

2005 Child Care Licensing Study Maryland

Data Profile for State Licensing Programs and Policies

Click on link to go to information on the state's licensing program:

- [State Licensing Agency](#)
- [Number of Licensed Facilities](#)
- [Licensing Staff](#)
- [Number of Licensing Staff](#)
- [Types of Inspections](#)
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STATE LICENSING AGENCY



LICENSING AGENCY CONTACT INFORMATION		
Agency name: Maryland State Department of Education		
Address: Division of Early Childhood Development Office of Child Care 311 W. Saratoga Street, 1 st floor		
City: Baltimore	State: MD	Zip: 21201
Phone: 410-767-7128	Toll Free: 800-332-6347	
Fax: 410-333-8699	E-mail: dhrhelp@dhr.state.md.us	
Web site: http://www.dhr.state.md.us/cca		

NUMBER OF LICENSED FACILITIES



NUMBER OF LICENSED FACILITIES	
Child care centers	2,672
Small family child care homes	9,775
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total number of licensed facilities	12,447
Data notes:	

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LICENSED CAPACITY	
Child care centers	145,572
Small family child care homes	70,789
Large/group family child care homes	0
<i>Other types of licensed facilities:</i>	0
Total licensed capacity	216,361
Data notes: N/A	

LICENSING STAFF



LICENSING LINE STAFF ASSIGNMENT	
Line staff assignments to inspect child care facilities:	
Assigned to inspect only child care centers	
Assigned to inspect only family child care homes	
Assigned to inspect both centers and family child care homes	✓
Assigned to inspect child care facilities and other human service programs for children	
Assigned to inspect child care facilities and other human service programs for children and/or adults	
Assignments vary by county or area of the state	
Assigned specifically to conduct complaint investigations	✓
<i>Other type of assignment:</i>	
Data notes:	

NUMBER OF LICENSING STAFF



NUMBER OF LINE STAFF	
Total number of full-time equivalent line staff	111
Data notes:	

LINE STAFF ESTIMATED CASELOAD	
Estimated caseload ratio (number of facilities per staff)	112:1
Data notes: The caseload was calculated by NARA/NCCIC by dividing the total number of licensed programs by the total number of licensing line staff.	

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NUMBER OF SUPERVISORS	
Total number of full-time equivalent licensing supervisors	17
Data notes:	

TYPES OF INSPECTIONS



Type of Inspection Conducted	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Prior to issuing a license	✓	✓	
• Announced	✓	✓	
• Unannounced			
Data notes:			
License renewal			
• Announced			
• Unannounced			
<p>Data notes: On Jan. 1, 2005, Maryland began a system of non-expiring licenses for centers and FCC homes. Under the new system, each first-time license for a center or FCC home is issued for a 2-year period, after which it is converted to non-expiring status upon successful application of the licensee. Before a non-expiring license may be approved, the licensee must pass a full compliance inspection, which is announced. Every 2 years after placement on non-expiring status, the licensee must undergo another full compliance inspection (announced). Failure by the licensee to correct non-compliances that may be found during these inspections may result in a license status change (from non-expiring to conditional). Continued failure to correct the non-compliances subsequent to status change may result in license suspension or revocation.</p>			
Routine compliance	✓	✓	
• Announced			
• Unannounced	✓	✓	
Data notes:			

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FREQUENCY OF INSPECTIONS



FREQUENCY OF REQUIRED INSPECTION VISITS	
Type of Facility	Frequency of Inspection Visits
Child care centers	Other frequency of inspection
Small family child care homes	Other frequency of inspection
Large/group family child care homes	Not licensed
<i>Other frequency of inspection:</i> Effective Jan. 1, 2005, each home and center is inspected three times every 2 years – once each year unannounced, once every 2 years announced. Therefore, each program routinely receives one inspection during 1 year, and two inspections during the next year.	
Data notes:	

FREQUENCY OF LICENSING



LENGTH OF LICENSE	
Type of Facility	Length of License
Child care centers	Non-expiring license
Small family child care homes	Non-expiring license
Large/group family child care homes	Not licensed
<i>Other length of license:</i>	
Data notes: At time of first licensing, a home or center is licensed for 2 years. After that initial 2-year period, the program is eligible to receive a non-expiring license.	

INSPECTIONS AND MONITORING



FULL COMPLIANCE REVIEW	
Type of Facility	Frequency of Full Compliance Review
Child care centers	Once every 2 years
Small family child care homes	Once every 2 years
Large/group family child care homes	Not licensed
Data notes:	

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ABBREVIATED COMPLIANCE FORM	
<i>(Note: An abbreviated compliance form is a tool used during inspections that has an abbreviated list of the requirements on it, not all requirements. Sometimes called an "indicator checklist.")</i>	
Abbreviated compliance form used for inspections	
Child care centers	Yes
<i>Use of form described:</i> For full compliance inspections, which are announced and are conducted every 2 years, a key indicator inspection (based on the statistical key indicator model developed by Dr. Richard Fiene at The Pennsylvania State University) is used in each home and center that meets certain compliance criteria. For routine compliance inspections, which are unannounced and are conducted every year, a set of risk-based indicators is used in each home and center.	
Small family child care homes	Yes
<i>Use of form described:</i> For full compliance inspections, which are announced and are conducted every 2 years, a key indicator inspection (based on the statistical key indicator model developed by Dr. Richard Fiene at The Pennsylvania State University) is used in each home and center that meets certain compliance criteria. For routine compliance inspections, which are unannounced and are conducted every year, a set of risk-based indicators is used in each home and center.	
Large/group family child care homes	No
<i>Use of form described:</i>	
Data notes:	
State has policies on when to switch from abbreviated compliance review to a full compliance review	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
Data notes:	

DIFFERENTIAL MONITORING	
<i>(Note: Differential monitoring is the frequency and/or depth of monitoring inspections that is based on an assessment of the level of compliance with regulations. May also be called "risk assessment monitoring.")</i>	
System of differential monitoring based on compliance records used for inspections	
Child care centers	No
<i>System of assessing compliance and differential monitoring:</i>	
Small family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Large/group family child care homes	No
<i>System of assessing compliance and differential monitoring:</i>	
Data notes:	

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TECHNICAL ASSISTANCE AND CONSULTATION			
Technical assistance/consultation provided to help licensees achieve compliance with licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	No		
Technical assistance/consultation provided to help licensees move beyond minimum licensing regulations			
Child care centers	Yes		
Small family child care homes	Yes		
Large/group family child care homes	No		
Data notes:			
Means of providing technical assistance/consultation	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
During all inspection visits	✓	✓	
• During application visits			
• During routine inspection visits			
• During renewal inspection visits			
On the telephone	✓	✓	
As needed by licensee	✓	✓	
<i>Other:</i> Provider roundtables, provider association meetings.	✓	✓	
Data notes:			
Referrals made to other agencies/organizations/individuals for technical assistance			
Child care centers	✓		
Small family child care homes	✓		
Large/group family child care homes			
<p><i>Agencies, organizations, or individuals used for technical assistance referrals:</i> Licensees are routinely encouraged by agency licensing staff to move beyond minimum licensing standards toward “best practices” and quality care. Referrals by licensing staff may be made at any time to a variety of professional associations, provider training and resource agencies, child health agencies, child advocacy agencies, child care-related Internet sites, and other resources available to help increase provider knowledge and expertise. In addition, the agency has its own Office of Credentialing, which promotes and supports provider credentialing and accreditation.</p>			

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DATA AUTOMATION	
Basic licensing data is automated	Yes
Data notes: N/A	
Portable computers and inspection software used for inspections	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
Data notes:	
<i>Other tools used for inspections and monitoring:</i>	No

COMPLAINT INVESTIGATIONS



INVESTIGATIONS	
Licensing agency conducts complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
Data notes:	
State uses same staff who conduct inspections for initial licensure and routine compliance to conduct complaint investigations	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
State has separate staff who only work on complaint investigations	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
State uses other complaint investigation staff	
Child care centers	No
Small family child care homes	No
Large/group family child care homes	No
<i>Other complaint investigation staff described:</i>	
Data notes:	
State investigates anonymous complaints	
Child care centers	Yes
Small family child care homes	Yes
Large/group family child care homes	No
Data notes:	

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NUMBER OF COMPLAINTS				
Number of Licensing Complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of licensing complaints filed	878	1,592	0	2,470
Number of substantiated licensing complaints	238	432	0	670
Data notes: N/A				
<i>Nature of licensing complaints:</i> No response				

CHILD ABUSE AND NEGLECT				
Agencies that investigate child abuse and neglect complaints against child care centers and family child care homes				
Licensing agency				
Protective services			✓	
Specialized unit for child abuse and neglect				
<i>Other agency:</i>				
Data notes:				
Number of child abuse and neglect complaints	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes	Total
Number of child abuse and neglect complaints filed	84	116	0	200
Number of substantiated child abuse and neglect complaints	0	0	0	0
Data notes: Substantiated complaints – centers and small FCC homes, N/A. Data concerning substantiated complaints of abuse and neglect are maintained by Child Protective Services, not by the agency's Office of Licensing.				

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ENFORCEMENT ACTIONS



USE OF ENFORCEMENT ACTIONS						
Enforcement Actions	Child Care Centers		Small Family Child Care Homes		Large/Group Family Child Care Homes	
	Used	Num.	Used	Num.	Used	Num.
Revocation of license	✓	4	✓	91		0
Denial of license	✓	2	✓	77		0
Immediate closure of facility	✓	7	✓	93		0
Non-renewal of license	✓	0	✓	0		0
Probation		0		0		0
Conditional license	✓	0	✓	0		0
Consent agreement	✓	9	✓	152		0
Civil fine	✓	0	✓	2		0
Criminal fine	✓	0	✓	8		0
Imprisonment		0		0		0
<i>Other enforcement actions:</i>		0		0		0
Data notes: Non-renewal of license, conditional license – no data in numbers for centers and small FCC homes.						
<i>Legal representation for licensing agency:</i> The agency has its own staff attorneys to represent it at appeals hearings following license enforcement actions. In any legal action that is brought against it, the agency is represented by the state Attorney General's Office.						

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ACCESS TO LICENSING INFORMATION



LICENSING INFORMATION ON THE INTERNET	
Licensing inspection reports are available on the Internet for parent and public access	No, inspection reports are not on Internet
Data notes:	
Complaints against facilities are included in licensing reports on the Internet	N/A
Data notes:	

LICENSING FEES



LICENSING FEES CHARGED			
Fees are charged for a license			
Child care centers	No		
Small family child care homes	No		
Large/group family child care homes	No		
Data notes:			
Type of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee for all child care facilities			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i> N/A			
Data notes: N/A			
Amount of Licensing Fee	Child Care Centers	Small Family Child Care Homes	Large/Group Family Child Care Homes
Flat fee			
Fee based on maximum number of children in facility			
<i>Other type of fee:</i>			
Data notes:			

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LICENSING STAFF REQUIREMENTS



LICENSING STAFF POSITION	
Name of licensing line staff position	Licensing Specialist

STAFF QUALIFICATIONS	
Minimum entry-level qualifications for child care licensing line staff:	
Master's degree	
Bachelor's degree	✓
Associate's degree	
College-level certification program or credential	
Some college education	
Certification program or credential (not college level)	
High school diploma or GED	
Experience working with children in the early care and education field	✓
No required educational qualifications	
<i>Other qualifications:</i>	
Data notes:	
Content and experience requirements	
Degrees and/or courses must be in early childhood education, child development, or a related field	Yes
Data notes:	
<i>Content areas or majors accepted:</i> Child development, education, social work, or psychology.	
Experience working in a setting with children required prior to working as a licenser	Yes
Data notes:	

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STAFF TRAINING	
Annual training requirements	
Additional training required each year	Yes
Data notes:	
<i>Amount of required training:</i> The agency does not establish a pre-set number of hours of training that must take place each year into the future. Instead, toward the end of each year, an annual staff training plan is developed for the coming year (and the total number of required hours in that plan may differ from the hours reflected in the current year's or preceding year's plan). For example, licensing line staff received 84 hours of training in 2003, and 60 hours in 2004.	
Topics covered in training:	
Regulatory issues	✓
State's regulations	✓
Health and safety issues	✓
Identifying child abuse and neglect	✓
State's licensing policies and procedures	✓
Fire safety	✓
Early childhood education/child development	✓
Adult development	
Business administration/management	
Supervision	✓
<i>Other training topics:</i>	
Data notes: The agency does not establish a pre-set number of hours of training that must take place each year into the future. Instead, toward the end of each year, an annual staff training plan is developed for the coming year (and the total number of required hours in that plan may differ from the hours reflected in the current year's or preceding year's plan). For example, licensing line staff received 84 hours of training in 2003, and 60 hours in 2004.	
Sources of training for child care licensing line staff:	
Licensing agency	✓
Community-based organization	✓
Local/state conferences	✓
National conferences	
Outside consultants	✓
College/university	
No sources of training	
Do not know	
<i>Other training sources:</i>	
Data notes:	

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FUNDING TO SUPPORT LICENSING STAFF	
Sources of funding to hire and support child care licensing staff:	
General state funds	✓
Child Care and Development Fund (CCDF)	✓
Temporary Assistance for Needy Families (TANF)	
Social Services Block Grant (SSBG)	
<i>Other federal funds:</i>	
Private funds	
Licensing fees	
Do not know	
<i>Other funding sources:</i>	
Data notes:	

QUALITY INITIATIVES



LICENSING AGENCY'S INVOLVEMENT IN QUALITY IMPROVEMENT INITIATIVES	
Tiered quality strategy:	
Lead agency	
Initiative in same agency as licensing	✓
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	
Accreditation facilitation project:	
Lead agency	
Initiative in same agency as licensing	✓
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	
Professional development system:	
Lead agency	
Initiative in same agency as licensing	✓
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Assessing quality with environment rating scale:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	✓
Licensing not involved	
State does not have initiative	
Data notes:	
Other quality initiative:	
Lead agency	
Initiative in same agency as licensing	
Licensing participates in planning	
Licensing not involved	
State does not have initiative	
Data notes:	

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Data Profile for State Child Care Center Staff Qualifications

Click on link to go to information:

STAFF QUALIFICATIONS FOR CENTER ROLES

- [Directors](#)
- [Master Teachers](#)
- [Teachers](#)
- [Assistant Teachers](#)
- [Aides](#)

STAFF QUALIFICATIONS FOR DIRECTORS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR DIRECTORS

State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	6

Qualification alternative #1: Requirement for all directors: 90 clock hours or their equivalent of approved pre-employment training

Requirement for directors of centers with 21-40 children: 60 semester hours from an accredited institution of higher learning; and 2 years of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, recreation and parks program, or similar setting

Time frame for requirements:

Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i> N/A	

Experience requirements:

Amount of experience required	2 years
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Qualification alternative #2: Requirement for all directors: 90 clock hours or their equivalent of approved pre-employment training	
Requirement for directors of centers with 21-40 children: 60 semester hours from an accredited institution of higher learning; and 4 years of experience caring for preschoolers as a registered family day care provider.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4 years

Qualification alternative #3: Requirement for all directors: Child Development Associate Credential	
Requirement for directors of centers with 21-40 children: 60 semester hours from an accredited institution of higher learning; and 2 years of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, recreation and parks program, or similar setting	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #4: Requirement for all directors: Child Development Associate Credential	
Requirement for directors of centers with 21-40 children: 60 semester hours from an accredited institution of higher learning; and 4 years of experience caring for preschoolers as a registered family day care provider.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4 years

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Qualification alternative #5: Requirement for all directors: 6 semester hours of approved pre-employment training	
Requirement for directors of centers with 21-40 children: 60 semester hours from an accredited institution of higher learning; and 2 years of experience working under supervision primarily with preschoolers in a licensed child care center, nursery school, church-operated school, recreation and parks program, or similar setting	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	2 years

Qualification alternative #6: Requirement for all directors: 6 semester hours of approved pre-employment training	
Requirement for directors of centers with 21-40 children: 60 semester hours from an accredited institution of higher learning; and 4 years of experience caring for preschoolers as a registered family day care provider.	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	4 years

Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours	✓	Bachelor's degree	
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	

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Associate's degree in early care and education		Teaching certificate/license	
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State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	✓
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR MASTER TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR MASTER TEACHERS			
State regulates role			No
State requires education and/or experience for role			No
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>			0
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

Key:

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STAFF QUALIFICATIONS FOR TEACHERS



EDUCATION AND EXPERIENCE REQUIREMENTS FOR TEACHERS	
State regulates role	Yes
State requires education and/or experience for role	Yes
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>	11

Qualification alternative #1: 90 clock hours of approved pre-employment training and 1 year of experience	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #2: 90 clock hours of approved pre-employment training and a combination of experience and college that are equivalent to 1 year	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	Unspecified

Qualification alternative #3: 90 clock hours of approved pre-employment training and 1 year of college	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

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Qualification alternative #4: Child Development Associate Credential and 1 year of experience	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #5: Child Development Associate Credential and a combination of experience and college that are equivalent to 1 year	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	Unspecified

Qualification alternative #6: Child Development Associate Credential and 1 year of college	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	N/A

Qualification alternative #7: 6 semester hours of approved pre-employment training and 1 year of experience	
Time frame for requirements:	
Preservice	✓
Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	1 year

Qualification alternative #8: 6 semester hours of approved pre-employment training and a combination of experience and college that are equivalent to 1 year	
Time frame for requirements:	
Preservice	✓

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Orientation to role/initial hiring period	
<i>During a certain period of time:</i>	
Experience requirements:	
Amount of experience required	Unspecified

Additional qualification alternatives:

- 9) 6 semester hours of approved pre-employment training and 1 year of college
- 10) Associate's degree with approved courses in early childhood education
- 11) Higher degree with approved courses in early childhood education

Types of training, credentials, and degrees included in qualification alternatives:

Clock hours	✓	Bachelor's degree	✓
Credit hours	✓	Bachelor's degree or higher	
Child Development Associate (CDA) credential	✓	<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	✓
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree	✓	Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	✓
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	Yes
Experience must be from working with children	✓
Experience must be with a specific age group of children	✓
Experience must be in a specific setting	✓
Experience must be in an accredited center or family child care home	
Experience must be supervised	✓
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR ASSISTANT TEACHERS



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR ASSISTANT TEACHERS			
State regulates role		No	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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STAFF QUALIFICATIONS FOR AIDES



EDUCATION AND EXPERIENCE QUALIFICATIONS FOR AIDES			
State regulates role		Yes	
State requires education and/or experience for role		No	
Number of qualification alternatives for role <i>(Note: Qualification alternatives are different ways to qualify for roles, usually by completing some type of education or training and/or having work experience.)</i>		0	
Types of training, credentials, and degrees included in qualification alternatives:			
Clock hours		Bachelor's degree	
Credit hours		Bachelor's degree or higher	
Child Development Associate (CDA) credential		<i>Bachelor's degree in a related field:</i> N/A	
State credential		Bachelor's degree in early care and education	
• Infant and toddler credential		Bachelor's degree in early care and education or higher	
• Director credential		Master's degree	
• <i>Other state credentials:</i> N/A		<i>Master's degree in a related field:</i> N/A	
Associate's degree		Master's degree in early care and education	
<i>Associate's degree in a related field:</i> N/A		PhD or advanced degree	
Associate's degree in early care and education		Teaching certificate/license	

State has additional requirements for experience to qualify for role	No
Experience must be from working with children	
Experience must be with a specific age group of children	
Experience must be in a specific setting	
Experience must be in an accredited center or family child care home	
Experience must be supervised	
Experience must be verified by employer/supervisor	
Experience must be from continuous employment	
Experience as a parent can count to qualify for role	

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Qualifications are linked to the state's early care and education professional development system	No
<i>Links to system: N/A</i>	
Center staff are required to participate in the state professional development system (i.e., enroll in a practitioner registry)	No

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Data Profile for State Child Care Center Regulations

Click on link to go to information:

LICENSING REGULATIONS

- [Child Care Center Regulations Summary](#)

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS

- [Definition of Licensed Centers](#)
- [Exemptions from Licensing](#)

CENTER STAFF REQUIREMENTS

- [Staff Roles](#)
- [Age and High School Diploma Requirements](#)
- [Other Roles in Regulations](#)
- [Hiring Policies](#)
- [Staff Health Requirements](#)
- [Background Checks](#)
- [Orientation Training](#)
- [Health and Safety Training](#)
- [Ongoing Training](#)

CHILD-STAFF RATIOS AND GROUP SIZE

- [Child-Staff Ratios and Group Size By Age of Children](#)
- [Mixed-Age Groups](#)
- [Additional Requirements](#)

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SUPERVISION OF CHILDREN

- [General Supervision Requirements](#)
- [Supervision of Children During Naptime](#)
- [Supervision During Evening/Overnight Care](#)
- [Supervision of Children During Outdoor Play](#)
- [Supervision of Children During Large Group Activities](#)
- [Supervision of Children Swimming/Participating in Water Activities](#)
- [Supervision of Children Transported in Vehicles](#)
- [Supervision of Children During Field Trips](#)

CARE OF CHILDREN

- [Age Definitions](#)
- [Children's Health Requirements](#)
- [Nutrition](#)
- [Behavior Guidance and Discipline](#)
- [Program and Activities](#)
- [Parent Involvement](#)
- [Specialized Care – Infant and Toddler](#)
- [Specialized Care – School-Age](#)
- [Specialized Care – Mildly III Children](#)
- [Specialized Care – Evening/Overnight Care](#)
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FACILITY REQUIREMENTS

- [Environment](#)
- [Square Footage](#)
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- [General Emergency Plans](#)
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- [Medical Procedures](#)
- [Care of Mildly III Children](#)
- [Incident Reporting](#)
- [Additional Health Requirements](#)
- [Hand Washing](#)
- [Diapering](#)
- [Smoking Policies](#)
- [Hazardous Materials](#)
- [Firearms](#)
- [Animals in Facility](#)

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LICENSING REGULATIONS



CHILD CARE CENTER REGULATIONS SUMMARY	
↑	
Name of regulations: 07 04 02 Child Care Center Licensing	
Date of regulations: 01/06/2005	
State has separate regulations for the following types of care:	
School-age care programs	
Infant and toddler care programs	
Programs for mildly ill children	
Evening/overnight care programs	
Drop-in child care programs	
<i>Other programs:</i> N/A	

DEFINITION OF LICENSED CHILD CARE/DAY CARE CENTERS



DEFINITION OF LICENSED CENTERS	
↑	
State has definition of "child care center" or "day care center"	Yes
<i>Text of definition:</i> "Child care center" means an agency, institution, or establishment that, for part or all of the day, or on a 24-hour basis on a regular schedule, and at least twice a week, offers or provides child care to children who do not have the same parentage, except as otherwise provided for in law or regulation.	
State has definition of "child care facility" or "day care facility"	No
<i>Text of definition:</i> N/A	
Elements included in state's definition of a licensed child care center:	
Minimum number of children	
Minimum age of children	
Maximum age of children	
Services are provided for less than 24 hours or any part of a 24-hour day	
Minimum number of hours services are provided	
Maximum number of hours services are provided	
Services are provided on an ongoing/regular basis	

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Services are provided on a scheduled basis	
Services are provided before or after school hours	
Services are provided at the parent's work site	
Parent is not present at work site	
Provider and children are not related by blood, marriage, and/or adoption	
Children are not from provider's immediate family; provider is not parent/guardian or custodian of children	
Children are not from one family (siblings)	
Services are provided in a non-residential setting	
Services are not provided in provider's/licensee's home	
Services are not provided in child's home	
Services can be provided in a private facility	
Services can be provided in a public facility	
Services can be provided for profit	
Services can be provided not for profit	
Services can be provided for payment or compensation	
Data notes: N/A	

EXEMPTIONS FROM LICENSING	
State has defined types of programs that are exempt from licensing	Yes
Characteristics of programs that are exempt from licensing:	
Maximum number of children in care to be exempt	N/A
Number of hours child care services are provided to be exempt	N/A
Services are part-day	
Services are provided irregularly/occasionally	
Program is a nursery school or preschool program	
Program is a kindergarten program	
Program is a Head Start program	
Services are provided by a relative of the children in care	
<i>State definition of "relative":</i> N/A	
Services are provided by parent, guardian, or custodian of the children in care	
Services are provided at no cost to the parents	
Services are provided with no compensation to the provider	
Program is a club (Boys and Girls Club, etc.)	✓
Program is a day camp (summer, seasonal, etc.)	
Services are for school-age children	
Program is a recreation program	✓

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Program is instructional classes for children	✓
Services are provided by a religious organization	✓
Services are provided during religious services	
Program offers religious instruction	✓
Services are provided in a facility where the parent is on the premises and accessible (not for employment)	✓
• Casino	
• Resort	
• Conference Center	
• Shopping mall	
• Bowling alley	
• Health club	✓
<i>Other programs where parents are on the premises:</i> Supervisory services to children provided by a church, health club, health provider, or similar sponsor in support of an occasional or intermittent parental activity or service offered by the sponsor while parents are on the same premises as the services to children and are immediately available to the children.	
Services are "drop-in" care	
Services are provided by a preschool program approved by the state department of education	
Program is a preschool program operated by a public school or system	
Program is a preschool program operated by a private school or system	
Services provided by a public prekindergarten program	
Services provided on a military installation/base	
Facility is operated by a unit of local, state, or federal government	
Facility is operated by a college/university	
<i>Other exemptions:</i> Nursery schools and child care programs operated by tax-exempt religious organizations are exempt from meeting regulations pertaining to staff qualifications and the program of activities. These programs may apply for and be granted a letter of compliance instead of a license.	
Data notes: N/A	

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CENTER STAFF REQUIREMENTS



STAFF ROLES		
Role	Role Included in Regulations	State's Role Name
Director	Yes	Director - for preschool centers: 20 or fewer children; 21-40; 40 or more
Master teacher	No	N/A
Teacher	Yes	Senior staff in a preschool center
Assistant teacher	No	N/A
Aide	Yes	Aide

AGE AND HIGH SCHOOL DIPLOMA REQUIREMENTS			
Role	Minimum Age Requirement	Other Age Requirements	High School Diploma or GED Required
Director	21	N/A	HS diploma or GED required
Master teacher	N/A	N/A	N/A
Teacher	19	N/A	HS diploma or GED required
Assistant teacher	N/A	N/A	N/A
Aide	16	N/A	Not required
<i>Additional requirements:</i> Also requirements for group leader and assistant group leader in school-age care Directors - preschools; school-age; combined preschool and school-age; and then also have director roles by size of the center			

OTHER ROLES IN REGULATIONS			
Role	Included in Regulations	Minimum Age Requirement	Other Requirements
Substitute	✓	18	A substitute aide shall be at least 16 years old. Other substitutes shall be at least 18 years old.
Volunteer	✓	13	N/A
<i>Other roles:</i> Driver	✓	N/A	not specified

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HIRING POLICIES ↑		
State requirements on reference checks	Staff	Director
References are required when hiring center staff		
References must be from certain people		
<ul style="list-style-type: none"> • Non-relative • Professional acquaintance • Previous employer 		
Type of references required (written, verbal, or both)	N/A	N/A
<i>Additional requirements: N/A</i>		

STAFF HEALTH REQUIREMENTS ↑	
Center facility records must include health reports on staff	
Center staff required to have a physical exam or to provide health statement from a physician	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to have tuberculosis screening	Yes
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	✓
Center staff required to provide proof of immunizations	No
<ul style="list-style-type: none"> • Required at hiring • Required annually or at another time interval • Required for staff having contact with children • Required for staff having contact with food 	
Center staff must meet additional requirements regarding their health	No
Center staff required to provide proof of suitability to provide care to children	
Center staff required to have a drug, alcohol, and/or substance screening	
<i>Additional requirements: N/A</i>	

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BACKGROUND CHECKS	
State requires check of criminal history records for center staff	Yes
• State criminal history record check required	
• Federal criminal history record check required	
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires check of child abuse and neglect registry for center staff	Yes
• Required for all center staff	✓
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of fingerprint records for center staff	No
• State fingerprint record check required	
• Federal fingerprint record check required	
• Required for all center staff	
• Required for center staff having contact with children	
• Required for center staff under certain conditions (i.e., lived in state a certain amount of time)	
• Required for volunteers	
• Required for staff not working with children (i.e., cook, janitor, bus driver, etc.)	
State requires checks of the sex offender registry	No
State requires center staff to sign a statement about criminal status	
<i>Additional requirements: N/A</i>	

ORIENTATION TRAINING	
Center staff required to complete orientation training	Yes
Required orientation training is about the facility's policies and procedures	✓
Required orientation training is about state's licensing regulations	
License applicant required to complete orientation training during the	✓

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application process	
Licensee required to complete orientation training	
Only center director required to complete orientation training	
Center staff working directly with children required to complete orientation training	
Orientation training can count toward ongoing hour requirements for the first year of employment	
Center must develop and/or provide orientation training to new employees and volunteers	
Orientation training is developed and delivered by the licensing agency	✓
<i>Required content for orientation training: Staff orientation in pediatric first aid, infection control, and facility policies - part of health care plan</i>	
<i>Additional requirements: N/A</i>	

HEALTH AND SAFETY TRAINING ↑	
Center staff required to complete first aid training	Yes
Current certification in first aid training required	✓
First aid training must be for the care of infants and/or children	
Center staff working directly with children required to complete first aid training	
At least one person on duty required to complete first aid training	
At least one person for each group of children required to complete first aid training	✓
Center staff required to complete CPR training	Yes
Current certification in CPR training required	✓
CPR training must be for the care of infants and/or children	✓
Center staff working directly with children required to complete CPR training	
At least one person on duty required to complete CPR training	
At least one person for each group of children required to complete CPR training	✓
Center staff required to complete fire safety training	No
Fire safety training must be taught by a fire prevention professional	
Current certification in fire safety training required	
All center staff required to complete fire safety training	
Other types of health and safety training required	
Hand washing techniques and indications for hand washing	
Sudden Infant Death Syndrome prevention	
Lifeguard training	
Water safety	
Prevention of spread of HIV/AIDS and blood borne pathogens	
Care of sick children	✓

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Prevention of spread of communicable disease/universal precautions	✓
Administration of medication	
<i>Additional health and safety training: N/A</i>	

ONGOING TRAINING ↑	
Ongoing training required for directors	Yes
Number of hours required annually	6
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for master teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for teachers	Yes
Number of hours required annually	3
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for assistant teachers	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training required for aides	No
Number of hours required annually	
Number of hours required bi-annually	
Number of hours averaged over two years	
Number of credit hours	
<i>Other: N/A</i>	
Ongoing training hours required in specific content areas for center directors	No
<i>Content of ongoing training hours: N/A</i>	

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Ongoing training hours required in specific content areas for teaching staff	No
<i>Content of ongoing training hours: N/A</i>	
Types of training accepted/approved for ongoing training hours are specified	No
Job orientation	
College credit hours	
Non-credit coursework	
Training provided by organizations approved by state training approval system	
Training provided by organizations licensed or certified professionally competent in the training topic	
<i>Other: N/A</i>	
Delivery methods accepted/approved for ongoing training hours are specified	No
Adult education courses	
Training provided by an approved or accredited secondary institution/vocational school	
Training provided by an approved or accredited institution of higher education	
Audio-visual materials/videos/reading materials	
Conference workshops	
Community-based workshops	
Distance learning methods (Internet, video conferences, etc.)	
In-service training delivered by center director	
<i>Other: N/A</i>	

CHILD-STAFF RATIOS AND GROUP SIZE

[↑](#)

CHILD-STAFF RATIOS AND GROUP SIZE BY AGE OF CHILDREN		
Age of Children	Child-Staff Ratio	Group Size
6 weeks	3:1	6
9 months	3:1	6
18 months	3:1	9
27 months	6:1	12
3 years	10:1	20
4 years	10:1	20
5 years	15:1	30
6 years	15:1	30
7 years	15:1	30

[↑](#)

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8–9 years	15:1	30
10 years and older	15:1	30
<i>Additional requirements:</i> For children 6 weeks to 2 years of age, the maximum group size is nine if up to two infants are in the group, or six if three or more infants are in the group.		

MIXED-AGE GROUPS ↑	
State permits mixed-age groupings of children	Yes
<i>Child-staff ratio requirements for mixed-age groups:</i> In a mixed age group with preschool children 3 years old or older, the staff to child ratio is one to ten.	
In mixed age groups which include 2-year-old children, the following staff/child ratios apply: (1) If the total group is up to 6 children, 1 staff member is required; (2) If the total group is 7 to 10 children, and includes 1 to 3 2-year-old children, 1 staff member is required; (3) If the total group is 7 to 10 children, and includes 4 or more 2-year-old children, 2 staff members are required; (4) If the total group is 11 to 12 children, 2 staff members are required; (5) If the total group is 13 to 20 children and includes 1 to 3 2-year-old children, 2 staff members are required; (6) If the total group is 13 to 20 children and includes 4 to 6 2-year-old children, 3 staff members are required.	
<i>Group size requirements for mixed-age groups:</i> A mixed age group with preschool children may not exceed 20 children.	
<i>Additional requirements:</i> A maximum of 6 2-year-olds may be in a mixed age group of 13 to 20 children.	

ADDITIONAL REQUIREMENTS ↑	
State has a definition for "group"	Yes
<i>Text of definition:</i> "Group" means a unit of children together with the staff assigned to them.	
State requires that each group of children has a designated space—either a separate room or delineated space in a large room	
State requirements on legally exceeding limits	
Centers allowed legally to exceed licensed capacity	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required child-staff ratios	
<i>Conditions:</i> N/A	
Centers allowed legally to exceed required group size	✓
<i>Conditions:</i> A. Group sizes for all ages may vary during outdoor play and special activities such as field trips and assemblies, only if the operator maintains the staff-child ratios required by this chapter. B. Groups containing only school age children may be of any size, pursuant to a plan	

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approved by the office, if the staff-child ratios required by this chapter are maintained.	
State has requirements for the supervision of children based on the size of the center	No
State has requirements for child-staff ratios based on the size of the center	
State has requirements for group size based on the size of the center	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN



GENERAL SUPERVISION REQUIREMENTS	
State has requirements for staff supervising children	Yes
Staff must be free of other duties	
Staff must be alert/awake	
Staff must be able to see children at all times	
Staff must be able to hear children at all times	
State has requirements related to supervision of children during emergencies	✓
State has requirements related to supervision and the use of substitutes for staff	
Centers are allowed to use video surveillance cameras or electronic monitors in lieu of direct supervision	
State has requirements related to the use of video surveillance cameras for parents to view their children while at the center	
<i>Additional requirements: An operator shall ensure that each child receives:</i> (1) Attention to the child's individual needs; and (2) Adequate supervision and care at all times which is: (a) Provided only by individuals who are designated by the operator to provide supervision and care; and (b) Appropriate to the individual age, needs, and capabilities of the child.	

SUPERVISION OF CHILDREN DURING NAPTIME	
State has requirements for the supervision of children during naptime	No
Staff person must be present in room where children are napping	
Staff must be able to see children	
Staff must be able to hear children	
State has requirements for the supervision of children during naptime that are delineated by the age of the child	
• Infant and toddler	
• Preschool	
• School-age	

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Publication of NARA and NCCIC, 2006

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Staff person supervising during naptime must be free of other duties	
Center must have written supervision plan for naptime	
State has specific child-staff ratio requirements for naptime	No
<i>Requirements: N/A</i>	
State has specific group size requirements for naptime	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING EVENING/OVERNIGHT CARE (see also Specialized Care – Evening/Overnight Care)	
	↑
State has requirements for the supervision of children during evening/overnight care	No
Staff person must be present in room where children are sleeping	
Staff must be able to see sleeping children	
Staff must be able to hear sleeping children	
Staff person supervising sleeping children must be free of other duties	
Staff must be awake	
Center must have written supervision plan for evening/overnight care	
State has specific child-staff ratio requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
State has specific group size requirements for evening/overnight care	No
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN DURING OUTDOOR PLAY	
	↑
State has requirements for the supervision of children during outdoor play	Yes
Staff person must be present outdoors with children	
Staff must be able to see children playing outdoors	
Staff must be able to hear children playing outdoors	
Center must have written supervision plan for outdoor play	
State has specific child-staff ratio requirements for outdoor play	No
<i>Requirements: N/A</i>	
State has specific group size requirements for outdoor play	Yes
<i>Requirements: Group sizes for all ages may vary during outdoor play only if the operator maintains the staff/child ratios required by this chapter.</i>	
<i>Additional requirements: N/A</i>	

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SUPERVISION OF CHILDREN DURING LARGE GROUP ACTIVITIES ↑	
State has requirements for the supervision of children during large group activities	Yes
Staff person must be present with children during large group activities	
Staff must be able to see children during large group activities	
Staff must be able to hear children during large group activities	
Center must have written supervision plan for large group activities	
State has specific child-staff ratio requirements for large group activities	No
<i>Requirements: N/A</i>	
State has specific group size requirements for large group activities	Yes
<i>Requirements: N/A</i>	
<i>Additional requirements: N/A</i>	

SUPERVISION OF CHILDREN SWIMMING/PARTICIPATING IN WATER ACTIVITIES ↑	
State has requirements for the supervision of children when swimming or participating in water activities	Yes
Staff person must be present with children when swimming or participating in water activities	✓
Staff must be able to see children	
Staff must be able to hear children	
Written permission from parents required for swimming and water activities	✓
Center must have written supervision plan for swimming and water activities	
State has specific child-staff ratio requirements for swimming and water activities	Yes
<i>Requirements: When water is over a child's chest and the child cannot swim, a 1-to-1 staff-child ratio for each child who cannot swim shall be maintained in the water. This standard does not apply to swimming lessons approved by the American Red Cross.</i>	
State has specific group size requirements for swimming and water activities	No
<i>Requirements: N/A</i>	
<i>Additional requirements: When a wading area 4 feet or less in depth is available to children, there shall be continuous supervision by staff.</i>	

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SUPERVISION OF CHILDREN TRANSPORTED IN VEHICLES	
(see also Facility Requirements – Transportation) ↑	
State has requirements for the supervision of children when transported in a vehicle	Yes
Children must not be left unattended in a vehicle	
Staff must supervise children when they board and exit a vehicle	
Attendance record of children must be kept	
Once vehicle is unloaded, additional checks for children remaining on board are conducted	
Staff or driver must ensure that children are received by a parent or other designated person	
Driver is counted in child-staff ratio	✓
Written permission from parents required for transporting children	
Emergency contact information for children taken on vehicle	
Center must have written supervision plan for transporting children in a vehicle	
State has specific child-staff ratio requirements for transporting children in a vehicle	Yes
<i>Requirements:</i> In addition to the driver, there is at least one adult present in the vehicle when more than eight preschoolers are being transported as a group to or from the center	
State has specific group size requirements for transporting children in a vehicle	No
<i>Requirements:</i> N/A	
<i>Additional requirements:</i> N/A	

SUPERVISION OF CHILDREN DURING FIELD TRIPS	
↑	
State has requirements for the supervision of children during field trips	Yes
Attendance record kept of children on field trip	
Additional staff/adults (volunteers, parents, driver) needed for field trips under certain conditions	
Written permission from parents required for field trips	✓
Emergency contact information for children taken on field trip	
Children are required to wear name tags or other identification	
Center must have written supervision plan for field trips	
State has specific child-staff ratio requirements for field trips	Yes
<i>Requirements:</i> Group sizes for all ages may vary during special activities such as field trips, only if the operator maintains the staff-child ratios required by this chapter.	
State has specific group size requirements for field trips	Yes
<i>Requirements:</i> Group sizes for all ages may vary during special activities such as field trips, only if the operator maintains the staff-child ratios required by this chapter.	
<i>Additional requirements:</i> N/A	

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CARE OF CHILDREN



AGE DEFINITIONS 	
Definition of "infant"	
<i>Text of definition:</i> "Infant" is defined as a child 6 weeks old or older but younger than 18 months old.	
Definition of "toddler"	
<i>Text of definition:</i> "Toddler" is defined as a child 18 months old or older but younger than 2 years old.	
Definition of "preschool-age"	
<i>Text of definition:</i> "Preschooler" is defined as a child who is 2 years old or older and who does not attend kindergarten or a higher grade.	
Definition of "school-age"	
<i>Text of definition:</i> "School age child" is defined as a child younger than 16 years old who attends a public or nonpublic school in grades kindergarten or above.	

CHILDREN'S HEALTH REQUIREMENTS 	
State requires children to have a physical exam to enroll in a center	Yes
Center must keep records of children's physical exams	✓
Health records must be provided to the center within a specific time frame after a child's enrollment	
State requires children to have immunizations to enroll in a center	Yes
Immunization records must be provided to the center within a specific time frame after a child's enrollment	
Parents/guardians can provide a written statement that they do not wish to have children immunized	✓
Health care professional can provide a written statement that children are exempt from immunization requirements for medical reasons	✓
Center can exclude children from attendance until immunization records or exemption statements are provided	✓
Center can accept children on a conditional basis if not all immunizations are complete	
Center can refuse to enroll children of parents who do not wish to have their children immunized	
<i>Additional requirements: N/A</i>	
Children are required to have a blood lead level screening to enroll in a center	✓
Center must keep emergency contact information in children's records	✓
<i>Additional requirements: N/A</i>	

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NUTRITION ↑	
State has requirements about nutrition and meals/snacks for children	Yes
State has requirements about the nutritional content of meals/snacks served to children	✓
State has requirements about the number or time interval between the delivery of meals/snacks served to children	✓
Center must post a menu of meals/snacks served to children	✓
Center must provide all meals/snacks for children	
Parents/guardians can provide food for their own children on a regular basis	✓
Parents/guardians can bring food for all children for special occasions	
Center must provide supplemental food (to what parents provide) to meet nutritional content requirements	
State has requirements about feeding infants	✓
<i>Additional requirements: N/A</i>	

BEHAVIOR GUIDANCE AND DISCIPLINE ↑	
State has requirements regarding behavior guidance and/or disciplining children	Yes
Specific forms of discipline/behavior guidance that centers ARE ALLOWED to use are in regulations	No
<ul style="list-style-type: none"> • Supervised separation from the group • Physical/corporal punishment <i>(Note: ✓ = state allows or it is not prohibited/addressed in regulations)</i>	
<i>Other forms of discipline allowed: N/A</i>	
Specific forms of discipline/behavior guidance that centers ARE NOT ALLOWED to use are in regulations	Yes
<ul style="list-style-type: none"> • Denial of food/food-related punishment • Derogatory remarks • Abusive language • Yelling or shouting/screaming • Physical punishment • Forced napping/no nap/rest-related • Physical/mechanical restraint • Locked time-out room, closet, or dark room • Punishment for toileting accident/toileting-related punishment • Putting something in child's mouth • Discipline/punishment by another child 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓

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<i>Other forms of discipline not allowed: "Injurious treatment" means:</i>	
(a) Deliberate infliction in any manner of any type of physical pain, including but not limited to spanking, hitting, shaking, or any other means of physical discipline or enforcement of acts which result in physical pain;	
(b) Failure to attend to a child's physical needs and other physically damaging acts, excluding reasonable acts to protect the child from imminent danger;	
(c) Subjecting a child to verbal abuse intended to cause mental distress, such as shouting, cursing, shaming, or ridiculing; and	
(d) Using discipline methods which create undue discomfort, such as washing a child's mouth with soap, putting pepper or other spicy or distasteful items in a child's mouth, requiring a child to stand on one foot as punishment, or tying a child to a cot or other equipment.	
Center must have written policies on discipline and behavior guidance practices	✓

PROGRAM AND ACTIVITIES	
Center must have a written daily schedule of activities	Yes
Center must post daily schedule	✓
Center must provide specific activities for children	Yes
Regular meal/snack times	
Nap or rest period	✓
Toileting and washing/hand washing	
Outdoor play	✓
Indoor play	
Child-initiated activities	✓
Staff-initiated activities	✓
Individual activities	✓
Group activities	✓
<ul style="list-style-type: none"> • Large group activities • Small group activities 	
Active play	✓
Quiet play	✓
Free play	
Creative expression	
Gross motor activities	
Fine motor activities	
<i>Other activities: N/A</i>	

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Developmental needs of children must be addressed in activities		Yes
Area of Children's Development	Must Be Addressed in Activities	Regulations List Specific Activities
Social development	✓	
Emotional development	✓	
Cognitive/intellectual development	✓	
Physical development	✓	
Language/literacy development	✓	
Cultural development		
<i>Other areas of development: N/A</i>		
State has requirements for the specific types of equipment/materials a center must have for children		Yes
Books and other literacy materials		
<ul style="list-style-type: none"> Number of books required 		
<i>Additional requirements about books: N/A</i>		
Art supplies/creative activities		
Blocks/construction materials		
Sensory materials		
Fine motor manipulatives		✓
Gross motor equipment (indoor and/or outdoor)		✓
Dramatic play/pretend		✓
Science/experimental/math (counting/sorting)		✓
Technology/computers		
Music		✓
<i>Other types of equipment required: Materials that address language arts.</i>		
<i>Additional requirements: N/A</i>		

PARENT INVOLVEMENT		↑
State has requirements regarding parent involvement		No
Center must encourage parent involvement		
Center must provide opportunities for parent involvement		
<i>Additional requirements: N/A</i>		
State has requirements about parents' access to the center		Yes
Center must provide access to parents at all times; no prior notice needed		✓
Parents can have unsupervised access to all children or the whole facility		
Parents can have unsupervised access only to their own children		
Parents can have supervised access to all children		

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State has requirements about the center's communication with parents	Yes
Center must provide written copies of policies and procedures to parents	
Center must keep logs of children's care and communicate with parents	✓
Center must hold regularly scheduled meetings with parents	
Center must have a resource area for parents	
<i>Additional requirements: N/A</i>	

SPECIALIZED CARE – INFANT AND TODDLER ↑	
State has requirements that specifically address the care of infants and/or toddlers	Yes
State has requirements on the supervision of infants and/or toddlers	✓
<ul style="list-style-type: none"> • Each infant must have a primary caregiver 	✓
State has requirements for staff working with infants and/or toddlers	✓
<i>Staff requirements:</i>	
<p>Director: To direct a preschool center with infants and toddlers in care, a director, in addition to meeting the requirements for a director of a preschool center, shall have 1 year of approved experience working with infants and toddlers or 3 semester hours of approved training or the equivalent related exclusively to the care of infants and toddlers, unless there is a senior staff person with the equivalent training or experience in charge of each group of infants and toddlers.</p>	
State has requirements on program/activities specifically for infants and/or toddlers	✓
State has requirements on equipment/materials specifically for infants and/or toddlers	✓
State has requirements for the facility related to the care of infants and/or toddlers	✓
State has requirements on reducing the risk of Sudden Infant Death Syndrome (SIDS)	
Infants must be placed on their backs to sleep	✓
Physicians can authorize a different sleep position for infants	✓
Parents can authorize a different sleep position for infants	
Soft bedding/materials must not be used in cribs	✓
<i>Additional requirements on SIDS prevention: N/A</i>	

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SPECIALIZED CARE – SCHOOL-AGE ↑	
State has requirements that specifically address the care of school-age children	Yes
State has requirements on the supervision of school-age children	
State has requirements for staff working with school-age children	✓
<p><i>Staff requirements:</i></p> <p>Director:</p> <p>A. In a school age center with a capacity of 60 or fewer children, the director shall have completed at least 400 hours of experience working under supervision primarily with school age children in a licensed child care center, public or private school, or in a recreation and parks program or similar setting, or 1 year of experience caring for school age children as a registered family day care provider.</p> <p>B. In a school age center with a capacity of 61 or more children, the director shall have completed at least 800 hours of experience working under supervision primarily with school age children in a licensed child care center, public or private school, or in a recreation and parks program or similar setting, or 2 years of experience caring for school age children as a registered family day care provider.</p> <p>C. An individual is considered qualified as a director of a school age center when the individual:</p> <p>(1) Has been approved as a teacher or educational director under COMAR 13A.09.09 for kindergarten or grades 1--8; or</p> <p>(2) Is certified by the State Department of Education or by the state board of any other state for kindergarten or grades 1--8.</p> <p>Group leader:</p> <p>A. A group leader in a school age center shall:</p> <p>(1) Be at least 19 years old;</p> <p>(2) Hold a high school diploma or a certificate of high school equivalence or have successfully completed courses for credit from an accredited college or university; and</p> <p>(3) Have successfully completed:</p> <p style="margin-left: 20px;">(a) 3 semester hours or 45 clock hours or their equivalent of approved pre-employment training; and</p> <p style="margin-left: 20px;">(b) One of the following:</p> <p style="margin-left: 40px;">(i) 400 hours of experience working under supervision primarily with school age children in a licensed child care center, public or private school, or in a recreation and parks program or similar setting, or 400 hours of experience caring for school age children as a registered family day care provider,</p> <p style="margin-left: 40px;">(ii) 1 year of college, or</p> <p style="margin-left: 40px;">(iii) A combination of experience and college that together are equivalent to 1 year; and</p> <p>(4) Provide evidence of completing approved continued training at the rate of at least 3 clock hours per full year of employment as a group leader.</p> <p>B. An individual is considered qualified as a group leader of a school age center when the individual:</p> <p>(1) Has been approved as a teacher by the State Department of Education under COMAR</p>	

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13A.09.09 for kindergarten or grades 1–8; or
 (2) Is certified by the State Department of Education or by the state board of any other state for kindergarten or grades 1--8.

Assistant group leader:

A. To qualify as an assistant group leader, an individual shall:

- (1) Be 18 years old or older;
- (2) Hold a high school diploma or a certificate of high school equivalence, or have successfully completed courses for credit from an accredited college or university; and
- (3) Have at least one of the following:
 - (a) 800 hours of recent paid or documented volunteer experience supervising groups of school-age children in educational, recreational, social, or guidance contexts,
 - (b) 600 hours of approved experience and 15 clock hours of approved college coursework, or
 - (c) 400 hours of approved experience and 3 semester hours or 45 clock hours, or their equivalent, of approved college coursework.

B. An individual may substitute completion of 1 full year of undergraduate education at an accredited college or university for up to 400 hours of approved experience.

C. An assistant group leader may lead the activities of a group of school-age children if:

- (1) The director, a group leader, or an approved director or group leader substitute is available to render immediate assistance to the assistant group leader; and
- (2) The staff/child ratio required by this chapter is maintained at all times.

State has requirements on program/activities specifically for school-age children	✓
State has requirements on equipment/materials specifically for school-age children	✓
State has requirements for the facility related to the care of school-age children	✓

SPECIALIZED CARE – MILDLY ILL CHILDREN (see also [Care of Mildly Ill Children](#)) [↑](#)

State has requirements that specifically address the care of children who are mildly ill	Yes
State has requirements on the supervision of mildly ill children	✓
State has requirements on program/activities specifically for mildly ill children	
State has requirements on equipment/materials specifically for mildly ill children	
State has requirements for the facility related to the care of mildly ill children	

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SPECIALIZED CARE – EVENING/OVERNIGHT CARE (see also Supervision for Evening/Overnight Care) ↑	
State has requirements that specifically address the care of children during evening/overnight hours	Yes
State has requirements on program/activities specifically for the care of children during evening/overnight hours	
State has requirements on equipment/materials specifically for the care of children during evening/overnight hours	✓
State has requirements for the facility related to the care of children during evening/overnight hours	

SPECIALIZED CARE – DROP-IN CARE ↑	
State has requirements that specifically address the care of children in drop-in programs	Yes
State has requirements on the supervision of children in drop-in programs	
State has requirements on program/activities specifically for children in drop-in programs	✓
State has requirements for the facility related to the care of children in drop-in programs	
<i>Additional requirements on drop-in care: State has a separate section of regulations for drop-in care.</i>	

FACILITY REQUIREMENTS

ENVIRONMENT ↑	
State has requirements about environmental tests of the facility	No
Requires lead tests	
Requires asbestos tests	
Requires radon tests	
State has requirements about environmental inspections	Yes
Requires fire inspections	Required prior to licensure
Requires health inspections	
Requires building code inspections	

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Additional requirements: Evidence of compliance with all applicable zoning and building codes.

An operator shall ensure that chipping, peeling, flaking, chalking, or deteriorating paint on any surface in an area used for child care is tested according to procedures established by the office.

SQUARE FOOTAGE ↑	
Number of square feet of indoor space per child	35 square feet
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet of outdoor space per child	N/A
Total amount of square feet for area	N/A
<i>Additional requirements:</i> N/A	
Number of square feet per child, based on age of child	
Per infant	N/A
Per toddler	N/A
Per preschool-age child	N/A
Per school-age child	N/A
<i>Additional requirements:</i> N/A	

CONDITION OF FACILITY AND EQUIPMENT ↑	
State has requirements on the condition of the indoor area of the building/facility	✓
State has requirements on the condition of the outdoor area of the building/facility	✓
State has requirements on the condition of indoor equipment	✓
State has requirements for child care centers on the condition of outdoor equipment	✓
State has requirements for child care centers on the condition of materials and toys for children	✓

SAFETY OF FACILITY AND EQUIPMENT ↑	
State has requirements on the safety of indoor equipment	✓
State has requirements on the safety of outdoor equipment	✓
State has requirements on the surfaces under indoor equipment	
State has requirements on the surfaces under outdoor equipment	
<i>Details on state requirements on surfaces under equipment:</i> N/A	
State has requirements on sleeping equipment	✓
State requires equipment to be free of components that can pinch, shear, or crush body tissues	

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OUTDOOR SPACE ↑	
State requires outdoor space is enclosed/has a fence	No
<i>Required height for fence: N/A</i>	
State has requirements on swimming pools	✓
State has requirements to protect children from bodies of water (ponds, lakes, rivers, etc.)	✓
State has requirements about alternatives to outdoor space	

FIRE SAFETY ↑	
State has requirements on fire safety in child care centers	Yes
Centers are required to have an evacuation plan for fires	✓
Centers must conduct fire drills	✓
<i>Time interval for fire drills: at least once a month</i>	
<i>Additional requirements: N/A</i>	

GENERAL EMERGENCY PLANS ↑	
Center must have a general emergency plan for all emergencies	No
Center must have a general evacuation plan for all emergencies	
State requires centers to conduct drills for all emergencies	
<i>Time interval between drills: N/A</i>	

EMERGENCY PREPAREDNESS ↑	
State has requirements on emergency preparedness	Yes
Centers must have emergency plans/procedures for natural disasters (tornados, hurricanes, earthquakes, other weather conditions)	
Centers must have emergency plans/procedures for utility-related problems (blackouts, etc.)	
Centers must have emergency plans/procedures for acts of terrorism	
Centers must perform drills of their emergency preparedness procedures (other than fire)	
<i>Additional requirements: N/A</i>	

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SECURITY ↑	
Centers must have a procedure for accepting children when they enter the center and the release of children when they leave	
Centers must have a procedure for signing children in and out when they enter and exit the facility	
Centers must keep daily attendance records of children	
Centers must have policies on the monitoring of visitors	
Centers must have security/surveillance cameras	
<i>Additional requirements:</i> Center must keep attendance records, but doesn't say daily.	

TRANSPORTATION (see also Supervision of Children Transported in Vehicles) ↑	
State has requirements on transporting children in vehicles	Yes
State has requirements about the condition of the vehicle	
State has requirements about emergency equipment needed in the vehicle	
States has requirements about seating in the vehicle	
State has requirements about vehicle safety restraints for children	✓
• State has requirements about seat belts for children	✓
• State has requirements about car seats/child restraint systems	✓
State has requirements about the driver of the vehicle	
First aid kit must be kept in the vehicle	
<i>Additional requirements:</i> N/A	

LIABILITY INSURANCE ↑	
State requires centers to have liability insurance	No
General liability insurance required	No
<i>Amount of insurance required:</i> N/A	
Professional liability insurance required	No
<i>Amount of insurance required:</i> N/A	
Automobile insurance required	No
<i>Amount of insurance required:</i> N/A	
Medical payment insurance required	No
<i>Amount of insurance required:</i> N/A	
<i>Other types of insurance required:</i> Center must provide state with documentation on workers' compensation insurance information.	
<i>Additional requirements:</i> N/A	

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ADMINISTRATION OF MEDICATION ↑	
State has requirements on the administration of medication to children	Yes
Centers must obtain permission from parent/guardian to administer medication to a child	✓
Center must obtain written instructions from the parent/guardian or physician on how to administer the medication <i>(Note: "Yes" response can include the instructions on a prescription or medicine container)</i>	✓
Center must maintain records of medications administered to children	✓
<i>Additional requirements: N/A</i>	

MEDICAL PROCEDURES ↑	
State has requirements on performing medical procedures on children	No
Centers must obtain permission from parent/guardian to perform a medical procedure on a child	
Centers must obtain written instructions from the parent/guardian or physician on how to perform the medical procedure	
Center must maintain records of medical procedures performed on children	
<i>Additional requirements: N/A</i>	

CARE OF MILDLY ILL CHILDREN (see also Specialized Care – Mildly Ill Children) ↑	
State has requirements on the care of mildly ill children	No
Centers can admit a child who is mildly ill	
Centers can exclude a child who is mildly ill	
<i>Additional requirements: Except in centers for children with acute illness, an operator may not admit a child to care or allow a child to remain in care when the child is exhibiting symptoms of acute illness.</i>	

INCIDENT REPORTING ↑	
Centers must report to the licensing agency all serious injuries that occur to children in the program	✓
Centers must keep a record of all serious injuries that occur to children in the program	✓
Centers must report to the licensing agency all deaths that occur to children in the program	✓
<i>Additional requirements: An operator shall notify or require that a staff member notify the office within 24 hours of an injury to a child that occurs while the child is at the center or on a field trip which results in the child's being:</i> (1) Treated by a medical professional, or	

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(2) Admitted to a hospital.
Center must maintain a record of injuries and accidents involving children enrolled in the center.

ADDITIONAL HEALTH REQUIREMENTS	
Centers must have a health consultant	✓
Centers must have a first aid kit	✓
<ul style="list-style-type: none"> Requirements specify items that must be in the first aid kit 	
<i>Additional requirements: N/A</i>	

HAND WASHING	
State has requirements on hand washing for staff	Yes
State has requirements for centers that specify when staff must wash their hands	✓
<ul style="list-style-type: none"> Center staff must wash their hands after toileting 	✓
<ul style="list-style-type: none"> Center staff must wash their hands after diapering a child 	✓
<ul style="list-style-type: none"> Center staff must wash their hands after toileting a child 	✓
<ul style="list-style-type: none"> Center staff must wash their hands before and/or after preparing, serving, or eating food 	✓
<ul style="list-style-type: none"> Center staff must wash their hands after attending to an ill child 	
<ul style="list-style-type: none"> Center staff must wash their hands after handling, feeding, or cleaning up after animals 	✓
<i>Other times staff must wash their hands:</i>	
After outdoor activities	
Other times when necessary to prevent the spread of disease	
State has requirements on the location and/or amount of hand washing facilities for staff	✓
State has requirements on hand washing for children	Yes
State has requirements for centers that specify when children must wash their hands	✓
<ul style="list-style-type: none"> Children must wash their hands after toileting 	✓
<ul style="list-style-type: none"> Children must wash their hands after diapering 	✓
<ul style="list-style-type: none"> Children must wash their hands before and/or after eating food 	✓
<ul style="list-style-type: none"> Children must wash their hands after handling animals 	✓
<i>Other times children must wash their hands:</i>	
After outdoor activities	
Other times when necessary to prevent the spread of disease,	
State has requirements on the location and/or amount of hand washing facilities for children	✓

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Additional requirements: A center licensed for the first time shall provide at least one toilet facility restricted to use by adults that is equipped with a toilet, sink, and toilet supplies.

This section does not apply to:

- (a) Small centers; or
- (b) Programs that operate 2 ½ hours or less per session per day.

DIAPERING	
State has requirements on diapering	Yes
State requirements specify when a staff person must change a child's diaper	✓
Staff person changing diaper must wear gloves	
State has requirements on discarding soiled diapers	✓
Diaper changing table and area must be sanitized after each use	
A sink must be available exclusively for the diapering area	
Diapering sink must not be used for food preparation	
<i>Requirements on proximity of sink to diapering area:</i> One approved diapering area with a sink for each group of children younger than 2 years old in the room.	
<i>Additional requirements:</i> N/A	

SMOKING POLICIES	
State has requirements about smoking in centers	Yes
Smoking is not allowed in a child care center	✓
Smoking is not allowed on the grounds of a child care center	✓
Smoking is not allowed in the presence of children	
Smoking is not allowed in areas used for the care of children	
Smoking is not allowed in areas where food is prepared	
Smoking is not allowed in a vehicle while transporting children	
Smoking is allowed in a designated area	
<i>Additional requirements:</i> Smoking is prohibited: <ol style="list-style-type: none"> 1) At all times in any indoor area of a child care center; and 2) During the center's hours of operation, in any outdoor area of the center which is approved for child care use. In a small center located in a private residence, smoking is prohibited during the center's hours of operation in any indoor or outdoor area approved for child care use.	

HAZARDOUS MATERIALS	
State has requirements about the accessibility of hazardous supplies/materials	Yes
Hazardous supplies/materials must be kept out of the reach of children	✓
<i>Additional requirements:</i> N/A	

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FIREARMS ↑	
State has requirements about the presence of firearms in the facility	Yes
Firearms are not allowed in child care centers	
Firearms are allowed in child care centers, but must be in a locked container or closet	
Firearms are allowed in child care centers, but ammunition must be separate from the firearm	
Center must notify parents of the presence of firearms in the facility	
<p><i>Additional requirements:</i> Except in a small center located in a residence, the operator may not keep firearms on the premises of the center.</p> <p>In a small center located in a residence, an operator shall keep any firearms:</p> <p>(1) In a location not used by the children in the center; and</p> <p>(2) Unloaded and partially disassembled in a locked container with ammunition stored in its own separate locked container.</p>	

ANIMALS IN FACILITY ↑	
State has requirements about animals in the facility	Yes
Animals are allowed in child care centers	✓
Certain animals are prohibited in child care centers	
State has requirements about the care and health of animals in child care centers	
Centers must notify parents of the presence of animals	
<i>Additional requirements:</i> N/A	

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