

# *Child Care Regulations in Oklahoma*

## **Overview**

A summary of child care regulations in Oklahoma.

- Types of care that must be licensed
- Types of care that may operate without a license
- Age-group definitions
- Subsidized child care
- Whom to contact
- Child abuse reporting
- Child care centers
- Large child care homes
- Family child care homes
- Part-time children's programs
- School-age programs and summer day camps

Child care is regulated differently in every state and sometimes even in different counties or cities in the same state. In Oklahoma, the Department of Human Services, Division of Child Care, licenses part-time and full-time child care centers, large child care homes, and family child care homes. Other types of local regulations, such as zoning, health, building, and fire safety codes, may also apply to child care facilities.

This guide explains the level of quality required by child care regulations in Oklahoma. Some child care programs in the state operate at this level and some well above it. As a parent, you have your own standards and will look for providers you trust to meet them. Over time, your informed consumer choice and cooperation with the licensing agency can help raise the quality of child care in your community.

Both the law and licensing requirements are subject to change. To ensure that you have accurate and complete information, check with the licensing office to see whether there have been any changes since the information in this guide was last updated.

## **Types of care that must be licensed**

Child care licensing is a type of regulatory activity in which the state authorizes an individual or a group to operate a child care facility. The Oklahoma Department of Human Services, Division of Child Care, is responsible for monitoring compliance with state standards, establishing procedures for revoking a license, and providing appeal mechanisms.

In Oklahoma, the following forms of child care must be licensed:

- *Child care centers*: care for children that operates more than 30 hours per week
- *Large child care homes*: full- or part-time care in a residence for eight to 12 children, including the provider's own children under 5 years old who live in the home for part of a 24-hour day
- *Part-time child care*: care and supervision for children that operates for more than 15 but fewer than 30 hours per week

- *Family child care homes*: full- or part-time care in a residence for seven or fewer children, including the provider's own children under 5 years old who live in the home for part of a 24-hour day
- *Summer day camps*: serve only school-age children and operate during regular school vacations for no more than 12 hours per day
- *School-age program*: care and supervision for school-age children

More detailed information about child care centers, large child care homes, and family child care homes may be found later in this guide. Oklahoma has a program, Reaching for the Stars, that assigns stars indicating quality criteria met by the child care program. Information on this program may be found at [www.okdhs.org](http://www.okdhs.org).

### **Types of care that may operate without a license**

Some types of child care are not required to be licensed by the state. There are no agencies investigating or regulating these providers, so be sure to thoroughly check a provider's background and experience before choosing this type of care.

In Oklahoma, the following forms of child care are exempt from licensing:

- Care provided in the child's home or by relatives
- Program operating during typical school hours by a public or private school serving children 3 years and older that offers elementary education from kindergarten through third grade
- Drop-in programs where parents are on the premises
- Programs operating for 15 or fewer hours per week
- Care provided on tribal country land or federal property

### **Age-group definitions**

- *Infant*: child between birth and 12 months
- *Toddler*: child between 12 months and 2 years
- *Preschooler*: child between 2 and 5 years
- *School-age*: child 5 years and older

### **Subsidized child care**

The Oklahoma Department of Human Services makes funds available to assist some families with their child care payments. The department pays the provider directly, based on a sliding scale. Depending on the family's monthly income, the department will pay part or all of its child care expenses.

For further information about program availability and how to qualify, contact the county office of the Oklahoma Department of Human Services at 866-411-1877; or view the eligibility chart and access an application on [www.okdhs.org](http://www.okdhs.org).

### **Whom to contact**

For more detailed information regarding child care regulations in Oklahoma, to obtain a copy of the state standards, or to report licensing violations, contact the county Department of Human Services office:

#### **Oklahoma Department of Human Services**

##### **Division of Child Care**

P.O. Box 25352

Oklahoma City, Oklahoma 73125

405-521-3561

800-347-2276

[www.okdhs.org](http://www.okdhs.org)

### **Child abuse reporting**

The staffs of all child care facilities are required to report known or suspected child abuse or neglect to the state or to police. To report suspected child abuse, contact the Oklahoma Department of Human Services or call the Child Abuse Hotline at 800-522-3511.

## *Child care centers*

### **Licenses**

- Must be licensed.
- License must be posted.
- Liability insurance is not required.

### **State inspection**

- Unannounced inspections are required prior to licensing, three times annually, and after a complaint.

### **Staff:child ratios**

- Birth to 12 months: one staff for up to four infants (1:4)
- 12 to 23 months: one staff for up to six children (1:6)
- 2 years: one staff for up to eight children (1:8)
- 3 years: one staff for up to 12 children (1:12)

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- 4 to 5 years: one staff for up to 15 children (1:15)
- 6+ years: one staff for up to 20 children (1:20)

##### **Mixed-age groups**

- Birth to 35 months: one staff for up to six children (1:6) with no more than two children under 12 months old
- Birth to 5 years: one staff for up to eight children (1:8) with no more than two children under 2 years old
- 2+ years: one staff for up to 12 children (1:12) with no more than four children who are 2 years old
- 3+ years: one staff for up to 15 children (1:15) with no more than six children who are 3 years old
- 4+ years: one staff for up to 18 children (1:18) with no more than eight children who are 4 years old

##### **Maximum group size**

- Birth to 12 months: 8
- 12 to 23 months: 12
- 2 years: 16
- 3 years: 24
- 4 to 5 years: 30
- 6+ years: 40

##### **Staff qualifications**

###### **Director**

- Must be at least 21 years old.
- Must be present 50 percent of hours of operation or 30 hours per week.
- A director can be one of three levels -- bronze, silver, or gold -- and must meet the following requirements.

###### ***Bronze***

- General equivalency diploma (GED) or high school diploma
- Six approved credit hours in early childhood education/child development (ECE/CD) or 90 formal hours of a Child Development Associate (CDA) credential or a Child Care Professional (CCP) certificate

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- Three approved credit hours of administration/management or a minimum of 40 formal hours (Tier II) of administration and management knowledge or skills
- Three years of experience in an early childhood administrative setting or 12 months of documented administrative internship or supervised lab
- Two points of professional contributions

### *Silver*

- Postsecondary course in written and oral communication
- Twelve approved credit hours in ECE/CD
- Six approved credit hours in business or related courses
- Eighteen months of experience in an early childhood administrative setting or 12 months of documented administrative internship or supervised lab
- Four points of professional contributions

### *Gold*

- Associate's, bachelor's, or advanced degree in child development, business, early childhood, or related field
- Twelve approved credit hours in ECE/CD
- Six approved credit hours in business or related courses
- One year of experience in an early childhood administrative setting or 12 months of documented administrative internship or supervised lab
- Six points of professional contributions

### **Master teacher**

- Must be at least 18 years old, and
  - Have obtained qualifications at Level III or higher or;
  - If the center is primarily school-age children, the master teacher may have 120 clock hours of Tier II or higher school-age training within the last five years, 480 hours of experience in a school-age center, and a minimum of 5.0 every two years on the School-Age Environment Rating Scale.

### **Teacher**

- Must be at least 18 years old and a high school graduate or getting a GED.

### **Assistant teacher**

- Must be at least 16 years old and a high school graduate or student.
- Staff under 18 years old must be supervised.

**Substitute**

- Must be at least 18 years of age and meet the requirements of the staff position he or she is filling.

**Staff training**

- Must attend orientation.
- Prior to or within three months of employment, must have 20 hours of Tier II training.
- Director must have 20 hours of training annually of Tier I or higher level.
- All teachers must have 12 hours of training annually, six of which can be self-directed reading.
- Documentation of all training for each staff member is required.

**CPR and first aid**

- One person trained in first aid, rescue breathing, and choking must be present at all times.

**Staff medical requirements**

- No immunization requirements.
- Medical exam, including TB test, is required.
- AIDS test is not required.
- Drug and alcohol tests are not required.

**Staff background checks**

- Criminal background checks are required.
- Staff residing in state for less than one year must have criminal records checked from previous state of residence.
- Child abuse background checks and fingerprinting are not required.
- Three references are required.

**Discipline**

- Certain methods of discipline, including corporal punishment, are prohibited.

**Parents' rights**

- Written operating policies must be available to parents.
- Must have reasonable access to the facility and child at any time during hours of operation.

- A copy of the state pamphlet “The Parents’ Guide to Selecting Quality Child Care” must be available to parents.
- Must have a written or verbal system for frequent staff-parent sharing of information.
- Must be advised of animals in the facility.
- Must be advised of exposure to a communicable disease.
- Must be notified immediately of any cuts, burns, animal bites, or injuries that may need evaluation by a doctor.

### **Health and safety requirements**

- Must have written procedures for verifying the identity of an adult dropping off or picking up a child.
- Must meet local zoning ordinances.
- Must have a written, posted emergency and evacuation plan.
- Must hold monthly fire and quarterly tornado drills.
- Stairways having three or more steps must have handrails at children’s height.
- Windows and doors must be screened.
- New paint must not contain more than .06 percent lead.
- Electrical outlets must be covered.
- Must have a first-aid kit and a fire extinguisher.
- Must have smoke detectors in each room used for care and they must be tested monthly.
- Hazardous or toxic materials must be inaccessible to children.
- Pets must be healthy, friendly, and vaccinated.
- Must have a working phone with emergency numbers posted by the phone.
- Outdoor play area and swimming pools must be surrounded by a gated fence that is at least 4 feet high.
- Swimming pools must meet health department requirements.
- Staff present during water activities must have lifeguard training if water is deeper than 18 inches.
- Smoking is prohibited in areas where children are in care.

### **Child medical requirements**

- Must have age-appropriate immunizations, including hepatitis B.
- Physical exam is not required.
- Must have permission from the parent to administer medications, and medications must be in the original container with the child's name and instructions.

### **Care for sick children**

- Children who become ill must be isolated.
- If the child's condition warrants, parents or the child's physician should be notified at once.
- Centers routinely providing care for ill children must meet additional requirements.

## *Large child care homes*

### **Licenses**

- Must be licensed.
- License must be posted.
- Liability insurance is not required.

### **State inspection**

- Unannounced inspections are required prior to licensing, three times per year, and after a complaint.

### **Staff:child ratios**

- One caregiver may care for up to
  - Five children of any age
  - Six children, with no more than three children under 2 years old
  - Seven children, with no more than two children under 2 years old
  - Seven children, if the children are 2 years and older
  - Eight children, if the children are 3 years and older
  - Ten children, if the children are 4 years and older
  - Twelve children, if the children are 5 years and older

- Two caregivers may care for up to
  - Eight children under 2 years old
  - Twelve children, with no more than six children under 2 years old
- Three caregivers may care for up to 12 children, with no more than eight children under 2 years old

### **Maximum group size**

- May care for up to 12 children, including the provider's own children under 5 years old who live in the home.

### **Staff qualifications**

#### **Provider**

- Must be at least 21 years old.
- Must be in good health.
- Must have two years of satisfactory full-time experience in a licensed or legally exempt child care setting and a high school diploma or GED, or one year of experience and one of the following:
  - High school diploma or GED and 12 college credit hours in child development or early childhood education
  - Vo-tech occupational child care program diploma
  - CDA credential
  - Associate's or bachelor's degree in child development or early childhood education

#### **Assistant**

- Must be at least 16 years old.
- Must be supervised if under 21 years old.

#### **Substitute**

- Must be at least 18 years old.
- Must post name, telephone number, and address.

### **Staff training**

- Provider is required to complete 15 hours annually.
- Assistant is required to complete 12 hours annually with emphasis on health and safety content in the first six months.

### **CPR and first aid**

- CPR and first aid training are required prior to licensing.

### **Staff medical requirements**

- TB test is required.
- No immunization requirements.
- Medical exam is not required.
- AIDS test is not required.
- Drug and alcohol tests are not required.

### **Staff background checks**

- Criminal background checks are required for all staff and adult household members.
- Child abuse clearances are required for provider and spouse.
- Three written references other than from relatives are required.
- Fingerprinting is not required.

### **Discipline**

- Must be constructive and educational in nature and appropriate to the child's age and circumstances.
- Certain methods of discipline, including corporal punishment, are prohibited.

### **Parents' rights**

- Parents must have reasonable access to the facility and child.
- A copy of the state pamphlet "The Parents' Guide to Selecting Quality Child Care" must be available to parents.
- Parents must be advised of any animals in the facility.
- Parents must be advised of exposure to a communicable disease.
- Parents must be notified immediately of any accident, illness, or injury requiring medical attention.
- Parents must be notified of policy regarding ill children.

### **Health and safety requirements**

- Must meet local zoning ordinances.
- Must have available emergency transportation.
- Must have names of persons authorized to pick up the child.
- Must hold quarterly fire and tornado drills.

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- Stairways with more than four stairs must have handrails at children's height, and all stairs must be free of obstructions.
- Windows and doors must be screened.
- Outdoor play space must be enclosed by a building or a fence at least 4 feet high.
- Electrical outlets must be covered.
- Must have a flashlight, a first-aid kit, and a fire extinguisher.
- Must have smoke detectors on each level and at the head of each stairway, as well as any room used by the children for playing or sleeping.
- Hazardous or toxic materials must be inaccessible to children.
- Pets must be healthy, friendly, and vaccinated.
- Must have a working phone with emergency phone numbers posted by the phone.
- Swimming pools must be surrounded by a gated fence that is at least 4 feet high.
- Smoking is prohibited in areas where children are in care.
- Carbon monoxide detector must be installed in the same room as the heat source and/or in the main area used for child care.

### **Child medical requirements**

- All children, including those of the caregiver, must have age-appropriate immunizations, including hepatitis B.
- Physical exam is not required.
- Must have permission from the parent to administer medications, and the medication must be in the original container with the child's name and instructions.

### **Care for sick children**

- Children who become ill must be isolated.
- If the child's condition warrants, parents or the child's physician should be notified at once.
- Care may be provided, depending on the illness, other children present, and facilities available.

## *Family child care homes*

### **Licenses**

- Must be licensed.
- License must be posted.
- Liability insurance is not required.

### **State inspection**

- Unannounced inspections are required prior to licensing, three times annually, and after a complaint.

### **Staff:child ratios**

- One caregiver may care for seven children only in the following combinations:
  - All children are 2 years and older
  - One child is under 2 years old and six children are 2 years and older
  - Two children are under 2 years old and five children are 2 years and older
  - Three children are under 2 years old and three children are 2 years and older
  - Four children are under 2 years old and one child is 2 years or older
  - Five children are under 2 years old
- Two caregivers must be present and providing care for the following combinations:
  - Seven children are in care and more than two children are under 2 years old
  - Six children are in care and more than three children are under 2 years old

### **Maximum group size**

- May care for up to seven children, including the provider's own children under 5 years old who live in the home, as well as any foster children 12 years and younger living in the home and the children of any substitute or assistant caregiver.

### **Staff qualifications**

#### **Provider**

- Must be at least 18 years old.
- Must be in good health.

#### **Assistant**

- Must be at least 16 years old.
- Must be supervised if under 18 years old.

**Substitute**

- Must be at least 18 years old.
- Must post name, telephone number, and address with the emergency numbers as well as provide to the Department of Human Services.

**Staff training**

- No preservice training is required.
- Twelve hours annually with emphasis on health and safety content in the first six months.

**CPR and first aid**

- CPR and first-aid training are required prior to licensing.

**Staff medical requirements**

- TB test is required.
- No immunization requirements.
- Medical exam is not required.
- AIDS test is not required.
- Drug and alcohol tests are not required.

**Staff background checks**

- Criminal background checks are required for all staff and adult household members.
- Child abuse clearances are required for the provider and spouse.
- Three written references other than from relatives are required.
- Fingerprinting is not required.

**Discipline**

- Must be constructive and educational in nature and appropriate to the child's age and circumstances.
- Certain methods of discipline, including corporal punishment, are prohibited.

**Parents' rights**

- Parents must have reasonable access to the child and all areas of the home used for child care during the hours children are in care.
- A copy of the state pamphlet "The Parents' Guide to Selecting Quality Child Care" must be available to parents.

- Parents must be advised of any animals in the facility.
- Parents must be advised of child's exposure to a communicable disease.
- Parents must be notified immediately of any accident, illness, or injury requiring medical attention.
- Parents must be notified of the policy regarding ill children.

### **Health and safety requirements**

- Must meet local zoning ordinances.
- Must have available emergency transportation.
- Must have the names of persons authorized to pick up the child.
- Must hold quarterly fire drills and tornado drills.
- Stairways with more than four stairs must have handrails at children's height, and all stairs must be free of obstructions.
- Windows and doors must be screened.
- Electrical outlets must be covered.
- Must have a flashlight, first-aid kit, and fire extinguisher.
- Must have smoke detectors on each level and at the head of each stairway as well as in any room used by the children for playing or sleeping.
- Play area must be free of hazards and have a fence in good repair.
- Hazardous or toxic materials must be inaccessible to children.
- Pets must be healthy, friendly, and vaccinated.
- Must have a working phone with emergency numbers posted by the phone.
- Staff present during water activities must have lifeguard training.
- Smoking is prohibited in areas where the children are in care.
- Carbon monoxide detector must be installed in the same room as the heat source and/or in the main area used for child care.

### **Child medical requirements**

- All children, including those of the caregiver, must have age-appropriate immunizations, including hepatitis B.
- Physical exam is not required.

- Must have permission from the parent to administer medications, and the medication must be in the original container with the child's name and instructions.

### **Care for sick children**

- Children who become ill must be isolated.
- If the child's condition warrants, the parents or the child's physician should be notified at once.
- Care may be provided, depending on the illness, other children present, and facilities available.

## *Part-time children's programs*

### **Licenses**

- Must be licensed.
- License must be posted.
- Liability insurance is not required.

### **State inspection**

- Unannounced inspections are required prior to licensing, three times annually, and after a complaint.

### **Staff:child ratios**

- Birth to 9 months: one staff for up to four infants (1:4)
- 10 to 23 months: one staff for up to six children (1:6)
- 2 years: one staff for up to eight children (1:8)
- 3 years: one staff for up to 12 children (1:12)
- 4 to 5 years: one staff for up to 15 children (1:15)
- 6+ years: one staff for up to 20 children (1:20)

### **Mixed-age groups**

- Birth to 35 months: one staff for up to six children (1:6) with no more than two children under 10 months old
- Birth to 5 years: one staff for up to eight children (1:8) with no more than two children under 2 years old
- 2+ years: one staff for up to 12 children (1:12) with no more than four children who are 2 years old

- 3+ years: one staff for up to 15 children (1:15) with no more than six children who are 3 years old
- 4+ years: one staff for up to 18 children (1:18) with no more than eight children who are 4 years old

When children of two or more ages are grouped together, the staff:child ratio for the youngest child applies.

#### **Swimming/water activities**

- Under 2 years: one staff per child
- 2 years: one staff for up to two children (1:2)
- 3 years: one staff for up to six children (1:6)
- 4 to 5 years: one staff for up to seven children (1:7)
- 6+ years: one staff for up to 10 children (1:10)

#### **Maximum group size**

- Birth to 9 months: 8
- 10 to 23 months: 12
- 2 years: 16
- 3 years: 24
- 4 to 5 years: 30
- 6+ years: 40

#### **Staff qualifications**

##### **Director**

- Must be at least 21 years old with a high school degree or equivalency.
- Must have one year experience in a child care center or part-time children's program.

##### **Teacher**

- Must be at least 18 years old and a high school graduate.

##### **Assistant teacher**

- Must be at least 16 years old.

##### **Substitute**

- Must meet the same requirements as regular staff.

**Staff training**

- Must attend orientation.
- Staff must attend health and safety training.
- Ongoing training is required.
- Food service training is required within the first year of employment for individuals responsible for food.

**CPR and first aid**

- One person trained in first aid, rescue breathing, and choking must be present at all times.

**Staff medical requirements**

- No immunization requirements.
- Medical exam, including TB test, is required.
- AIDS test is not required.
- Drug and alcohol tests are not required.

**Staff background checks**

- Criminal background checks are required.
- Staff residing in the state for less than one year must have criminal records checked from the previous state of residence.
- Child abuse background checks and fingerprinting are not required.
- Three references are required.

**Discipline**

- Certain methods of discipline, including corporal punishment, are prohibited.

**Parents' rights**

- Written operating policies must be available to parents.
- Parents must have reasonable access to the facility and child at any time during hours of operation.
- A copy of the state pamphlet "The Parent's Guide to Selecting Quality Child Care" must be available to parents.
- Program must have a system for frequent staff-parent sharing of information.
- Parents must be advised of any animals in the facility.
- Parents must be advised of child's exposure to a communicable disease.

- Must be notified immediately of any cuts, burns, animal bites, or injuries that may need evaluation by a doctor.

### **Health and safety requirements**

- Must have written procedures for verifying the identity of an adult dropping off or picking up a child.
- Must have a written, posted emergency and evacuation plan.
- Must hold monthly fire and tornado drills every spring.
- Stairs must have handrails at children's height.
- Windows and doors must be screened.
- New paint must not contain more than .06 percent lead.
- Electrical outlets must be covered.
- Must have a first-aid kit and a fire extinguisher.
- Must have smoke detectors in each room used for care.
- Smoke detectors must be tested monthly.
- Hazardous or toxic materials must be inaccessible to children.
- Pets must be healthy, friendly, and vaccinated.
- Must have a working phone.
- Emergency phone numbers, including poison control, fire department, police department, ambulance, and medical resource numbers, must be posted by the phone.
- Outdoor play area and swimming pools must be surrounded by a gated fence that is at least 4 feet high.
- Swimming pools must meet health department requirements.
- During water activities there must be a certified lifeguard if water is deeper than 18 inches.
- Smoking is prohibited in areas where children are in care.
- Proper hygiene must be used during food preparation and diapering.

### **Child medical requirements**

- Must have age-appropriate immunizations, including hepatitis B.
- Physical exam is not required.
- Must have permission from the parent to administer medications.

### **Care for sick children**

- Children who become ill must be separated from the group.
- If the child's condition warrants, the parents or the child's physician should be notified at once.
- If a program has concerns about the health of a child, the local or state health department may be notified.
- Centers routinely providing care for ill children must meet additional requirements.

## *School-age programs and summer day camps*

### **Licenses**

- Must be licensed.
- License must be posted.
- Liability insurance is not required unless the program provides transportation.

### **State inspection**

- Unannounced inspections are required prior to licensing, three times annually, and after a complaint.

### **Staff:child ratios**

- For school-age programs, one staff for up to 20 children (1:20)
- For summer day camps, one staff for up to 15 children (1:15)

### **Swimming/water activities**

- One staff for up to 10 children (1:10)
- School-age programs must have parent permission to participate in any swimming activity.
- Children must be supervised at all times.
- All swimming pools must follow the proper health and safety requirements.

### **Staff qualifications**

#### **Director**

- Must be at least 21 years old.
- Must have at least one of the following:

- High school diploma or GED and two years of satisfactory full-time experience in a related school-age, educational, or child care setting
- Associate's or bachelor's degree with at least 12 college credit hours in child development, elementary, or secondary education, or in a closely related subject
- High school diploma or GED and successful completion of a school-age child care training program that meets the criteria approved by the Child Care Advisory Committee

**Lead teacher**

- Must be at least 19 years old.
- Must have at least one of the following:
  - High school diploma or GED and one year of satisfactory full-time experience in a related school-age, educational, or child care setting
  - High school diploma or GED and 12 college credit hours in child development, elementary, or secondary education, or in a closely related subject
  - Associate's degree with at least six college credit hours in child development, early childhood, elementary, or secondary education, or in a closely related subject
  - High school diploma or GED and successful completion of a school-age training program that meets the criteria approved by the Child Care Advisory Committee

**Teacher**

- Must be at least 18 years old and a high school graduate or in the process of getting a GED.

**Assistant teacher**

- Must be at least 16 years old and a high school graduate or student.
- Must be supervised if under 18 years old.

**Substitute**

- Must meet same requirements as regular staff.

**Staff training**

- Must attend orientation.
- Director must have 20 hours of training annually from the Oklahoma Department of Human Services.

- All teachers must have at least 12 hours of training annually. Additional training is required for programs providing transportation to children under 6 years old.

#### **CPR and first aid**

- One person trained in first aid, rescue breathing, and choking must be present at all times.

#### **Staff medical requirements**

- No immunization requirements.
- Medical exam, including TB test, is required.
- AIDS test is not required.
- Drug and alcohol tests are not required.

#### **Staff background checks**

- Criminal background checks are required.
- Staff residing in the state for less than one year must have criminal records checked from previous state of residence.
- Child abuse background checks and fingerprinting are not required.
- Three references are required.

#### **Discipline**

- Certain methods of discipline, including corporal punishment, are prohibited.

#### **Parents' rights**

- Written operating policies must be available to parents.
- Parents must have reasonable access to the facility and child at any time during hours of operation.
- A copy of the Oklahoma Department of Human Services publication for parents of school-age children must be available to parents.
- Program must have three of the following six options:
  - Parents welcome in the program at all times
  - Conferences held at least once per year, and at other times if needed, to discuss children's progress, accomplishments, and difficulties
  - A parent resource area with books, pamphlets, or articles on parenting
  - Parent meetings with guest speakers or special events
  - Information about the program through a bulletin board, regular newsletter, or parent handbook

- Opportunity to participate in the program and policy development through board involvement, planning meetings, or questionnaires
- Must be advised of animals in the facility.
- Must be advised of exposure to a communicable disease.
- Must be notified immediately of any cuts, burns, animal bites, or injuries that may need evaluation by a doctor.

### **Health and safety requirements**

- Must have written procedures for verifying the identity of an adult dropping off or picking up a child.
- Must have a written, posted emergency and evacuation plan.
- Must hold monthly fire and tornado drills.
- Stairways with three or more steps must have handrails at children's height.
- Windows and doors must be screened.
- New paint must not contain more than .06 percent lead.
- Electrical outlets must be covered.
- Must have a first-aid kit and a fire extinguisher.
- Must have smoke detectors in each room used for care.
- Smoke detectors must be tested monthly.
- Hazardous or toxic materials must be inaccessible to children.
- Pets must be healthy, friendly, and vaccinated.
- Must have a working phone.
- Emergency numbers must be posted by the phone.
- For school-age children only, fencing is not required on all sides if properly protected from traffic and all other hazards.
- Swimming pools must meet health department requirements.
- Staff present during water activities must have lifeguard training if water is deeper than 18 inches.
- Smoking is prohibited in areas where children are in care.
- Proper safety measures must be taken while transporting children.

**Child medical requirements**

- Must have age-appropriate immunization.
- Physical exam is not required.
- Must have permission from the parent to administer medications.
- Current information regarding any special health needs of the child, with the name of the child's physician, are required.

**Care for sick children**

- Children who become ill must be isolated.
- If the child's condition warrants, parents or the child's physician should be notified at once.
- Centers routinely providing care for ill children must meet additional requirements.

**Nighttime care**

- Under no circumstances is a child in care for over 24 consecutive hours.