subject	Page No.
1	Program Specific Certification Standards	7-1
2	Capacity/Supervision Requirements	7-1
3	Director/Assistant Director and Staff Requirements	7-2
4	Evening and Overnight Care	7-3

RULES FOR CERTIFICATION OF A CHILD CARE CENTER (CCC)

CHAPTER 7

Section 1. **Program Specific Certification Standards.**

(a) All Child Care Centers shall comply with all sections of this Chapter and the following Chapters and Sections of these Rules:

- (i) Chapter 1: All;
- (ii) Chapter 2: All;
- (iii) Chapter 3: All;
- (iv) Chapter 4: All;
- (v) Chapter 8: All; and
- (vi) Chapter 11: All.

Section 2. **Capacity/Supervision Requirements.**

(a) The licenser shall determine facility capacity based on individual room capacity for all rooms used by children. This room capacity shall be displayed in each room and never be exceeded.

(i) The children counted in the capacity include all children present to include school age children and children related to staff.

(ii) Group size may be limited by room capacity.

(b) Staff:child ratios and supervision as described in this chapter shall be maintained at all times.

(c) For rules relating to staff:child ratios refer to Chapter 4, General Requirements.

(d) Staff:child ratio reduced at nap time to one (1) staff member in the sleeping area as long as that staff person has a clear view of all napping children in the room. Other staff may be excused for other activities; however, staff numbers shall be maintained within the facility to meet overall staff:child ratios at all times.

(e) Group size may not be exceeded for more than one (1) hour during portions of the day such as, but not limited to opening and closing hours and special events. Building or room capacity shall not be exceeded and staff:child ratios shall be maintained.

(f) There shall be at least one (1) adult staff directly supervising children in each area of the facility where children are located at all times.

Section 3. **Director/Assistant Director/ Staff Requirements**

(a) The director shall:

(i) Be at least 21 years old;

(ii) Have a high school diploma or an equivalent certificate;

(iii) Have a combination of education and experience equivalent to two (2) years in the areas of management, early childhood education, child development, nursing or other;

(iv) Shall have completed six (6) clock hours of child care training in addition to pre-service training prior to licensing;

(v) Shall have received a professional credential from an organization recognized by the Department;

(vi) Directors shall meet all training requirements as outlined in Chapter 4;

(vii) Be onsite and available for at least 50% of the operating week in which they are listed as the director, unless an exception by the licenser for good cause is given;

(viii) Whenever the director of a center is absent from the facility, an assistant director shall be on duty; and the director remains responsible for the operation of the center and the actions of all staff, volunteers and substitutes;

(ix) In the event the director leaves the employment of the facility, the assistant director shall be responsible until a director is hired. A director shall be hired within a reasonable time frame and the facility shall notify Child Care Licensing immediately; and

(x) It is the responsibility of the center director to ensure that all records and reports are maintained onsite.

(b) An assistant director does not need to meet the requirements of the director but shall have the following:

(i) Be at least 21 years old;

(ii) A high school diploma or an equivalent certificate;

(iii) Have a combination of education and experience equivalent to one (1) year;

(iv) Sufficient knowledge and training in the operation of the facility as well as decision making authority to assume the duties of director during his/her absence before they can assume responsibility of the operation of the facility; and

(v) Meet all training requirements as outlined in Chapter 4.

(c) **Staff Requirements**

(i) Before the director and any staff assume responsibility for direct care of children, the staff shall meet the requirements specified in Chapter 4, General Requirements.

Section 4. Evening and Overnight Care.

(a) Whenever any facility cares for children past 7:00 p.m, the following rules, in addition to all other rules and regulations, shall apply:

(i) Adult staff shall be awake and on duty at all times when children are sleeping;

(ii) Staff:child ratio may be reduced to one (1) staff member in each sleeping area as long as all children are sleeping and that staff person has a clear view of all children;

(iii) Other facility staff may be excused for other activities, however, overall staff:child ratios within the facility shall be maintained at all times; and

(iv) When any child awakens relaxed staff:child ratios shall no longer be used.