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## REQUIREMENTS FOR FAMILY CHILD CARE HOMES AND LARGE FAMILY CHILD CARE HOMES

(340:110-3-80 through 340:110-3-97.1)

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## FOREWORD

Licensing requirements govern child care facilities in the State of Oklahoma. These rules are minimum requirements for the care and protection of children in care outside their own homes. They were developed by individuals from various professions with expertise in child care, including private providers; the Child Care Advisory Committee; and from input solicited from other providers and the public. The requirements were approved by the Commission for Human Services and the Governor of the State of Oklahoma pursuant to the Oklahoma Administrative Procedures Act.

It is the Oklahoma Department of Human Services' (OKDHS) intent that licensing requirements are clear, reasonable, fair and enforceable. In the interest of serving the public, comments are welcomed and will be considered for future revisions or development of new requirements. Please complete the form below and send it to:

Oklahoma Department of Human Services  
Oklahoma Child Care Services  
P.O. Box 25352  
Oklahoma City, OK 73125

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### COMMENTS REGARDING LICENSING REQUIREMENTS

☐ Licensing Requirements for: \_\_\_\_\_

☐ Reference: *(Please give the cite and topic of the specific requirement to which you are referring, such as Section 2, re. Definitions.)*

- Section \_\_\_\_\_ re: \_\_\_\_\_
- Section \_\_\_\_\_ re: \_\_\_\_\_

☐ Recommendation:  
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☐ Because:  
\_\_\_\_\_  
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\_\_\_\_\_

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Your Name \_\_\_\_\_ Date \_\_\_\_\_

*Return address:* Oklahoma Department of Human Services  
Oklahoma Child Care Services  
P.O. Box 25352  
Oklahoma City, OK 73125

## **PART 5. REQUIREMENTS FOR FAMILY CHILD CARE HOMES AND LARGE FAMILY CHILD CARE HOMES**

### **Section 80. Purpose and policy of the law**

It is the declared purpose and policy of the Oklahoma Child Care Facilities Licensing Act to ensure maintenance of minimum standards for the care and protection of children away from their own homes, to encourage and assist the child care facility in attaining maximum standards, and to work for the development of sufficient and adequate services for child care. These requirements are presented as minimum requirements and safeguards to ensure the well-being of children. They have been developed from existing knowledge of child development and experience in child care.

### **Section 81. Definitions**

The following words and terms, when used in this Subchapter, have the following meaning, unless the context clearly indicates otherwise:

**"Assistant caregiver"** means a person at least 16 years of age who assists the caregiver in caring for children.

**"Child"** means a person younger than 18 years of age.

**"Department"** means the Oklahoma Department of Human Services (OKDHS).

**"Family child care home"** means a family home that provides care and protection for seven or fewer children for part of the 24-hour day.

**"Infant"** means a child younger than 12 months of age.

**"Large family child care home"** means a residential family home that provides care and supervision for eight to twelve children for part of the 24-hour day.

**"Parent"** means any adult who is legally responsible for the child, such as a mother, father, grandmother, grandfather, aunt, uncle, or legal guardian.

**"Primary caregiver"** means the caregiver who is present in the child care home and is responsible for the day-to-day operation of the program.

**"Substitute caregiver"** means a person who is designated by the primary caregiver to provide substitute child care for short periods of time.

**"Toddler"** means a child 12 months up to 24 months of age.

**"Relative"** means a person with the relationship, whether by marriage, blood, or adoption, of:

- (A) parent;
- (B) grandparent;
- (C) brother;
- (D) sister;
- (E) step-parent;
- (F) step-sister;
- (G) step-brother;
- (H) uncle;
- (I) aunt; or
- (J) cousin.

## **Section 82. Necessity and issuance of license**

(a) **License required.** No child care facility may be legally operated or maintained in the State of Oklahoma after June 20, 1964, unless licensed by OKDHS. See Supplement I, Oklahoma Child Care Facilities Licensing Act.

(b) **Application for license.** Application for license is made on forms provided by OKDHS and in the manner prescribed.

(c) **License issued.** In order to provide care for children in a child care facility, a license is obtained from OKDHS that is issued on the basis of meeting minimum requirements essential for the health, safety, and well-being of the children in care.

(1) The license granted applies to the ownership and location specified at the time of licensing. If ownership or location changes, OKDHS is notified.

(2) The license is not transferable.

(3) A provisional license may be issued to any applicant whose services are needed but who is temporarily unable to conform to all the rules and regulations.

(4) The license is in force until the facility closes or the license is revoked.

(d) **Application denied or license revoked.** OKDHS may deny an application or revoke a license if the applicant or licensee violates any provision of the Oklahoma Child Care Facilities Licensing Act, Section 401 et seq. of Title 10 of the Oklahoma Statutes, or rules of the Commission for Human Services.

(1) No application is denied or license revoked unless the licensee is given 30 days notice in writing of the grounds for the proposed denial or revocation.

(2) If the denial or revocation is protested within 30 days of receipt of the written notice, a hearing is conducted at which the licensee is given the opportunity to present testimony.

(3) When OKDHS denies an application or revokes a license, the sole proprietor, corporation, limited liability company, partnership, or responsible entity cannot make application for a new child care facility license within Oklahoma per OKDHS Appendix L-7, Ownership Proof Chart:

(A) following notification to the agent of the application denial or license revocation;

(B) during the appeal process; and

(C) for five years following closure of the family child care home.

## **Section 84. Ages and number of children**

(a) **Total number of children.** The maximum number of children in care at one time, whether on or off the premises, does not exceed the number of children specified on the license. The total number of children in a family child care home is limited to seven that includes:

(1) children younger than five years of age who live in the home and are present in the home while children are in care;

(2) foster children 12 years of age and younger who live in the home and are present in the home while children are in care; and

(3) the children of any substitute or assistant caregiver.

(b) **One caregiver.**

(1) When only one caregiver is present, the total number and ages of children that may be in care at any one time are:

(A) seven children, with no more than two children younger than two years of age;

(B) six children, with no more than three children younger than two years of age; or

(C) five children of any age.

(2) Examples of number and ages of children are presented in this paragraph.

Total Number of Children in Care	Under 2 Years	2 Years and Older
7	0	7
7	1	6
7	2	5
6	3	3
5	4	1
5	5	0

(c) **Two caregivers.** Two caregivers must be present and providing care when:

(1) seven children are in care and more than two children are younger than two years of age; or

(2) six children are in care and more than three children are younger than two years of age.

(d) Additional staff provisions are made for enrollment of children with disabilities who require individual attention.

## **Section 85. Requirements for caregivers**

(a) **Responsibilities of caregivers.** Responsibilities of caregivers are outlined in this subsection.

(1) **Primary caregiver.** The primary caregiver is present in the home at least 80 percent of weekly operating hours and is responsible for the day-to-day operation of the program. The sole proprietor must be the primary caregiver.

(2) **Care and supervision.** The caregiver provides care and supervision of children at all times, both indoors and outdoors. Supervision of children means observing, overseeing, and guiding a child or group of children including:

(A) awareness of and responsibility for the ongoing activity of each child and being near enough to intervene if needed; and

(B) frequent observation of children in cribs and playpens.

(3) **Supervision of outdoor play.** In addition to the requirements in (2) of this subsection, the caregiver remains outdoors with children at all times to ensure their safety when:

(A) there is a potentially hazardous situation, such as a pool on the premises or a trampoline in the outdoor play area;

(B) there is access to a dog(s) outdoors;

(C) there are children three years of age or younger present; or

(D) the outdoor area is not completely fenced.

(4) **Supervision of overnight care.** If children are in care overnight and more than one caregiver is required due to the ages and number of children present, at least one caregiver must be awake at all times.

(5) **Assistant and substitute caregivers.** If the primary caregiver employs a person to assist with the care of children or to provide care and supervision in the primary caregiver's absence, the primary caregiver ensures that the assistant or substitute caregiver is qualified and understands and complies with requirements.

(A) **Required records.** Prior to employment, a staff information form provided by OKDHS is completed and three references are verified. References from relatives are not accepted. Personnel records on all assistant and substitute caregivers are maintained at the home and made available to licensing staff upon request.

(B) **Assistant caregiver.** If an assistant caregiver is employed to meet the required staff to child ratio, the assistant caregiver must be a responsible, mature, healthy person at least 16 years of age. The caregiver is prohibited from leaving children alone in the care of any person younger than 18 years of age.

(C) **Substitute caregiver.** A substitute caregiver, at least 18 years of age, is available to provide care for short periods of time in the absence of the caregiver.

(i) The substitute caregiver may be used in emergency situations and occasionally in non-emergency situations. In non-emergency situations, the caregiver must notify parents in advance that the substitute will be caring for their child at these times.

(ii) The name, address, and telephone number of the substitute is provided to OKDHS and is posted with the other required emergency numbers in the family child care home.

(6) **Realistic expectations.** The caregiver demonstrates a capacity for setting realistic expectations for behavior and performance based on the age, abilities, and special needs of the children.

(7) **Constructive influence.** The caregiver's family members and others living in the home accept the children in care and provide constructive influence. There must be indication of a stable and harmonious home life.

(8) **Hazards.** The caregiver recognizes and acts to correct hazards to children's safety, both indoors and outdoors.

(9) **Child abuse reporting.** The primary caregiver, assistant caregiver, and substitute caregiver immediately report any suspicion of child abuse or neglect to the local OKDHS office or the Statewide Child Abuse Hotline, 1-800-522-3511. Failure to report is a misdemeanor offense and upon conviction is punishable by law. See Supplement II, What Is Child Abuse.

(10) **Notification of Licensing Services.** The primary caregiver notifies Licensing Services:

- (A) within 24 hours of the death of a child in care;
- (B) within 24 hours of any accident involving transportation unless there were no injuries and only minor damage to the vehicles;
- (C) within 24 hours of any injury to a child requiring emergency medical attention;
- (D) within 24 hours of any remodeling, changes, or damage to the physical facility that affect compliance with any requirement;
- (E) within 24 hours of any known arrest, criminal investigation, criminal charges, or child abuse investigations involving persons who live in the home, provide care, or assist with the care of children;
- (F) within 24 hours of any legal action against a caregiver that involves or affects a child in care or the operation of the family child care home;
- (G) within 24 hours when an animal bites a child and the skin is broken;
- (H) within five days when a person moves into the home; and
- (I) at least 30 days in advance of a move from one residence to another unless an emergency exists. The new home must comply with minimum licensing requirements.

(11) **Posting of license.** The permit or license is displayed in the home.

(12) **Other employment.** The caregiver is prohibited from conducting business in the home during the hours children are in care. The primary caregiver is not employed outside the home during the hours of child care.

(13) **Foster care.** The caregiver may not provide therapeutic foster care. The caregiver may provide foster care only with prior written approval from OKDHS Licensing Services for each child placement.

(A) The written approval includes the number and ages of foster children.

(B) Foster children 12 years of age and younger are counted in the capacity of the family child care home.

(14) **Inactive care.** A primary caregiver is determined to be in inactive status when care has not been provided for more than 90 consecutive days.

(A) Prior to resuming care, the caregiver must notify OKDHS Licensing Services to verify compliance with family child care home requirements.

(B) If care has not been provided for more than 12 consecutive months, the family child care home is closed and must reapply and be approved for a license prior to resuming care.

(b) **Qualifications of caregivers.** Qualifications of caregivers are described in this subsection.

(1) **General.** The caregiver is a responsible, mature, healthy adult who is capable of understanding and complying with minimum licensing requirements and meeting the needs of the children in care. The caregiver demonstrates good judgment, as evidenced by prudent and responsible behavior that reasonably ensures the health, safety, and well-being of children in care.



- (A) Primary caregivers applying for a license after October 1, 2007 are at least 21 years of age.
  - (B) Primary caregivers applying for a license after October 1, 2007 have obtained a high school diploma or General Educational Development (GED).
  - (C) All caregivers left alone with children have the ability to read and write for keeping required records, reading the licensing requirements, and administering medication.
  - (D) All caregivers cooperate with licensing staff during monitoring visits and OKDHS investigations.
- (2) **Health.** The requirements relating to the health of the caregiver, assistant caregiver and members of the household are contained in (A) - (C) of this paragraph.
- (A) **General health.** All caregivers and all members of the household where licensed care is provided must be in good physical, mental, and emotional health. If it is reported or observed that a caregiver or household member has a physical, mental, or emotional condition that could negatively impact the care of children, a physician's statement is requested.
  - (B) **Tuberculosis testing.** The need for tuberculin skin testing of employees is based upon a local identified tuberculosis exposure, the degree of risk of transmission of latent tuberculosis infection, the impact to public health and safety, and the specific recommendations of the Oklahoma State Department of Health.
  - (C) **Immunizations.** There is documentation verifying that all children living in the home have or are in the process of obtaining the required immunizations at the medically appropriate time. See Supplement III, Minimum Immunization Requirements.
- (3) **References.** The primary caregiver submits to child care licensing the names of three references other than relatives, which may include a personal or family physician.
- (c) **Background investigations and restrictions for caregivers.** The requirements for background investigations and restrictions for caregivers are contained in paragraphs (1) - (6).
- (1) **Criminal history investigations.**
    - (A) Criminal history investigations are required for:
      - (i) all adults living in the home; and
      - (ii) each substitute and assistant caregiver, prior to caring for children.
    - (B) Criminal history investigations are not required for:
      - (i) persons who have documentation of a criminal history investigation within the last 12 months;
      - (ii) provider's children who become 18 years of age during continuous residence in the home; and
      - (iii) a parent volunteer who transports children on an irregular basis.

- (C) Criminal history investigations must be obtained from:
  - (i) the Oklahoma State Bureau of Investigation (OSBI); and
  - (ii) the appropriate agency in the previous state of residence if the person has resided in Oklahoma less than one year.
- (D) The OSBI report must include a search of the Department of Corrections files maintained by the OSBI pursuant to the Sex Offenders Registration Act.
- (2) **Child abuse registry check.** A child abuse registry check is conducted on all persons who sign the license application. A confirmed allegation of child abuse or neglect is considered when evaluating the qualifications of the applicant and the safety and well-being of the children in care.
- (3) **Restrictions.** Persons who have pending charges or are convicted of or enter a plea of guilty or nolo contendere, no contest, to certain crimes cannot be licensed to care for children, live in a family child care home, provide care for children, or be a substitute or assistant caregiver, or be on the premises when children are in care. Those crimes include:
  - (A) violence against a person;
  - (B) child abuse or neglect;
  - (C) possession, sale, or distribution of illegal drugs;
  - (D) sexual misconduct;
  - (E) gross irresponsibility or disregard for the safety of others;
  - (F) animal cruelty; or
  - (G) a pattern of criminal activity.
- (4) **Request for waiver.** A primary caregiver may request a waiver from the requirement described in paragraph (3). A waiver may not be requested or granted to any person who has been convicted of a sex offense pursuant to the Sex Offenders Registration Act. [57 O.S. § 581]
  - (A) The waiver request is made in writing to OKDHS and considered by the statewide licensing coordinator in Licensing Services.
  - (B) The person for whom the waiver is requested cannot be on the premises when children are in care while a decision is pending.
  - (C) The person for whom the waiver has been denied cannot be on the premises when children are in care.
- (5) **Endangerment of children.** A person whose health or behavior would endanger the health, safety or well-being of children is not permitted to live in the home or be on the premises when children are in care.
- (6) **Alcohol, drugs, medication.** When children are in care, no caregiver is under the influence of:
  - (A) alcohol or illegal drugs; or
  - (B) medication that impairs functioning.

(d) **Training requirements.** Training requirements for caregivers are contained in (1) - (3) of this subsection. The training listed in paragraphs (2) through (3) is required prior to issuance of the initial permit.

(1) **General.** The primary caregiver is required to complete 12 clock hours of training annually through workshops, formal training, videos, or individual job-related readings. Annually, no more than six hours of videos or individual job-related readings is counted toward the required 12 hours.

(2) **CPR and first aid training.** Prior to issuance of the initial permit, the primary caregiver and any person who cares for children alone must have documentation, which is maintained by the caregiver at the facility, of current completed training in cardiopulmonary resuscitation (CPR), including infant and child, and first aid.

(A) CPR training must be conducted by a person certified as an instructor through the:

- (i) American Red Cross;
- (ii) Emergency Medical Services (EMS) Safety Services;
- (iii) Emergency Care and Safety Institute;
- (iv) American Heart Association or American Heart sponsored CPR for Family and Friends; or
- (v) American Safety and Health Institute.

(B) First aid training must be conducted by a person certified as a first aid instructor, or a health professional using a curriculum from an OKDHS approved source, through:

- (i) Emergency Medical Services for Children (EMSC) First Care;
- (ii) American Red Cross;
- (iii) EMS Safety Services;
- (iv) Emergency Care and Safety Institute;
- (v) American Heart Association;
- (vi) American Safety and Health Institute;
- (vii) American Academy of Pediatrics First Aid for Caregivers and Teachers (PedFACTs); or
- (viii) other OKDHS approved source.

(3) **Health and safety training.** Prior to issuance of the initial permit the primary caregiver obtains training in:

- (A) disease and injury prevention measures;
- (B) use of a fire extinguisher; and
- (C) health and safety issues, including:
  - (i) shaken baby syndrome;
  - (ii) Sudden Infant Death Syndrome (SIDS);
  - (iii) car seat safety;
  - (iv) safeguarding the home;
  - (v) immunizations;
  - (vi) the definition, identification, and mandatory reporting of child abuse and neglect; and
  - (vii) behavior and guidance methods.

## **Section 86. Home environment**

### **(a) Physical conditions.**

- (1) **Accessibility to licensing staff.** All areas of the home are accessible to licensing staff.
- (2) **Indoor space.** There is minimum indoor space available for routine use by children in child care of not less than 35 square feet per child exclusive of hallways, bathrooms, kitchen, and space not intended for children's use. Rooms used exclusively for napping are not counted toward the capacity.
- (3) **Maintenance.** The home is in a good state of repair and maintained in a clean and sanitary condition, with operable utilities.
- (4) **Toilet facilities.** The home has:
  - (A) a sink with comfortably warm or tempered running water with the temperature not to exceed 120 degrees Fahrenheit;
  - (B) an operable toilet available for children's use;
  - (C) soap for hand-washing and individual use towels; and
  - (D) toilet paper within easy reach of children.
- (5) **Hazards.** The premises are free of hazards, indoor and out.
  - (A) All medicines, cleaning products, hazardous items, and smoking materials are inaccessible to children.
  - (B) The premises are free of illegal drugs and paraphernalia.
  - (C) Clear glass doors are plainly marked at the child's eye level to avoid accidental impact.
  - (D) All stairways with four or more steps have a railing. Indoor stairways are made inaccessible when infants and toddlers are in care.
- (6) **Weapons.** All weapons are stored unloaded in a locked container, cabinet, or closet. Ammunition is stored in a locked area separate from weapons.
- (7) **Trampolines.** The use of trampolines by children in care is prohibited.
- (8) **Lighting and ventilation.** Rooms used by children are lighted enough to accommodate activities with comfort and allow the caregiver to see children's facial features at all times. Rooms used by children are ventilated.
- (9) **Tobacco products.** When children are in care, smoking is prohibited inside the home and in the presence of children. Other tobacco products are not used in the presence of children or in areas designated for children's use. Parents are informed upon enrollment of the presence of smokers in the home.
- (10) **Indoor temperature.** The indoor temperature is maintained between 65 and 80 degrees Fahrenheit.
- (11) **Screens.** When windows or doors are kept open, screens are maintained to minimize the entry of insects.
- (12) **Outdoor play safety.** There is an outdoor play area on the premises of not less than 75 square feet per child.
  - (A) This area must be hazard free, away from traffic, water, and other dangers.

- (B) A fence beginning at ground level that is in good repair is required. OKDHS may grant an exception when the safety of children can be ensured.
- (13) **Outdoor play.** Children play outdoors daily when weather conditions do not pose a significant health risk.
- (14) **Fire safety.** The home complies with all fire safety requirements, per Section 97.
- (15) **Water supply and waste disposal.** Water supply, sewage disposal, and solid waste disposal meet local city ordinances and Oklahoma Department of Environmental Quality regulations.
- (16) **Water testing.** When not on a public water supply, water is tested initially and annually for lead, bacteria, and nitrates.
- (17) **Questionable conditions.** If the fire, safety, or health conditions are questionable, the appropriate state or local agency is requested to inspect the home.
- (b) **Water safety.**
- (1) **Supervision.** Any play activity that involves water is supervised constantly.
- (2) **Accessibility of ponds, pools, and hot tubs.** No ponds, pools, or hot tubs are left accessible to children.
- (3) **Fencing.** Pools are fenced to prevent unsupervised access. All doors and gates leading to the pool are locked. There is:
- (A) a sturdy fence at least four feet high that cannot be easily climbed; or
- (B) a fence that connects to the top of an above-ground pool and extends two feet above the pool.
- (4) **Wading pools.** The use of portable wading pools is prohibited.
- (5) **Swimming.** In accordance with Oklahoma law, swimming pools used by the child care home are considered public bathing places and must be in compliance with the water quality, occupancy, and fencing standards in Design Standards and Operational Criteria for Public Bathing Places, Oklahoma State Department of Health Engineering Bulletin. This includes wading pools, water parks, in-ground pools, and above-ground pools. When children swim in a pool:
- (A) the caregiver is at or in the water and is appropriately dressed to enter the water at any time;
- (B) a person with a Community Water Safety Certificate or a comparable certificate as approved by OKDHS is in attendance at all times; and
- (C) the adult to child ratio for:
- (i) infants and toddlers is one adult to one child. This adult is not counted in any other adult-child ratios. The adults remain in direct physical contact with infants at all times during swimming or wading; and
- (ii) children two years and older is in accordance with Section 84(a) through (d) for family child care homes and Section 97.1(f) for large family child care homes. When four or more children are two years of age through three years of age, one additional adult is required.

**(6) Restrictions.**

(A) The use of hot tubs by children in care is prohibited. The hot tub must be equipped with a hard cover.

(B) Swimming and wading is not permitted at a lake, pond, or other body of water.

**(c) Animals and household pets.**

(1) Patrons are advised of the presence of animals.

(2) Animals are in good health, do not show evidence of carrying disease, are friendly, and do not present a threat to the health, safety, and well-being of children.

(3) All contact between animals and children is supervised by a caregiver who is close enough to remove the child immediately if the animal shows signs of distress or the child shows signs of treating the animal inappropriately.

(4) Documentation of current rabies vaccinations administered by a licensed veterinarian for dogs and cats is filed on the premises.

(5) Ferrets, turtles, and any wild or dangerous animals are kept in an area that is inaccessible to children.

(6) Reptiles, such as crocodiles, alligators, poisonous snakes and lizards, pythons, and boa constrictors, are not kept on the premises.

(7) Animals are restricted from areas where food is prepared or served and from children's sleeping surfaces.

(8) Animal litter boxes are not located in food preparation areas and are not easily accessible to children in other areas of the home.

(9) Outdoor play areas are cleaned of animal waste before children play outside.

(10) If an animal bites a child and the skin is broken, the child's parent is contacted immediately. The licensing staff and the county or state department of health are notified within 24 hours.

**(d) Emergency procedures.** The caregiver is familiar with emergency procedures.

(1) There is a planned source of medical care, such as a hospital emergency room, clinic, or other medical facility or physician acceptable to parents.

(2) The caregiver has emergency transportation available.

(3) The home has an operable telephone. Emergency information posted next to the telephone includes:

(A) address of the home;

(B) physician or clinic;

(C) fire department;

(D) police department;

(E) poison control, 1-800-222-1222; and

(F) substitute caregiver.

(4) First aid supplies are available in the home but made inaccessible to children. Supplies include:

(A) thermometer;

(B) disposable nonporous gloves;

(C) blunt-tipped scissors;

- (D) tweezers;
  - (E) bandage tape;
  - (F) sterile gauze;
  - (G) non-medicated adhesive strips; and
  - (H) current standard first aid text or equivalent first aid guide.
- (5) Fire and tornado drills are conducted monthly. A record of the drills is maintained at the home.
- (6) The primary caregiver has a written plan for reporting and protecting from outside threats, and evacuating in case of fire, flood, tornado, blizzard, power failure, or other natural or man-made disaster that could create structural damage to the facility or pose health hazards. See Supplement IV, Disaster Preparedness.
- (7) Caregiver contacts poison control with any suspected child poisonings.
- (e) **Overnight care.** Overnight care can only be provided by a caregiver who is licensed at his or her primary residence.

## **Section 87. Transportation**

- (a) **Driver qualifications.** All drivers must:
- (1) be at least 21 years old;
  - (2) have an operator's license of the type appropriate for the vehicle that is valid in the driver's state of residence;
  - (3) have no conviction within the last three years of driving under the influence of alcohol or drugs or other impaired driving offense; and
  - (4) if driving a vehicle designed to transport ten or more passengers, complete training specific to the safe operation of that type of vehicle within three months of providing transportation to children.
- (b) **Written permission.** The primary caregiver maintains on file written permission from the parent or guardian to transport children.
- (c) **Verifications.** The vehicle is covered by liability insurance.
- (d) **Records.** The driver is provided the names of the children being transported and a method to contact the children's parents or guardians in case of an emergency.
- (e) **Passenger restraints.** Children transported are properly secured in a child passenger restraint system (car seat) or individual seat belt, in compliance with applicable state law, per 47 O.S. Section 11-1112. See Supplement V, Child Passenger Restraint System.
- (1) The car seat is:
    - (A) federally approved;
    - (B) installed according to the manufacturer's instructions;
    - (C) appropriate to the height, weight, and physical condition of the child, according to the manufacturer's instructions; and
    - (D) properly maintained.
  - (2) Each seat belt:
    - (A) is properly anchored to the vehicle; and
    - (B) fits snugly across the child's hips or securely anchors the car seat.

(3) Children age 12 years and younger are prohibited from sitting in the front seat of an airbag equipped passenger vehicle unless an airbag cut off switch is installed and activated or if the vehicle has airbags equipped with weight sensitive devices. If a child 12 years of age or younger must be placed in front of an air bag, because all other positions are taken, it must be a child whose age and weight requires a forward facing harness seat.

(f) **Vehicle requirements.** All vehicles used to transport children have:

- (1) door locks. Doors are kept locked when the vehicle is moving;
- (2) a first aid kit as described in Section 86(d)(4); and
- (3) an operable heater, capable of maintaining a temperature of 65 degrees Fahrenheit in the vehicle, and a ventilation system.

(g) **Supervision and safety.**

- (1) Children are never left unattended.
- (2) Safe conduct to and from all vehicles and safe off-street loading space is provided to protect children from:
  - (A) backing vehicles;
  - (B) being between vehicles; and
  - (C) all traffic hazards.

## **Section 88. Records**

(a) **General requirements.** Children's records are kept on forms provided by OKDHS or on forms containing the same information. Records are kept current and easily accessible. OKDHS staff is allowed access to all records.

(b) **Caregiver records.** Records on all caregivers, including the primary caregiver, assistant caregivers, and substitute caregivers, are completed and maintained in the home. Records include:

- (1) staff information forms provided by OKDHS;
- (2) criminal history investigations with records maintained in a confidential manner;
- (3) documentation of training; and
- (4) attendance records for each caregiver that reflect days and hours worked and are maintained on file for 120 days.

(c) **Identification and health records.** Identification and health records include:

- (1) the child's name, date of birth, name of parent(s), home address, parents' place of employment, and telephone numbers;
- (2) the names and telephone numbers of responsible persons to contact in an emergency if a parent cannot be located promptly;
- (3) permission of a parent authorizing the caregiver to transport the child to emergency medical care;
- (4) names and relationships of persons authorized to pick up the child;
- (5) health information, including record of immunizations;
- (6) name, address, and telephone number of the child's physician;
- (7) medication and transportation permission, if applicable; and
- (8) date child began care.



(d) **Attendance records.** Daily attendance records, including arrival and departure times, are maintained for each child and maintained on file a minimum of 120 days.

(e) **Public access to records - Compliance Posting.**

(1) The items listed in (A) - (B) are posted within clear view of the main entrance:

(A) OKDHS provided Notice to Parents; and

(B) Form 04CP004E, Child Welfare Investigative Summary Notification To Child Care Licensing Services, with confirmed findings, for 120 days from the completion of the investigation.

(2) The granted waiver notification for individuals who have criminal histories as defined in Section 85(c) are posted in a prominent place for as long as they are employed or living in the facility.

(f) **Compliance file.** A compliance file that is accessible to staff, parents, and others shall contain:

(1) the most recent child care licensing monitoring report provided by the licensing specialist;

(2) the following documents issued by Child Care Licensing within the last 120 days:

(A) child care licensing monitoring reports and licensing correspondence;

(B) Form 07LC037E, Notice to Comply;

(C) licensing complaints; and

(D) Form 04CP004E, Child Welfare Investigative Summary Notification To Child Care Licensing Services, with findings of unconfirmed to include findings of services not needed or services recommended; and

(3) Form 04CP004E, Child Welfare Investigative Summary Notification to Child Care Licensing Services, with findings of confirmed, for one year from the completion of the investigation.

**Section 89.1. Parent communication**

(a) **Policy.** A written statement of the caregiver's business policy is provided to parents, including:

(1) the location and accessibility of the licensing compliance file;

(2) days and hours of operation, including the holidays the program is closed;

(3) procedure for:

(A) receiving and releasing a child from care, including a method of verifying the identity of a caller or person who picks up a child;

(B) notifying parents if a concern exists when a child does not arrive as scheduled;

(C) handling illness and injuries; See Supplement VI, Injury Report Form – Sample.

(D) storing and administering children's medication;

(E) notifying parents of field trips; and

(F) transporting children;

(4) care of ill children;

- (5) mandatory reporting of child abuse or neglect; and
- (6) behavior and guidance policy.
- (b) **Well-being of the child.** The caregiver informs parents of the child's physical and emotional well-being.
- (c) **OKDHS child care information.** OKDHS Publication No. 87-91, The Parent's Guide to Selecting Quality Child Care, is made available to parents upon their child's enrollment.
- (d) **Access to the home.** Parents are provided access to all areas of the home used for child care during the hours that children are in care.

## **Section 90. Child health**

(a) **Immunizations.** Children have or are in the process of obtaining all required immunizations at the medically appropriate time. See Supplement III, Minimum Immunization Requirements.

(b) **Medication.**

(1) **Original container.** Medications must be provided by the parent in the original container and clearly labeled with the child's name and directions.

(2) **Parental permission.** Medication is accompanied with written dated permission from the parent giving the exact dosage and times to be administered.

(3) **Records.** To avoid duplication, each dosage administered is recorded by the caregiver and the record is readily available to parents.

(4) **Storage.** All medications are properly stored separately from food and kept in a safe place out of children's reach.

(5) **Medication injections.** When medication is administered by injection, the requirements in this paragraph apply.

(A) Syringes, needles, and lancets are only used one time.

(B) Approved sharps containers are used for any medical waste that is sharp or could cause a cut or wound. Examples include syringes, needles, and lancets used to administer insulin or test blood sugar.

(C) When the container is full, arrangements for disposal are made with the local pharmacy, county health department, or personal physician.

(c) **Ill children.**

(1) **Contagious illness.** Any child showing symptoms of contagious illness is separated from the group.

(2) **Disease control.** The local or state health department is notified upon discovery of any case of hepatitis, meningitis, Shigellosis, Giardiasis, measles, rubella, whooping cough, tuberculosis, E coli 0157:H7, Salmonellosis, or any Haemophilus influenza invasive disease in any person associated with the family child care home.

(3) **Notification of parents.** Parents of the ill child are notified as symptoms develop or change.

(4) **Decision to provide care.** When symptoms of illness are present, the primary caregiver determines whether to provide care for the child, based upon the apparent degree of illness, other children present, and facilities available to provide care for the ill child.

(d) **Cleanliness.**

(1) **Handwashing - caregivers.** Caregivers wash their hands with soap and running water:

- (A) prior to food preparation;
- (B) before feeding children, or eating;
- (C) after diapering or toileting;
- (D) after touching or cleaning up body fluids, including wiping noses; and
- (E) after handling or feeding pets.

(2) **Handwashing - children.** Caregivers ensure that children wash their hands with soap and running water:

- (A) before eating;
- (B) after toileting;
- (C) after handling pets;
- (D) after playing outdoors; and
- (E) after wiping their noses.

(3) **Handwashing supplies.** Soap and clean individual or paper towels are easily accessible to the caregiver and children for handwashing.

(4) **Children's clothing.** A child's clothing is changed immediately following a toileting accident or in other situations when clothing becomes unsanitary. Soiled clothing is placed in a sealed, moisture-proof bag and sent home.

**Section 91. Daily routine and equipment**

(a) **Program.** The caregiver provides a balanced program of opportunities for learning, indoor and outdoor play, rest periods, and meals.

(b) **Media use.** Television, videos, computers, and video games, if used, are age-appropriate and used with discretion and selectivity.

(c) **Play equipment.** A variety of indoor and outdoor play equipment that meets the varied developmental needs and interests of children in care is readily accessible. See Supplement VII, Play Equipment – Recommended.

(1) Equipment must be available from the categories of:

- (A) art supplies;
- (B) books;
- (C) large muscle equipment;
- (D) musical equipment;
- (E) blocks and accessories;
- (F) dramatic play materials;
- (G) manipulative toys; and
- (H) science materials.

(2) Equipment is maintained in good working condition and is clean, safe, and free from rough edges, sharp corners, pinch and crush points, splinters, and exposed nails or bolts.

(3) Outdoor equipment, such as swings, slides, and climbing apparatus is not located on a hard surface.

(4) Equipment not designed to be portable is anchored firmly to the ground.

(5) All equipment is placed in a safe location.

(d) **Tables and chairs.** Tables and chairs that ensure children's safety and comfort are provided for meals and snacks.

### **Section 91.1. Rest time**

(a) **Place to rest.**

(1) Each child has an appropriately sized, individual place to rest, such as a crib, playpen, bed, cot, or mat, with clean individual bedding. The place to rest is maintained in a clean and sanitary condition and in good repair.

(2) Waterbeds, sofas, soft mattresses, bassinets, stacked cribs, pillows, beanbag chairs, and other soft surfaces are prohibited as infant sleeping surfaces.

(b) **Mats.** Mats are not used for overnight care. When used for napping, each mat is:

(1) at least two inches thick and covered with a fitted, durable, washable, waterproof material; and

(2) only used on clean carpeted surfaces.

(c) **Cribs and playpens.** A crib, port-a-crib, or playpen with a firm waterproof mattress or pad and a tight-fitting sheet is used for each child younger than one year of age.

(d) **Crib, port-a-crib, and playpen safety features.**

(1) Cribs, port-a-cris, and playpens with more than 2 and 3/8 inches between slats or between the side and end panels are not allowed.

(2) Cribs with decorative cutout areas in crib-end panels or tall decorative knobs on the corner posts, that can entrap the child's head or catch the child's clothing, are not allowed.

(3) Mattresses must be tight-fitting with no more than one inch between the mattress and crib.

(4) Drop-side latches hold sides securely and are not accessible by the child in the crib.

(5) Pillows, quilts, comforters, sheepskins, stuffed toys, bumper pads, and other soft products are not permitted in infant cribs, playpens, or port-a-cris.

(e) **Sleep positioning.**

(1) To reduce the risk of Sudden Infant Death Syndrome (SIDS), infants younger than 12 months of age are placed on their back for sleeping unless there is a medical reason documented by a doctor, the infant should not sleep in this position. Documentation is maintained at the facility.

(2) Infants who are able to turn themselves over are placed initially on their back for sleeping but allowed to sleep in a position they prefer.

(3) Children's heads and faces are not covered.

## **Section 92. Behavior and guidance**

(a) **Positive guidance.** Discipline is constructive and educational in nature and appropriate to the child's age and circumstances. See Supplement VIII, Child Guidance Principles. The caregiver:

- (1) recognizes and encourages acceptable behavior; See Supplement IX, Ages and Stages of Child Development.
- (2) teaches by example and uses fair and consistent rules in a relaxed atmosphere with discipline that is relevant to the child's behavior;
- (3) supervises with an attitude of understanding and firmness;
- (4) redirects children by stating alternatives when behavior is unacceptable;
- (5) when necessary, intervenes as quickly as possible to ensure the safety of all children;
- (6) gives clear directions and provides guidance appropriate to the child's level of understanding;
- (7) speaks so that children understand they and their feelings are acceptable but unacceptable action or behavior is not;
- (8) encourages children to control their own behavior, cooperate with others, and solve problems by talking things out;
- (9) uses safe, natural, and logical consequences to address inappropriate behavior; and
- (10) uses "time-out" periods only as necessary to enable the child to gain control of himself or herself. Time-out periods do not exceed five minutes. No more than one minute of time-out for each year of a child's age is recommended. Time-out periods are not required to be completed should the child regain control.

(b) **Acts prohibited.** The caregiver is prohibited from:

- (1) subjecting children to punishment of a physical nature, such as shaking, striking, spanking, biting, swatting, thumping, pinching, popping, shoving, spitting, yanking, hair pulling, slamming, excessive exercise, or any cruel treatment that may cause pain;
- (2) subjecting children to punishment of a psychological nature, such as humiliation, making derogatory or sarcastic remarks about them or their families, or using harsh or profane language, or making actual or implied threats of physical punishment;
- (3) punishing or threatening children in association with food, rest, or toilet learning;
- (4) putting anything in or on a child's mouth as punishment;
- (5) seeking or accepting parental permission to use any punishment or act prohibited by this subsection;
- (6) restraining a child by any means other than holding. The child is only held as long as is necessary for the child to regain control;
- (7) isolating a child without supervision or placing the child in a dark area;
- (8) permitting a child to discipline other children; and
- (9) punishing an entire group due to the actions of a few children.

### **Section 93. Infants, toddlers, and two-year-olds**

(a) **Responding to needs.** The caregiver holds, cuddles, talks to, and sings to infants and toddlers and understands and responds to their particular needs.

(b) **Daily routine.** The daily routine is adapted to the individual needs of each infant and toddler and fits as much as possible into the schedule set up by the parent.

(1) The daily schedule is accessible and followed with reasonable regularity.

(2) Children are not left for more than 30 minutes while awake in playpens, swings, high chairs, or stationary activity centers.

(c) **Bottle-feeding.** Bottles are not propped by any means at any time.

(1) Infants up to the age of six months are held while bottle-fed.

(2) Infants of more than six months are held while bottle-fed until they are able to hold their own bottle securely.

(3) Children are not given bottles in cribs or moving swings due to increased risk of choking, ear infections, and tooth decay.

(4) Breast milk is refrigerated or frozen until immediately before feeding.

(5) Bottles of premixed formula are refrigerated until immediately before feeding.

(6) Unused breast milk or formula left in the bottle is disposed of after feeding.

(7) Bottles of formula or breast milk are not warmed in a microwave oven.

(d) **Diaper-changing.** Diapers are changed promptly when wet or soiled.

(1) A clean nonporous surface or pad is used for diaper changes and sanitized after each use. Care is taken to prevent spread of germs. See Supplement X, Bleach Solution.

(2) Caregivers wash their hands thoroughly with soap and warm water after each diaper change.

(e) **Availability and disposal of diapers.**

(1) Sufficient quantities of clean diapers are available.

(2) A closed container for soiled diapers is provided and used.

(f) **Toilet learning.** Toilet learning is a relaxed, pleasant activity.

(1) The caregiver shares the child's toilet learning progress with the parent.

(2) Training pants or underwear are changed promptly when wet or soiled.

(3) Fecal content may be disposed of in a toilet, but soiled diapers or training pants are not rinsed in the toilet.

(g) **Potty chairs.** Potty chairs are emptied and sanitized after each use.

### **Section 94. Food and nutrition**

- (a) **Daily requirement.** A child remaining in the family child care home for longer than a four-hour period is served a balanced meal that provides at least one-third of the child's total daily nutritive requirement. See Supplement XI, Minimum Meal Pattern Plan For Children.
- (b) **Snacks.** Snacks are provided at mid-morning and mid-afternoon when the interval between regular meals is four hours or longer.
- (c) **Provision of food.**
- (1) The caregiver provides the food for all children who are able to eat regular food. The caregiver may require the parent to provide food for an infant or child requiring a special diet.
  - (2) Second servings are available for children.
- (d) **Encouragement to children.** Children are encouraged to try new food but are not forced to eat or punished for not eating.
- (e) **Menus.** Weekly menus are planned in advance, readily available, and closely followed. Reasonable substitutions are permissible.
- (f) **Water.** Water is offered to children at various times throughout the day.
- (g) **Prohibited foods.** Foods that may not be served or offered to children are:
- (1) home-canned foods;
  - (2) raw seed sprouts;
  - (3) prepackaged unpasteurized juices, milk, or juices that have a warning label;
  - (4) unpasteurized milk from animals;
  - (5) raw or undercooked animal foods, such as hamburger, fish, or eggs;
  - (6) lightly cooked or uncooked foods containing raw shell eggs, such as meringue, eggnog, ice cream, or egg beverages.
- (h) **Food storage.** Food is covered and protected from contamination and spoilage while being obtained, stored, prepared, or served. See Supplement XII, Safe Food Handling Recommendations.
- (1) All equipment and surfaces are maintained in a clean and sanitary condition.
  - (2) Refrigerated foods are maintained at 41 degrees Fahrenheit or below. Stored frozen foods are maintained frozen. A thermometer is located in the refrigerator.
  - (3) Chemicals and toxins are not stored in the food storage area.
  - (4) Dishes washed by hand are sanitized and air-dried. See Supplement X, Bleach Solution.
- (i) **Dishes, cups, and eating utensils.** Each child is provided with clean individual dishes, cups, and eating utensils. Disposable items are used only one time.

## Section 97. Fire safety

(a) **General requirements.** It is the responsibility of the primary caregiver to ensure compliance with the construction and equipment requirements contained in this subsection. State or local fire officials are consulted as needed.

(1) Any building used as a family child care home meets local minimum building codes. In localities where a building code does not exist, construction conforms to the current state adopted building code.

(2) If care is provided on the second floor of a multi-family dwelling, the structure meets the life safety code provisions for multi-family occupancies.

(3) Electrical wiring is installed in accordance with state and local codes or ordinances.

(4) All heating and air conditioning equipment is installed in accordance with state and local building codes.

(5) Water heaters are equipped with a pressure-relief valve.

(b) **Exits.**

(1) Each room used for child care has at least two means of escape, at least one of which is a door leading to an unobstructed path to the outside. The second means of escape may be an unobstructed, operable window not less than 820 square inches and large enough to allow all adults and children to escape.

(2) Security bars, when present, must be hinged with a quick release mechanism inside the home that requires one motion to operate, or be unlocked during the hours of child care.

(3) Care of children, including naptime, is not provided for children three years or younger on any floor above ground level.

(4) No story above the second level, excluding basements, is used for child care.

(5) When care is provided on the second level, the second route of escape must be a safe means to ground level.

(6) Space that is accessible only by a ladder, folding stairs, or through a trap door is not used for child care.

(7) When care of children is permitted on the floor below ground level, basement, at least one exit is a door leading directly to the outside at ground level. The second means of escape may be an unobstructed, operable window not less than 820 square inches and large enough to allow all adults and children to escape. Care of children is not provided more than one story below the ground.

(8) Every stairway is maintained free of obstructions and provides safe passage.

(9) Stairways within the exits with four or more steps have a railing.

(c) **Doors.**

(1) Each door that is a means of exiting the home opens without a key and is no less than 28 inches wide.

(2) Every closet door latch is such that children can open the door from inside the closet.

(3) Every bathroom door lock is designed to permit opening of the locked door



from the outside with a readily accessible opening device.

**(d) Smoke detectors.**

- (1) There is at least one operable smoke detector on each level of the home located at the top of any stairs.
- (2) Any room used by children for playing or sleeping, except the kitchen, has a smoke detector.
- (3) Smoke detectors are tested monthly and a record of the date is documented.

**(e) Carbon monoxide detectors.**

- (1) One operable carbon monoxide detector is installed according to manufacturer instructions when there is a fuel burning appliance in the home.
- (2) Carbon monoxide detectors are tested monthly and a record of the date is documented.

**(f) Fire extinguishers.**

- (1) A portable fire extinguisher, Class ABC or BC, with a gauge is provided for the cooking area. It is readily accessible.
- (2) Disposable fire extinguishers with a gauge are acceptable.
- (3) Extinguishing devices are UL-approved.
- (4) All fire extinguishers are replaced or serviced and tagged by a competent authority every three years or when the seal is broken.

**(g) Heating equipment.**

- (1) Unvented, ventfree, or open-face heaters are not used while children are in care.
- (2) Portable heaters are not used while children are in care, with the exception of electric oil-filled space heating units.
- (3) A guard is provided to protect children from hot surfaces and open flames.
- (4) Fireplaces in use while children are in care have solid doors that are kept closed.
- (5) A stove or combustion heater is not located where it would prevent escape in case of malfunctioning of the stove or heater.
- (6) Heating equipment not specifically designed or installed as a normal heating source is not used for that purpose.

**(h) Electrical services.**

- (1) The use of temporary wiring or extension cords as permanent wiring is prohibited.
- (2) Electrical outlet covers are used in all areas occupied by children.
- (3) An operable flashlight is available at all times.

**(i) Mobile homes.**

- (1) Documentation is maintained that a mobile home, when used as the family child care home and manufactured after June 25, 1976, is in compliance with the current Housing and Urban Development (HUD) standards.
- (2) The mobile home is anchored and enclosed to ground level with a wind-resistant material.

### **Section 97.1. Requirements for large family child care homes**

(a) **Large family child care home.** A large family child care home is a residential family home that provides care and supervision for eight to 12 children for part of the 24 hour day.

(b) **Requirements.** Large family child care homes are required to meet the rules contained in Section 81 through Section 97, except as otherwise provided in this Section.

(c) **Mobile homes.** Large family child care homes operated in a mobile home are required to obtain an approved fire inspection by the state or local fire official prior to caring for children.

(d) **Capacity.** Large family child care homes are required to meet the rules found in Section 84(a), except the total number of children in care in a large family child care home is limited to 12.

(e) **Supervision of outdoor play.** Large family child care homes are required to meet the rules contained in Section 85(a)(3) pertaining to supervision of outdoor play, except when two or more staff are needed to meet the required child to staff ratio, at least one staff is present with children outdoors at all times.

(f) **Required number of caregivers.** Large family child care homes are exempt from the requirements regarding the number of caregivers in Section 84(b) and (c). The number of caregivers required in a large family child care home is described in this subsection.

(1) **One caregiver.** One caregiver may care for:

(A) up to five children of any age;

(B) up to six children, with no more than three children younger than two years of age;

(C) up to seven children, with no more than two children younger than two years of age;

(D) up to seven children, if the children are two years of age and older;

(E) up to eight children, if the children are three years of age and older;

(F) up to ten children, if the children are four years of age and older; or

(G) up to 12 children, if the children are five years of age and older.

(2) **Two caregivers.** Two caregivers may care for:

(A) up to eight children younger than two years of age; or

(B) up to twelve children, with no more than six children younger than two years of age.

(3) **Three caregivers.** Three caregivers may care for up to twelve children, with no more than eight children younger than two years of age.

(g) **Qualifications of caregivers.** Primary, assistant, and substitute caregivers at large family child care homes are required to meet the qualifications in Section 85(a) and (b), except as otherwise described in this subsection.

(1) **Primary caregiver.** The primary caregiver or any person substituting for the primary caregiver must be at least 21 years of age. For any person applying after October 1, 2007, the primary caregiver must:

(A) have six months of satisfactory experience as the primary caregiver in a licensed family child care home in Oklahoma; and

- (B) meet one of the requirements listed in (i) through (iv):
  - (i) a high school diploma or General Educational Development (GED) and 12 college credit hours in child development or early childhood education;
  - (ii) a vo-tech occupational child care program diploma;
  - (iii) a Child Development Associate (CDA) credential; or
  - (iv) an associate or bachelor degree in child development or early childhood education.
- (2) **Assistant caregiver.** The assistant caregiver or any person substituting for the assistant caregiver must be at least 16 years of age. Children are not left alone in the care of any person younger than 21 years of age.
- (3) **Substitute caregiver.** Any person substituting for the primary caregiver is required to be at least 21 years of age and have current documentation of cardiopulmonary resuscitation (CPR) and first aid training.
- (h) **Training requirements.** The primary caregiver and assistant caregiver at large family child care homes are required to meet the training requirements outlined in Section 85(d), except as otherwise described in this subsection.
  - (1) The primary caregiver is required to complete 15 clock hours of training annually.
  - (2) The assistant caregiver is required to complete 12 clock hours of training annually.
  - (3) No more than 6 hours of videos or individual job-related readings is counted toward the annual required training hours for the primary caregiver or assistant caregiver.
  - (4) Within two years prior to license application, the primary caregiver must have completed and documented all health and safety training listed in Section 85(d)(3)(A) - (C).
  - (5) The primary caregiver must have documentation of current completed training in CPR and first aid prior to issuance of the initial permit.
  - (6) The assistant caregiver completes and documents all health and safety training listed in Section 85(d)(3)(A) - (C) within six months of employment. CPR and first aid training are completed before the assistant caregiver is left alone with children.
- (i) **Outdoor play space.** The requirements regarding outdoor play space found in Section 86(a)(12) must be met. The outdoor play space must be enclosed by a building or a fence that is in good repair, begins at ground level, and is at least four feet high. No exceptions are granted by OKDHS.

## OWNERSHIP PROOF CHART

	DEFINITION	REQUIRED PROOFS OF OWNERSHIP
<b>SOLE PROPRIETOR</b>	An individual or an <b>unincorporated</b> business with only one owner.	Proof of Social Security Number (SSN), Employer Identification Number (EIN), or Individual Taxpayer Identification Number (ITIN). <ul style="list-style-type: none"> <li>SSN - Verification is a copy of the Social Security card or any correspondence or documentation with the <b>pre-printed number and name</b> of the business entity from the Social Security Administration (SSA).</li> <li>EIN - Verification is any correspondence or documentation with the <b>pre-printed number and name</b> of the business entity from the Internal Revenue Service (IRS).</li> <li>ITIN - Verification is any correspondence or documentation with the <b>pre-printed number and name</b> of the business entity from the IRS.</li> </ul>
<b>CORPORATION</b>	A state-sanctioned entity that is a separate entity from those who own it. A corporation's powers and liabilities are distinct from those of its owners.	Proof of: <ol style="list-style-type: none"> <li>EIN. Verification is any correspondence or documentation with the <b>pre-printed number and name</b> of the business entity from the IRS; <b>and</b></li> <li>business entity. Verification is a copy of the Certificate of Incorporation; <b>and</b></li> <li>the members or officers of the Board of Directors and registered agent of the corporation. Verification is a list of these persons on the corporate meeting minutes or on letterhead stationery.</li> </ol>
<b>LIMITED LIABILITY COMPANY</b>	An entity formed under state law by filing articles of organization as a Limited Liability Company (LLC). Unlike a partnership, none of the members of an LLC are personally liable for its debts.	Proof of: <ol style="list-style-type: none"> <li>EIN. Verification is any correspondence or documentation with the <b>pre-printed number and name</b> of the business entity from the IRS; <b>and</b></li> <li>business entity. Verification is a copy of the <i>Certificate of Limited Liability Company</i>; <b>and</b></li> <li>the members of the company. Verification is a list of the members on the company meeting minutes or letterhead stationery.</li> </ol>
<b>PARTNERSHIP</b> There are three types of partnerships: <ol style="list-style-type: none"> <li>Partnership (General);</li> <li>Limited Partnership; or</li> <li>Limited Liability Partnership</li> </ol>	An association of two or more persons to carry on as co-owners of a business for profit. Partners have to share both liability and business risk and each partner is personally liable for the actions of the other partner(s).	Proof of: <ol style="list-style-type: none"> <li>EIN. Verification is any correspondence or documentation with the <b>pre-printed number and name</b> of the business entity from the IRS; <b>and</b></li> <li>business entity. Verification is a copy of the Partnership Fictitious Name; <b>and</b></li> <li>the members of the partnership. Verification is a copy of the Partnership Fictitious Name which lists all the partners.</li> </ol>
<b>OTHER</b>	This is a governmental entity, such as military, school,* tribal, or church*.  *Only designate a school or church as an <b>OTHER</b> if they are <b>NOT</b> a business entity listed above.	Proof of: <ol style="list-style-type: none"> <li>EIN. Verification can be any correspondence or documentation with the <b>pre-printed number</b> and name of the business entity from the IRS; <b>and</b></li> <li>who has official authorization to obligate the business entity. Verification is a list of their names and titles on official letterhead stationery such as: <ul style="list-style-type: none"> <li>military - base commander or designee;</li> <li>school - superintendent, president, principal, dean of the college, or division that administers the program;</li> <li>tribal - chief, governor, assistant chief, business manager, or tribal council member; or</li> <li>church - pastor, business manager, or member of the governing board.</li> </ul> </li> </ol>

**SUPPLEMENT I**  
**OKLAHOMA CHILD CARE FACILITIES LICENSING ACT**

Oklahoma Statute  
10 O.S. Section 401 through 415  
(Amended 2004)

**Sec. 401. Purpose and policy of law—Minimum standards**

A. Sections 401 through 410 of this title shall be known and may be cited as the “Oklahoma Child Care Facilities Licensing Act.”

B. It is the declared purpose and policy of the Oklahoma Child Care Facilities Licensing Act, to:

1. Ensure maintenance of minimum standards for the care and protection of children away from their own homes;
2. Encourage and assist the child care facility toward maximum standards; and
3. Work for the development of sufficient and adequate services for child care through joint work of public, private and voluntary agencies. Whenever possible, child care facilities should help to preserve and restore family life for children.

C. In order to provide care for children in child care facilities, a license shall be obtained from the Department of Human Services, which is issued on the basis of meeting minimum standards which are essential for the health and welfare of the child or children placed for care with such agencies and individuals.

D. The Child Care Facilities Licensing Division within the Department of Human Services shall work with representatives from municipalities to develop a single child care licensure procedure for use by state and local entities.

**Sec. 402. Definitions**

As used in the Oklahoma Child Care Facilities Licensing Act:

1. “**Child**” or “**minor**” means any person who has not attained the age of eighteen (18) years;
2. “**Child care facility**” means any public or private child care residential facility, child placing agency, foster family home, group home, child care center, part-day child care program, family child care home, or large family child care home providing either full-time or part-time care for children away from their own homes;
3. “**Child placing agency**” means a child welfare agency licensed to place children in foster family homes, group homes or adoptive homes;
4. “**Full-time care**” means continuous care given to a child beyond a minimum period of twenty-four (24) hours;
5. “**Foster family home**” means the private residence of a family which provides foster care services to a child, and includes a specialized foster home, a therapeutic foster family home, or a kinship care home;

**Effective 10-1-07**

6. **“Foster parent eligibility assessment”** includes a criminal background investigation, including, but not limited to, a national criminal history records search based upon the submission of fingerprints, a home assessment, and any other assessment required by the Department of Human Services, the Department of Juvenile Justice, or any child-placing agency pursuant to the provisions of the Oklahoma Foster Care and Out-of-Home Placement Act. A foster parent eligibility assessment shall be similar to the procedures used by the Oklahoma Department of Public Safety for determining suitability of an individual for employment as a highway patrol officer;
7. **“Group home”** means a home providing full-time care and community-based services for more than five, but fewer than thirteen children;
8. **“Family child care home”** means a family home which provides care and supervision for seven or fewer children for part of the twenty-four-hour day. The term “family child care home” shall not include informal arrangements which parents make independently with neighbors, friends, and others, or with caretakers in the child’s own home;
9. **“Large family child care home”** means a residential family home which provides care and supervision for eight to twelve children for part of the twenty-four-hour day;
10. **“Child care center”** means a facility which provides care and supervision for children and which operates for more than thirty (30) hours per week. The term “child care center” shall not include informal arrangements which parents make independently with neighbors, friends, and others, or with caretakers in the child’s own home;
11. **“Part-day child care program”** means a facility that provides care and supervision for children and that operates for more than fifteen (15) and up to thirty (30) hours per week;
12. **“Residential child care facility”** means a twenty-four-hour residential facility where children live together with or are supervised by adults who are not their parents or relatives;
13. **“Department”** means the Department of Human Services;
14. **“Commission”** means the Commission for Human Services, the policy-making and general supervisory body of the Department; and
15. **“Division”** means the section within the Department that is assigned responsibilities pursuant to the provisions of the Oklahoma Child Care Facilities Licensing Act.

#### **Sec. 403. Exemptions from application of act**

- A. The provisions of the Oklahoma Child Care Facilities Licensing Act shall not apply to:
  1. Care provided in a child’s own home or by relatives;
  2. Informal arrangements which parents make with friends or neighbors for the occasional care of their children;
  3. Programs in which school-aged children are participating in home-schooling;
  4. Programs that serve children three (3) years of age and older and that are operated during typical school hours by a public school district;

5. Programs that serve children three (3) years of age and older and that are operated during typical school hours by a private school that offers elementary education in grades kindergarten through third grade;
6. Summer youth camps for children who are at least five (5) years of age, that are accredited by a national standard-setting agency or church camp accreditation program;
7. Programs in which children attend on a drop-in basis and parents are on the premises and readily accessible;
8. A program of specialized activity or instruction for children that is not designed or intended for child care purposes including, but not limited to, scouts, 4-H clubs and summer resident youth camps, and single-activity programs such as academics, athletics, gymnastics, hobbies, art, music, dance and craft instruction;
9. Preschools, kindergartens, mother's day out or other facilities that provide care and supervision for fifteen (15) or fewer hours per week;
10. Facilities whose primary purpose is medical treatment;
11. Boarding schools that have education as their primary purpose and that are recognized as accredited by the State Board of Education. For the purposes of this act, the Oklahoma School of Science and Mathematics shall be considered a boarding school and as such shall be exempt from licensure. To be exempt, such programs shall:
  - a. have classroom facilities that are not used for residential living,
  - b. not have been granted nor have assumed legal custody of any child attending the facility, and
  - c. adhere to standard educational holiday and seasonal recess periods to permit students reasonable opportunities to return to their primary places of residence with parents or legal guardians.
12. Day treatment programs and maternity homes operated by a licensed hospital; or
13. Juvenile facilities certified by the Office of Juvenile Affairs or certified by any other state agency authorized by law to license such facilities.

B. The provisions of the Oklahoma Child Care Facilities Licensing Act shall be equally incumbent upon all private and public child care facilities.

#### **Sec. 404. Minimum requirements and desirable standards**

A. The Department of Human Services shall appoint advisory committees of representatives of child care facilities and others to prepare minimum requirements and desirable standards for promulgation by the Commission for Human Services. A majority of any committee appointed to prepare requirements and standards for child care facilities shall be representatives of child care facilities.

B. Standards promulgated for residential child care facilities shall include, but not be limited to, requirements for:

1. a constructive program and services to meet the needs of each child and family;
2. staff of good moral character and ability for child care;
3. adequate and safe housing, sanitation, and equipment;

4. good health care;
5. full educational and religious opportunities;
6. good community relationships;
7. essential records and administrative methods; and
8. sufficient funds for sound operation.

C. The Commission shall promulgate rules establishing minimum requirements and desirable standards as may be deemed necessary or advisable to carry out the provisions of the Oklahoma Child Care Facilities Licensing Act.

D. Such rules shall not be promulgated until after consultation with the State Department of Health, the State Department of Education, the Oklahoma State Bureau of Investigation, the State Fire Marshal, and any other agency deemed necessary by the Commission. Not less than sixty (60) days' notice by regular mail, shall be given to all current licensees before any changes are made in such rules.

E. In order to improve the standard of child care, the Department shall also advise and cooperate with the governing bodies and staffs of child care facilities and assist the staffs thereof through advice of progressive methods and procedures and suggestions for the improvement of services.

F. The Department may participate in federal programs for day care services, and enter into agreements or plans on behalf of the state for such purpose, in accordance with federal laws and regulations.

G. Foster family homes, group homes, and day care homes that have been selected and are supervised by a licensed child care facility, and that meet the standards established for licensing pursuant to the provisions of the Oklahoma Child Care Facilities Licensing Act, may be maintained and operated on the basis of permits issued by such child care facility.

**Sec. 404.1. Criminal history records search—Foster parent eligibility.**

A. 1. Except as otherwise provided by subsection B of this section, the Department of Human Services shall require a criminal history records search, conducted by the Oklahoma State Bureau of Investigation, for any person making application to establish or operate a child care facility prior to the issuance of a license to operate such facility.

2. a. Every child care facility shall arrange, prior to employment, for a criminal history records search to be conducted by the Oklahoma State Bureau of Investigation for any person to be employed by the child care facility.

b. In addition, any child care facility, licensed or approved pursuant to the Oklahoma Child Care Facilities Licensing Act, and located in a private residence, shall arrange for a criminal history records search for any adult residing in the child care facility. A criminal history records search conducted by the Oklahoma State Bureau of Investigation shall also be completed for any adult who subsequently moves into the private residence.



3. If the adult has lived in Oklahoma for less than one (1) year, a criminal history records search shall also be obtained from the previous state of residence. If the applicant planning to establish or operate a child care facility, or an employee or contract employee of the child care facility, or the contractor of the child care facility has resided in Oklahoma for less than one (1) year, the criminal history records search shall also be obtained from such person's previous state of residence.

B. 1. a. On and after September 1, 1998:

(1) Any child-placing agency contracting with a person for foster family home services or in any manner for services for the care and supervision of children shall also, prior to executing a contract, complete:

- a. a foster parent eligibility assessment for the foster care provider except as otherwise provided by divisions 2 and 4 of this paragraph, and
- b. a national criminal history records search based upon submission of fingerprints for any adult residing in the foster family home through the Department of Human Services pursuant to the provisions of the Oklahoma Foster Care and Out-of-Home Placement Act, except as otherwise provided by divisions 2 and 4 of this paragraph.

(2) The child-placing agency may place a child pending completion of the national criminal history records search if the foster care provider and every adult residing in the foster family home has resided in this state for at least five (5) years immediately preceding such placement,

(3) A national criminal history records search based upon submission of fingerprints to the Oklahoma State Bureau of Investigation shall also be completed for any adult who subsequently moves into the residence,

(4) Provided, however, the Director of Human Services or the Director of the Department of Juvenile Justice, or a designee, may authorize an exception to the fingerprinting requirement for a person residing in the home who has a severe physical condition which precludes such person's being fingerprinted, and

(5) Any child care facility contracting with any person for foster family home services shall request the Office of Juvenile Affairs to conduct a juvenile justice information system review, pursuant to the provisions of Sections 7302-9.6 and 7302-3.8 of this title, for any child over the age of thirteen (13) years residing in the foster family home, other than a foster child, or who subsequently moves into the private residence. As a condition of contract, the child care facility shall obtain the consent of the parent or legal guardian of the child for such review.

b. The provisions of this paragraph shall not apply to foster care providers having a contract or contracting with a child-placing agency, the Department of Human Services or the Department of Juvenile Justice prior to September 1, 1998. Such existing foster care providers shall comply with the provisions of this section until otherwise provided by rules of the Commission for Human Services or by law.

2. a. (1) On and after September 1, 1998, except as otherwise provided in divisions 2 and 4 of this paragraph, prior to contracting with a foster family home for placement of any child who is in the custody of the Department of Human Services or the Department of Juvenile Justice, each Department shall complete a foster parent eligibility assessment, pursuant to the provisions of the Oklahoma Child Care Facilities Licensing Act, for such foster family applicant. In addition, except as otherwise provided by divisions 2 and 4 of this paragraph, the Department shall complete national criminal history records search based upon submission of fingerprints for any adult residing in such foster family home.

(2) The Department of Human Services and Department of Juvenile Justice may place a child pending completion of the national criminal history records search if the foster care provider and every adult residing in the foster family home has resided in this state for at least (5) years immediately preceding such placement.

(3) A national criminal history records search based upon submission of fingerprints conducted by the Oklahoma State Bureau of Investigation shall also be completed for any adult who subsequently moves into the residence.

(4) The Director of Human Services or the Director of the Department of Juvenile Justice or designee may authorize an exception to the finger-printing requirement for any person residing in the home who has a severe physical condition which precludes such person's being fingerprinted.

b. The provisions of this paragraph shall not apply to foster care providers having a contract or contracting with a child-placing agency, the Department of Human Services or the Department of Juvenile Justice prior to September 1, 1998. Such existing foster care providers shall comply with the provisions of this section, until otherwise provided by rules of the Commission for Human Services or by law.

3. Each Department shall provide for a juvenile justice information system review pursuant to Section 7302-3.8 of this title for any child over the age of thirteen (13) years residing in a foster family home, other than the foster child, or who subsequently moves into the private residence.

C. The Commission for Human Services or the Board of Juvenile Affairs shall promulgate rules to identify circumstances when a criminal history records search or foster parent eligibility assessment for an applicant or contractor, or any person over the age of thirteen (13) years residing in a private residence in which a child care facility is located, shall be expanded beyond the records search conducted by the Oklahoma State Bureau of Investigation or as otherwise provided pursuant to this section.

D. 1. The following persons shall not be required to obtain a criminal history records search or a national criminal history records search based upon submission of fingerprints to the Federal Bureau of Investigation pursuant to this section:

- a. a parent volunteer who transports children on an irregular basis, and
- b. a child of a child care center or family child care home operator who became an adult during continuous residence at the licensed or approved facility.

2. These exemptions shall not preclude the Department from requesting a criminal history records search or requesting a national criminal history records search based upon submission of fingerprints or investigating criminal, abusive or harmful behavior of such persons, if warranted.

E. Except as otherwise provided by the Oklahoma Children's Code and subsection G of this section, a conviction for a crime shall not be an absolute bar to employment, but shall be considered in relation to specific employment duties and responsibilities.

F. 1. Information received pursuant to this section by an owner or administrator of a child care facility shall be maintained in a confidential manner in a file that is separate from employment records. The information may be transmitted to the Department for child care facility licensing purposes.

2. Whenever an applicant is subsequently employed by or contracts with a child care facility, the information received pursuant to a criminal history records search, foster parent eligibility assessment, or a national criminal history records search based upon submission of fingerprints shall not be made a part of that individual's personnel or contract records but shall be maintained pursuant to this subsection. The information, along with any other information relevant to the individual's ability to perform tasks that require direct contact with children, may be released to another child care facility in response to a request from the child care facility that is considering employing or contracting with the individual.

3. Requirements for confidentiality and record keeping with regard to the information shall be the same for the child care facility receiving the information in response to a request as those provided for in paragraph 1 of this subsection for the child care facility releasing such information.

G. 1. A criminal history investigation or national criminal history records search based upon submission of fingerprints conducted by the Oklahoma State Bureau of Investigation shall include a search of Department of Corrections' files maintained pursuant to the Sex Offenders Registration Act.

2. a. It shall be unlawful for any person who is required to register pursuant to the Sex Offenders Registration Act to work with or provide services to children or to reside in a child care facility and for any employer who offers or provides services to children to knowingly and willfully employ or contract with, or allow continued employment of or contracting with any person who is required to register pursuant to the Sex Offenders Registration Act. Any person required to register pursuant to the Sex Offenders Registration Act who violates any provision of this act shall, upon conviction, be guilty of a felony punishable by incarceration in a correctional facility for a period of not more than five (5) years and a fine of not more than Five Thousand Dollars (\$5,000.00) or both such fine and imprisonment.

b. Upon a determination by the Department of any violation of the provisions of this section, the violator shall be subject to and the Department may pursue:

- (1) an emergency order,
- (2) license revocation or denial,
- (3) injunctive proceedings,

- (4) an administrative penalty not to exceed Ten Thousand Dollars (\$10,000.00), and
- (5) referral for criminal proceedings.

c. In addition to the penalties specified by this section, the violator may be liable for civil damages.

#### **Sec. 405. Necessity and issuance of license**

A. No child care facility may be operated or maintained in this state, unless licensed or temporarily authorized by the Department of Human Services; provided, that the Department shall not be required to be licensed, but shall be bound by the standards it prescribes. No new child care facility may be established without the prior approval of the Department, which shall be granted only after the Department is satisfied that such facility will meet minimum standards for a license to operate. The incorporation or domestication of a corporation organized for the purpose of operating a child care facility shall not exempt such corporation from compliance with the provisions of this act.

B. An application for a license shall be made on forms provided by the Department and in the manner prescribed. Temporary authorization may be granted to allow the Department to investigate the activities and standards of care of the applicant. If satisfied that the applicant meets the requirements as provided in this act, a license shall be issued. A provisional license may be issued to any applicant whose services are needed but which is temporarily unable to conform to all the rules of the Department, as provided in Section 404 of this title. All licenses shall be in force unless revoked as authorized by Section 407 of this title; provided, however, a provisional license may be in force for not more than one (1) year from the date of issuance, unless an emergency exists which, in the discretion of the Department, necessitates an extension thereof.

#### **Sec. 406. Investigations—Notice of violation—Confidentiality**

A. The Department of Human Services shall have authority at any reasonable time to investigate and examine the conditions of any child care facility in which a licensee or applicant hereunder receives and maintains children, and shall have authority at any time to require the facility to provide information pertaining to children in its care.

B. 1. The State Department of Health may visit any licensee or applicant at the request of the Department to advise on matters affecting the health of children and to inspect the sanitation of the buildings used for their care.

2. The State Fire Marshal may visit any licensee or applicant at the request of the Department to advise on matters affecting the safety of children and to inspect the condition of the buildings used for their care.

C. 1. Upon receipt of a complaint against any child care facility alleging a violation of the provisions of the Oklahoma Child Care Facilities Licensing Act, or any licensing standard promulgated by the Commission for Human Services, the Department shall conduct a full investigation. If upon investigation, it is determined that there are reasonable grounds to believe that a facility is in violation of the Oklahoma Child Care

Facilities Licensing Act or of any standard or rule promulgated pursuant thereto, the Department shall:

- a. document the complaint;
- b. provide the complaint allegations in writing to the facility involved; and
- c. document the facility's plan for correcting any confirmed violations.

2. If the Department determines that there has been a violation and that the violation has a direct impact on the health, safety or well-being of one or more of the children cared for by the facility, the Department shall notify the facility and require correction of the violation.

3. The Department shall notify the facility that failure to correct the confirmed violation can result in the revocation of the license, the denial of an application for a license, or the filing of an injunction pursuant to the provisions of Section 409 of this title.

4. If the facility refuses to correct the violation or fails to complete the plan of correction, the Department may initiate proceedings to revoke the license, refuse to issue a license, and request an injunction.

D. Upon the completion of the investigation of a complaint against any child care facility alleging a violation of the provisions of the Oklahoma Child Care Facilities Licensing Act or any licensing standard promulgated thereto by the Commission, the Department shall clearly designate its findings on the first page of the report of the investigation. The findings shall state whether the complaint was substantiated or unsubstantiated.

E. Information obtained by the Department or the Division of Child Care concerning a report of a violation of a licensing requirement, or from any licensee regarding children or their parents or other relatives shall be deemed confidential and privileged communications, shall be properly safeguarded and shall not be accessible to anyone except as herein provided, unless upon order of a court of competent jurisdiction. Provided, however, this provision shall not prohibit the Department from providing a summary of allegations and findings of an investigation involving a child care facility that does not disclose identities but that permits parents to evaluate the facility.

#### **Sec. 407. Revocation of license or refusal to issue or renew—Emergency action**

A. The Department of Human Services may revoke or deny issuance of the license of any child care facility found to be in violation of any provision of this act or the rules of the Commission for Human Services, as provided in Section 404 of this title.

B.1. No license shall be revoked or issuance denied unless and until such time as the licensee or applicant shall have been given at least thirty (30) days' notice in writing of the grounds of such proposed revocation or refusal.

2. At the time the facility is given notice in writing of the revocation or denial of a license, the Department shall also advise parents of children attending the facility of such action by written notification and the posting of an announcement in the facility.

3. If such revocation or denial is protested within thirty (30) days of receipt of such notice, by writing addressed to the Commission for Human Services, the Commission,

or its authorized agency, shall conduct a hearing at which an opportunity shall be given to such licensee or applicant to present testimony and confront witnesses.

4. Notice of such hearing shall be given to such licensee or applicant by personal service or by delivery to the proper address by certified mail, return receipt requested, at least two (2) weeks prior to the date thereof.

5. If notice of the proposed revocation or denial of a license is not so protested, the license may thereupon be revoked or denied.

C.1. Nothing in this section or Section 406 of this title shall be construed as preventing the Department from taking emergency action as provided by this subsection.

2. Whenever the Department finds, after an investigation, that an emergency exists requiring immediate action to protect the health, safety, or welfare of any child cared for by a facility licensed or authorized pursuant to the provisions of the Oklahoma Child Care Facilities Licensing Act, the Department may without notice or hearing issue an emergency order stating the existence of such an emergency and requiring that such action be taken as it deems necessary to meet the emergency including, when necessary, removing children from the facility and prohibiting the facility from providing services to children pending a hearing on the matter.

(a) Such emergency order shall be effective immediately. Any person to whom such an emergency order is directed shall comply with the emergency order immediately but upon written request to the Department on or before the tenth day after receipt of the emergency order, shall be afforded a hearing on or before the tenth day after receipt of the request by the Department.

(b) On the basis of such hearing, the Department shall continue such order in effect, revoke it, or modify it.

(c) Any person aggrieved by such order continued after the hearing provided for in this subsection may appeal to the district court of the area affected within thirty (30) days. Such appeal when docketed shall have priority over all cases pending on the docket, except criminal cases. For the purposes this subsection, the term "emergency" shall mean a situation that poses a direct and serious hazard to the health, safety or welfare of any child cared for by the facility.

#### **Sec. 408. Appeals**

A. Any licensee or applicant aggrieved by the decision of the Department of Human Services under Sections 405 or 407 of this title may, within ten (10) days after the revocation or denial of the license, appeal to the district court of the county in which the child care facility is maintained and operated by filing with the clerk of the court a verified petition. Notice of such appeal shall be served on the Director of the Department within five (5) days of the date of its filing.

B. The Department shall, within ten (10) days of the service of such notice, file with the clerk of such court a transcript of the proceedings had before it. The district court shall thereupon be vested with jurisdiction to review the proceedings of the Department; provided that, if the Department prevails, the judgment of the district court shall be that the decision of the Department be affirmed, and if the licensee or applicant prevails, the judgment of the court shall be that the revocation be set aside or the license issued or

renewed, as the case may be. Pending the hearing of the appeal, the action of the Department revoking or denying the license or the granting thereof shall be stayed; provided, after the filing of an appeal, the district court, upon application by the Department and after an appropriate hearing, may grant a restraining order to enforce the decision of the Department.

#### **Sec. 409. Injunction**

Any person or child care facility may be enjoined from maintaining and operating such facility for violations of any provisions of this act by suit brought in the name of the state by the Attorney General of Oklahoma or by a district attorney.

#### **Sec. 410. Violations—Punishment**

Any person or agent, representative, or officer of any child care facility who violates any of the provisions of the Oklahoma Child Care Facilities Licensing Act shall, upon conviction, be deemed guilty of a misdemeanor and punished in accordance with the provisions of Section 10 of Title 21 of the Oklahoma Statutes. Whenever any agent, representative, or officer of any child care facility shall be convicted under authority of this act, such conviction shall be sufficient ground for the revocation of the entity's license.

### **IMMUNIZATION OF CHILDREN**

#### **Sec. 411. Certificate of immunization as condition for admission to day care facility—Waiver**

A. No person, firm, corporation, partnership or other legal entity operating a day care center or day care home in this state shall cause or permit a minor child two (2) months of age or older to be admitted to such facility unless the parent, guardian, or other related person of such child presents certification from a licensed physician or authorized representative of any state or local department of public health that such child has received or will receive immunization at the medically appropriate time against diphtheria, pertussis, tetanus, haemophilus influenza type B (HIB), measles (rubeola), rubella, hepatitis A, varicella and poliomyelitis; or presents such certification that the child is likely to be immune as a result of the disease. Provided, however, that in the event the parent, guardian, or other person presenting a child for admission to a day care center or day care home certifies in writing that a family emergency exists, the requirement imposed by this section may be waived for a period not to exceed thirty (30) days. Such certification shall be made prior to the provision of care. No such waiver shall knowingly be permitted more than once for any child.

B. The State Board of Health, by rule, may alter the list of immunizations required under this section after notice and hearing. Any change in the list of immunizations required shall be submitted to the next regular session of the Legislature and such change shall remain in force and effect unless and until a concurrent resolution of disapproval is passed. Hearings shall be conducted by the State Board of Health, or such officer, agents or employees as the State Board of Health may designate for the purpose. The

State Board of Health shall give appropriate notice of the proposed change in the list of immunizations required and of the time and place for hearing. The change shall become effective on a date fixed by the State Board of Health. Any change in the list of immunizations required may be amended or repealed in the same manner as provided for its adoption. Proceedings pursuant to this subsection shall be governed by the Administrative Procedures Act.

**Sec. 412. Manner and frequency of immunizations—Enforcement of act**

A. The immunizations required by this act, and the manner and frequency of their administration, as prescribed by the State Board of Health, shall conform to recognized standard medical practices in this state. The State Department of Health shall supervise and secure the enforcement of the required immunizations program.

B. The Department of Human Services shall render reasonable assistance to the State Department of Health in the enforcement of the provisions of this act. This assistance shall be in the form of revocation or denial of the license of any facility not in compliance with this act.

**Sec. 413. Exemptions**

Any minor child, through his or her parent or guardian, may submit to the health authority charged with the enforcement of the immunization laws, a certificate of a licensed physician stating that the physical condition of the child is such that immunization would endanger the life or health of the child; or upon receipt of a written statement by the parent or guardian objecting to such immunization because of religious or other reasons, then such child shall be exempt from the provisions of this act.

**Sec. 414. Administration of immunizations—Person eligible—Indigent persons**

The immunizations shall be administered by, or under the direction of, a licensed physician, or by any local or State Health Department. If the parent or guardian is unable to pay, the State Department of Health shall provide, without charge, the immunization materials required by this act.

**Sec. 415. Child with reportable contagious disease to be excluded from day care facility**

Any child afflicted with a reportable contagious disease shall be excluded from attending a day care center or a day care home until such time as the period of communicability has elapsed as determined by a licensed physician or health department official. Such exclusion shall be reported to a local health department official.



## **SUPPLEMENT II**

### **WHAT IS CHILD ABUSE?**

**What is the Law?** Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect (10 O.S. Section 7102).

- Physical abuse is non-accidental physical injury to a child.
- Mental injury is an injury to a child's psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child.
- Sexual abuse, in general terms, includes any sexual activity between an adult and a child for the purpose of sexually stimulating the adult, the child or others. Sexual abuse may also be committed by a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child.
- Neglect is the failure of the parent or caretaker to provide a child with basic needs such as food, clothing, shelter, medical care, protection and supervision.
- Threatened harm means a substantial risk of harm to the child. It may include acts or expressions of intent to inflict actual harm presently or in the future.

**Who must report?** Every person, private citizen or professional, who has reason to believe that a child has been abused, is mandated by law to promptly report suspected abuse. Failure to do so is a misdemeanor. A person making a report in good faith is immune from civil or criminal liability. The name of the reporter is kept confidential.

**When to report?** A report should be made when there is reasonable cause to believe that a child has been abused or neglected or is in danger of being abused. A report of suspected abuse is a request for an investigation. Investigation of child abuse reports is the responsibility of Child Welfare workers and, when a crime may have been committed, law enforcement officials.

If other incidents of abuse occur after the initial report has been made, another report should be made.

**How is abuse reported?** A report may be made to any county office of the Department of Human Services or to the 24-hour statewide Child Abuse Hotline, 1-800-522-3511.

## **SUPPLEMENT IV**

### **MINIMUM IMMUNIZATION REQUIREMENTS**

Section 411 of Title 10 of the Oklahoma Statutes mandates that children attending child care obtain, at the medically appropriate time, the following vaccines: DTaP (diphtheria, tetanus and pertussis vaccine), Hib vaccine (*Haemophilus influenzae* type B), PCV (pneumococcal vaccine) MMR (measles, mumps, rubella vaccine) Hepatitis A vaccine, Hepatitis B vaccine, Varicella (chickenpox) vaccine and IPV (inactivated polio vaccine). The Oklahoma State Board of Health's recommended immunization schedule is found on the following page.

#### **EXEMPTIONS FROM THE LAW**

Exemptions from the immunization requirements are authorized in the law for medical, religious and personal reasons. Following is a summary of information concerning these exemptions, including procedures for their authorization.

**Medical.** Section 413 of Title 10 of the Oklahoma Statutes states that any minor child, through his parent or guardian, may submit to the health authority charged with the enforcement of the required immunization program, a certificate signed by a licensed physician stating that the immunization would endanger the life or health of the child. The child would be exempt from the immunization.

**Religious or Other.** Exemptions based on religious or other objections to immunizations are also allowed. The parent or guardian must present a signed written statement briefly summarizing his or her objections.

**Personal.** Exemptions may also be authorized for children whose parent or guardian objects to immunizations on philosophical grounds but is not necessarily a member of a church or group, which subscribes to religious beliefs contrary to the practice of immunization. As with religious exemptions, the parent or guardian must present a Certificate of Exemption complete with a brief statement summarizing his or her objections to immunizations. Lost or unobtainable immunization records are not grounds for personal exemptions.

**Exemption Procedures.** Certificate of Exemption forms (ODH 216A) are available to child care centers and schools from the Immunization Service of the Oklahoma State Department of Health for parents and guardians claiming an exemption for their children. In documenting a medical exemption, the parent or guardian is responsible for obtaining the signature of the physician. For other exemptions and for family emergencies, the parent or guardian must complete the form.

#### **FAMILY EMERGENCIES**

This provision applies in those rare instances where a true family emergency exists, such as a death in the family. A childcare operator may allow a child to enter and remain for up to 30 calendar days without an immunization record. Ideally, the record should be presented at the earliest possible opportunity. If at the end of the 30-day period the parent or guardian has not produced an acceptable record, the childcare operator should exclude the child.

## SCHEDULE FOR REQUIRED CHILDHOOD IMMUNIZATIONS FOR OKLAHOMA

This schedule indicates the recommended age for the routine administration of currently licensed childhood vaccines. Vaccines are listed under the routinely recommended ages. Bars mean the vaccine may be given at any point over that period of time. A circle means the vaccine should be given at that age.

	Birth	1 Mo	2 Mos	4 Mos	6 Mos	12 Mos	15 Mos	18 Mos	2 years	4-6 Yrs
Hepatitis B	1		2			3				
DTaP			1	2	3	4				5
Hib			1	2	3	4				
Polio			1	2		3				4
MMR						1				2
Varicella						1				
Pneumo. Conjugate			1	2	3	4				
Hepatitis A						1	2 6-18 mos. after 1 <sup>st</sup> dose			

## RECOMMENDED IMMUNIZATION SCHEDULES AND MINIMUM INTERVALS

### DTaP

#### **Recommended Schedule**

2, 4, 6, & 12-18 months, & 4-6 years

#### **Minimum Intervals**

4 weeks between doses 1, 2, and 3. Six calendar months between doses 3 and 4 and doses 4 and 5 – If 4 mos. between doses 3 & 4, dose 4 does not have to be repeated

### Tdap

#### **Recommended schedule**

Single dose - 11-12 years & older

#### **Minimum Intervals**

A 5-year interval between Td and Tdap is encouraged, but Tdap may be given at an interval of less than 5 years if the benefits outweigh the risk

### Hib (*Haemophilus influenzae* type b)

#### **Recommended Schedule**

2, 4, 6, & 12-15 months for HibTITER & ActHIB

2, 4, & 12-15 months for PedvaxHIB

#### **Minimum Intervals**

HibTITER & ActHIB – 4 weeks between doses 1, 2, & 3, the 4<sup>th</sup> (booster) dose should be administered **no earlier than 12 months of age** and at least 8 weeks after dose 3

PedvaxHIB – 4 weeks between doses 1 & 2. The 3<sup>rd</sup> (booster) dose should be administered **no earlier than 12 months of age** and at least 8 weeks after dose 2

**PedvaxHIB is in the combination vaccine COMVAX**

### IPV (Polio)

#### **Recommended Schedule**

2, 4, & 6-18 months, & 4-6 years

#### **Minimum Intervals**

4 weeks between doses 1, 2, 3, & 4

### DTaP-HepB-IPV (Brand name Pediarix)

#### **Recommended Schedule**

2, 4, & 6 months

#### **Minimum Intervals**

Not before 6 weeks of age, 4 weeks between doses 1 & 2, 8 weeks between doses 2 & 3 and 16 weeks between doses 1 & 3 and 3<sup>rd</sup> dose not before 24 weeks of age

### DTaP-Hib (Brand name TriHIBit)

#### **Recommended Schedule**

12-18 months - 4th dose of the DTaP & Hib series

#### **Minimum Intervals**

One dose at 12 months or older if child has received at least one prior dose of Hib vaccine 2 or more months earlier, and TriHIBit will be the last dose in the Hib series

### MMR

#### **Recommended Schedule**

12-15 months & 4-6 years

#### **Minimum Intervals**

1<sup>st</sup> dose - 12 months of age & 2<sup>nd</sup> dose at least 4 weeks after 1<sup>st</sup>

### MMRV (Brand name ProQuad®)

#### **Recommended Schedule**

12-15 months & 4-6 years

#### **Minimum Intervals**

12 weeks between doses 1 and 2 for children 12 years and younger  
If 28 days between doses 1 & 2, dose 2 does not have to be repeated  
4 weeks between doses 1 and 2 for individuals 13 years and older

### Varicella

#### **Recommended Schedule**

12-15 months & 4-6 years

#### **Minimum Intervals**

12 weeks between doses 1 and 2 for children 12 years and younger  
4 weeks between doses 1 and 2 for individuals 13 years and older

### Hep A

#### **Recommended Schedule**

HAVRIX – 2 doses: 12 months, 6-12 months after 1<sup>st</sup>

VAQTA – 2 doses: 12 months, 6-18 months after 1<sup>st</sup>

#### **Minimum Intervals**

6 calendar months between doses 1 & 2

### Hep B

#### **Recommended Schedule**

Birth, 1-2 months, 6-18 months

#### **Minimum Intervals**

4 weeks between doses 1 & 2, 8 weeks between doses 2 & 3, 16 weeks between doses 1 & 3, & 3<sup>rd</sup> dose should not be administered not before 24 weeks of age

### Hep B/Hib (COMVAX)

#### **Recommended Schedule**

2, 4, and 12-15 months

#### **Minimum Intervals**

4 weeks between doses 1 & 2. The 3<sup>rd</sup> (booster) dose should be administered **no earlier than 12 months of age & at least 8 weeks after dose 2**

### Pneumococcal Conjugate (PCV7) (Brand name Prevnar)

#### **Recommended Schedule**

2 months, 4 months, 6 months, & 12-15 months

#### **Minimum Intervals**

4 weeks between doses 1, 2, & 3; 8 weeks between doses 3 & 4; 4<sup>th</sup> (booster) dose no earlier than 12 months of age

## **SUPPLEMENT III DISASTER PREPAREDNESS**

Child care providers must be prepared to respond to a wide variety of emergency situations. It may be evacuating children and taking them to a safe place or protecting them from outside threats by keeping them safe inside the facility. You can make sure your families know what you would do in the event of an emergency. A Disaster Plan is critical and should be in place at all times.

### **Disaster Plan - some things to consider:**

- Identify the type of hazards that could affect your facility (tornado, terrorism, gas leaks, flooding, fire, etc.)
- Develop a step-by-step plan to respond to each situation.
- Ensure that all staff have been trained in how to respond to each situation.
- If evacuation is necessary, know where you will go off the premises (examples include designated shelter sites such as elementary schools, local community centers, churches, etc.)
- Know how you will account for each child in a disaster.
- If it is safest to remain in the facility, determine how you will communicate the emergency situation with parents and necessary authorities.

### **Disaster Kit suggestions - keep in a plastic tub or container**

- Emergency contact information
- Children's record cards
- First aid kit
- Water and paper cups
- Food (examples: infant formula, animal crackers, saltines, etc.)
- Special items for babies or children with special needs (examples: diapers, baby wipes, medication)
- Toilet paper, tissues, waterless hand sanitizer
- Flashlight
- Radio - battery operated or NOAA weather radio
- Extra batteries
- Toys, books, games
- Plastic garbage bags

**SUPPLEMENT VII**  
**CHILD PASSENGER RESTRAINT SYSTEM - WHEN REQUIRED**

Oklahoma Statute  
47 O.S. Section 11-1112  
(Amended 2005)

A. Every driver when transporting a child under six (6) years of age in a motor vehicle operated on the roadways, streets, or highways of this state shall provide for the protection of said child by properly using a child passenger restraint system. For purposes of this section and section 11-1113 of this title, "child passenger restraint system" means an infant or child passenger restraint system that meets the federal standards as set by 49 C.F.R. §571.213.

B. Children at least six (6) years of age but younger than thirteen (13) years of age shall be protected by use of a child passenger restraint system or a seat belt.

C. The provisions of this section shall not apply to:

1. The driver of a school bus, taxicab, moped, motorcycle, or other motor vehicle not required to be equipped with safety belts pursuant to state or federal laws;
2. The driver of an ambulance or emergency vehicle;
3. The driver of a vehicle in which all of the seat belts are in use;
4. The transportation of children who for medical reasons are unable to be placed in such devices; or
5. The transportation of a child who weighs more than forty (40) pounds and who is being transported in the back seat of a vehicle while wearing only a lap safety belt when the back seat of the vehicle is not equipped with combination lap and shoulder safety belts, or when the combination lap and shoulder safety belts in the back seat are being used by other children who weigh more than forty (40) pounds. Provided, however, for purposes of this paragraph, back seat shall include all seats located behind the front seat of a vehicle operated by a licensed child care facility or church. Provided further, there shall be a rebuttable presumption that a child has met the weight requirements of this paragraph if at the request of any law enforcement officer, the licensed child care facility or church provides the officer with a written statement verified by the parent or legal guardian that the child weighs more than forty (40) pounds.

D. A law enforcement officer is hereby authorized to stop a vehicle if it appears that the driver of the vehicle has violated the provisions of this section and to give an oral warning to said driver. The warning shall advise the driver of the possible danger to children resulting from the failure to install or use a child passenger restraint system or seat belts in the motor vehicle.

E. A violation of the provisions of this section shall not be admissible as evidence in any civil action or proceeding for damages.

**Effective 10-1-07**

F. In any action brought by or on behalf of an infant for personal injuries or wrongful death sustained in a motor vehicle collision, the failure of any person to have the infant properly restrained in accordance with the provisions of this section shall not be used in aggravation or mitigation of damages.

G. Any person convicted of violating subsection A or B of this section shall be punished by a fine of Fifty Dollars (\$50.00) and shall pay all court costs thereof. Revenue from such fine shall be apportioned to the Department of Public Safety Revolving Fund and used by the Oklahoma Highway Safety Office to promote the use of child passenger restraint systems as provided in Section 11-1113 of this title. This fine shall be suspended and the court costs limited to a maximum of Fifteen Dollars (\$15.00) in the case of the first offense upon proof of purchase or acquisition by loan of a child passenger restraint system. Provided, the Department of Public Safety shall not assess points to the driving record of any person convicted of a violation of this section.

## **CHILD PASSENGER SAFETY IN OKLAHOMA**

### **Most Frequently Asked Questions**

**1. What is the purpose and intent of the child passenger restraint law?**

The law helps to protect children during transportation. A 45-lb. child in a 30-mph crash will be thrown with a force of 1,350 lbs. Fortunately, child safety seats provide a 45-70 percent reduction in significant injuries, depending on the type of seat that is used (booster seat, convertible seat, infant seat, etc.).

**2. What are the statistics on death or serious injuries in Oklahoma?**

More than 20 children under 6 years of age die each year in motor vehicle crashes, and more than 1,100 children are injured, many permanently. More than 70 percent of children who die are not in a child safety seat. Unfortunately, less than 24 percent of all 4-year olds rode in a booster seat prior to the passage of this law.

**3. What does the law require?**

Children under the age of 6 must be transported using a "child passenger restraint system" which has met federal standards. A child age 6 and up to the age of 13 may be transported using either a "passenger restraint system" or a seat belt.

**4. Are there exemptions to the law that affect child care facilities?**

- a. school buses, or any vehicle not required by law to be equipped with seat belts.
- b. children weighing over 40 pounds being transported in a back seat using only a lap belt. A lap belt only is acceptable when the back seat of the vehicle is not equipped with lap/shoulder belts OR when the lap/shoulder belts are being used by other children over 40 pounds.
- c. medical issues prohibiting use of belt or restraint system.

**5. What about older vehicles that do not have shoulder belts in the back seat? What about the center back seat position, which usually does not include a shoulder belt?**

The vast majority of booster seats on the market require the use of a lap/shoulder belt. There are only a few seats that do not. For this reason, an exemption was included in the law. The law "shall not apply to . . . the transportation of a child who weighs more than 40 lbs. and who is being transported in the back seat of a vehicle while wearing only a lap safety belt when the back seat of the vehicle is not equipped with combination lap and shoulder safety belts, or when the combination lap and shoulder safety belts in the back seat are being used by other children who weigh more than 40 lbs."



While lengthy, the exemption was worded this way in part to prevent a motorist from placing a 4- or 5-year-old child in the center lap belt with no booster seat, with empty lap/shoulder belts on either side. This wording closes that loophole for motorists who would deliberately attempt to skirt the law.

**6. Are there different types of booster seats?**

Booster seats for children over 40 lbs. (about 4 years old) generally fall into two categories: backless boosters and high-back boosters. Both are considered “belt-positioning” boosters, because they help to properly position the lap belt on the child’s lap and hip bones, rather than the abdomen.

High-back boosters are recommended for positions in vehicles that do not have head rests (usually older vans and pickup trucks). Backless boosters are sufficient for positions that do have head rests (new vans and trucks and virtually all sedans). Both seats achieve the same thing: they boost the child high enough so that the seat belt fits properly.

Both require the use of a lap/shoulder belt.

**7. What are some important facts to remember considering the transportation of children?**

Be sure that any booster seat, car seat or infant seat is used according to the manufacturer’s instructions.

Ensure that the type of passenger restraint system is used properly with the type of seat belt system that is installed in your vehicle.

Remember to verify the particular car seat is appropriate for the specific height and weight of the child that is being transported.

**8. What resources are available to help low-income families obtain booster seats?**

- a. EMSA distributes at least 100 free seats in Oklahoma City and 100 in Tulsa at child safety seat checks each month.
- b. All county health departments distribute free seats, mostly to WIC-eligible clients.
- c. Contact SAFE KIDS to find out other resources in your area.
- d. SAFE KIDS offers subsidized seats to families who receive some type of public assistance. The cost to the client is between \$5-\$10, depending on the type of booster seat. In addition, a limited number of free seats are distributed at each child safety seat check. Call SAFE KIDS for more information.

**9. Where can I receive more information regarding transportation safety of children?**

Oklahoma SAFE KIDS Coalition is available to assist with questions. For more information, call (405) 271-5695 or e-mail: [safekids@ouhsc.edu](mailto:safekids@ouhsc.edu).

**SUPPLEMENT V**  
**INJURY REPORT FORM - SAMPLE**

Name of injured: \_\_\_\_\_

Sex: \_\_\_\_\_ Age: \_\_\_\_\_

Date when injury occurred: \_\_\_\_\_

Time where injury occurred: \_\_\_\_\_

Location where injury occurred: \_\_\_\_\_

Description of how injury occurred: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Description of injury and its location: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken on behalf of the injured: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Was parent/legal guardian specifically advised of injury? \_\_\_\_\_

\_\_\_\_\_

Was parent/legal guardian specifically advised to obtain medical attention?

\_\_\_\_\_

Other witness to injury: \_\_\_\_\_

\_\_\_\_\_

Name of individual(s) involved in supervision at time of injury:

\_\_\_\_\_

Name of person completing this report form: \_\_\_\_\_

Date of completion of form: \_\_\_\_\_

## **SUPPLEMENT VII**

### **PLAY EQUIPMENT - RECOMMENDED**

Since sturdy, safe play materials are the "tools" that help children grow, develop, and learn, each caregiver must have adequate toys and play equipment to meet the needs of all the children in care.

Any toy given to a baby should be sturdy enough that it will not splinter or break, large enough so it cannot be swallowed and have no sharp points or rough edges. Toys given to infants and toddlers should not have any parts that can come loose to be swallowed (such as whistles, small rubber toys, buttons or eyes on stuffed animals), and be painted with non-toxic paint.

Play equipment must be provided for each age group in care, from the categories below.

#### **INFANTS AND TODDLERS**

##### **Art Supplies**

- non-toxic art materials e.g., play-dough, finger paint and paint with large brushes on large paper, thick crayons, washable markers

##### **Books**

- sturdy books to handle and simple story books and poems for provider to read aloud

##### **Large Muscle Equipment**

- infant activity center, crawl-through apparatus, push-pull toys, infant/toddler rocking horse, small riding toys, small gym and slide, large hollow blocks, balls - different sizes and textures, climbing steps, wagon

##### **Musical Equipment**

- tape or CD player and tapes or CDs of assorted music, toddler drum, xylophone, tambourine, plastic maracas, hand bells, little player piano, and musical mobiles

##### **Blocks and Accessories**

- soft and textured blocks, large connecting blocks, large hollow blocks

##### **Dramatic Play Materials**

- shatterproof, unbreakable mirror, clothing, e.g., hats, capes, jackets, vests, purses, shoes and boots, scarves and mittens. Play kitchen with dishes, play tool set, small table and chairs, play telephone, soft dolls, animal figures, puppets

##### **Manipulative Toys**

- baby rattles, soft squeeze toys, infant activity gym, jumbo pop beads, nesting cups, stacking toys and rings, pounding toys, play-dough, connecting blocks and links, simple pegboards and puzzles

##### **Science Materials**

- textured surfaces to touch, water play equipment, e.g., dishpans, sponges, floating toys, spoons or scoops and containers, science related books and posters

## **PRE-SCHOOL CHILDREN**

### **Art Supplies**

- various sizes and colors of paper, crayons, markers, colored pencils, scissors, glue sticks, non-toxic finger paints and paints with brushes and sponges, chalk, play-dough, clay

### **Large Muscle Equipment**

- gym set, balance beam, jump ropes, stilts, ring toss, hula hoops, frisbees, hopscotch, and sports equipment, e.g., soccer, softball, basketball, tetherball, badminton

### **Blocks and Accessories**

- connecting blocks, large hollow blocks, soft unit blocks, hardwood unit blocks and accessories, e.g., animals, people, cars and trucks and traffic signs

### **Manipulative Toys**

- pegboards and pegs, interlocking links and shapes, pop beads, puzzles, beads and buttons to string with thick string or yarn, nesting and stacking toys, dressing skills dolls, play-dough, writing materials, e.g., paper, pencils, crayons, markers and stencils, magnetic or flannel board with accessories, simple card games and board games

### **Books**

- storybooks, easy to read books for beginning readers, chapter books, books of poetry, science and fact books, comic books, child-oriented magazines and a children's dictionary

### **Musical Equipment**

- tape or CD player and a variety of tapes or CDs, e.g., classical, jazz, rock-n-roll, children's songs, country, gospel, multicultural. A variety of musical instruments, e.g., drums, rhythm sticks, cymbals, tambourines, castanets, hand bells, maracas, xylophone, rhythm rain stick and small player piano

### **Dramatic Play Materials**

- tent, tool set, doctor kit, playhouse with furniture and accessories, child-size kitchen with dishes, pots and pans and play foods, child-size table and chairs, cash register and play groceries, telephones, dress-up clothes, costumes, mirrors, dolls, doll clothes, cradles, strollers, puppets, masks, and play centers with toy figures and accessories, e.g., farm, ranch, fire station, school

### **Science Materials**

- aquarium, terrarium, growing plants, sandbox, water play equipment, e.g., dishpans, sponges, floating toys, eye droppers, spoons and containers, magnets and magnetic items, large unbreakable magnifying glass, collections of rocks, shells, seeds or other nature items

## **SCHOOL-AGE CHILDREN**

### **Art Supplies**

- various sizes and colors of paper, material and scraps, yarn, scissors, glue, crayons, markers, colored pencils, paints, paintbrushes and sponges, chalk, clay and play-dough

### **Large Muscle Equipment**

- gym set, balance beam, jump ropes, stilts, ring toss, hula hoops, frisbees, hopscotch, and sports equipment, e.g., soccer, softball, basketball, tetherball, badminton

### **Blocks and Accessories**

- small interlocking blocks, log builder sets, wood blocks and accessories, e.g., animals, people and vehicles

### **Manipulative Toys**

- beads and buttons to string, puzzles, small interlocking toys and blocks, card games, board games, dominoes, video game systems, materials for sewing and weaving, play-dough and clay, writing materials, e.g., paper, pencils, crayons, markers and stencils

### **Books**

- storybooks, easy to read books for beginning readers, chapter books, books of poetry, science and fact books, comic books, child-oriented magazines and a children's dictionary

### **Musical Equipment**

- tape or CD player and a variety of tapes or CDs, e.g., classical, jazz, rock-n-roll, children's songs, country, gospel, multicultural. A variety of musical instruments, e.g., drums, rhythm sticks, cymbals, tambourines, castanets, hand bells, maracas, xylophone and keyboard.

### **Dramatic Play Materials**

- tent or playhouse, dress-up clothes and accessories, costumes, masks, dolls and accessories, doctor kit, typewriter or computer, prop boxes, e.g., office, barber/beauty shop, carpentry fix-it shop, post office, pizza parlor, garden center and grocery store

### **Science Materials**

- globe of the world, magnets, magnifying glass, growing plants, gardening and watering materials, aquarium, terrarium, ant farm, scales, children's microscope, indoor/outdoor thermometer, books and posters on science topics and activities

## SUPPLEMENT VIII

### CHILD GUIDANCE PRINCIPLES

As a caregiver, you have a unique opportunity to positively influence the children in your care. It is important that they learn to handle situations of life in ways that are socially acceptable and personally satisfying. The primary goal of guidance is to help children behave well, not to stop misbehavior.

Below are some general principles of child behavior and guidance:

1. **Children need rules.** Give children the security of clear, consistent rules. Present rules as directions, not orders or commands.
2. **Use a positive approach.** Telling a child what not to do does not prepare him for what to do. Translating the Don'ts into Do's shows a child a more acceptable way to act.

#### Do's

Just look.

Hold the kitten gently.

#### Don'ts

Don't touch.

Don't squeeze the kitten.

3. **Build feelings of confidence.** A feeling of confidence enables a child to try new things, to develop life skills and talents. Encouragement and praise build self-confidence. Belittling and criticism damage self-confidence.

#### Situation

Child spills a food tray.

#### Do's

"That's hard to do. Next time try carrying it this way."

#### Don'ts

"Can't you do anything right?"

4. **Change the environment to change behavior.** Look for the cause of the behavior. It may be because of the environment, and a small change will remedy the situation. (If a child spills her milk at every meal, give her a cup with a lid. If children kick each other at lunch, put them at opposite ends of the table.)
5. **Give choices.** Allow children to have choices when you can accept their decisions. Arrange the choices so that either one is acceptable. This gives the child some freedom and an opportunity for decision-making. (Do you want orange juice or apple juice?)

6. **Work with a child instead of against him.** Recognize each child's needs in relation to his developmental level. Keep in mind that each child grows and develops in his own time and way. Provide opportunities for learning that are appropriate for that particular child.
7. **Teach by example.** Children learn by example. As you model positive behaviors, you show children the behaviors you expect of them. (If you want children to speak softly, you speak softly. If you want children to sit quietly, model sitting quietly.)
8. **Don't always rush to the rescue.** Children need to learn to solve problems. Allow children to work out their own problems whenever possible.
9. **Avoid trouble.** Remember to guide desirable behavior and avoid trouble before it arises. As you get to know the children, you will be able to predict how they will behave.
10. **Recognize and encourage acceptable behavior.** If appropriate behaviors are given attention, they are likely to continue. The same is true when inappropriate behaviors are given attention.
11. **Guide children with concern and understanding.** Show an attitude of affection. Use language that children understand to explain why some behavior is inappropriate and what behavior is appropriate. Redirect the child when behavior is inappropriate.
12. **Prepare children for activities.** Give clear directions. Provide a range of activities and allow some choice. Help children to feel successful at a task. Allow children to wind down from one activity before beginning another.
13. **Use fair and consistent rules.** The atmosphere should be relaxed and pleasant. Rules should be easily understood.
14. **Use positive discipline.** Positive discipline is training that teaches self-control. Your task is to guide children in ways that allow them to control themselves.

Adapted from curriculum developed through Child Care Careers Inc.

## **SUPPLEMENT IX**

### **AGES AND STAGES OF CHILD DEVELOPMENT**

Planned daily activities are important because they provide an opportunity for children to learn and have fun. They also provide structure so children will know what to expect.

A schedule of daily activities should be appropriate to each child's developmental level. Infants and toddlers need to be talked to, held and rocked. School-age children enjoy opportunities for team sports, collecting and table games. All children need to be helped to grow one step at a time at a pace that is comfortable for each of them.

Although each child grows and develops at his or her own rate, there are predictable patterns of child development. Caregivers should be familiar with the developmental patterns of children's growth. Below are some of the ages and stages of development for the typical child.

#### **Infants**

- Gain muscle strength and body control;
- Use their senses and movements to explore their surroundings;
- Develop eye and hand coordination;
- Learn to respond to and remember people, objects and activities; and
- Learn to be individuals and begin relationships with other people.

#### **Toddlers**

- Walk, run, climb;
- Want to do things "all by themselves;"
- Take the initiative in social situations;
- Change quickly from tears to smiles;
- Explore large and small spaces;
- Begin to talk, to use words, to learn the names of things; and
- Usually play alone (solitary play).

#### **Two-Year-Olds**

- Gain better muscle control of their bodies;
- Learn to say "no," (the beginning of choice making);



- Will probably be ready for toilet learning;
- Enjoy make-believe;
- Play near or side-by-side (parallel play); and
- Are interested in other children.

### **Three- and Four-Year-Olds**

- Are learning many new physical skills;
- Are beginning to understand concepts of numbers, space and time;
- Have an active imagination and are interested in fantasy and make-believe;
- Enjoy playing with other children (associative play);
- Develop feelings about their abilities to do things ("When I do things they often turn out well" or "I always seem to do things wrong");
- Are increasing their vocabulary and using more advanced language;
- Are trying to make sense of things they learn;
- Are aware of whether they are "boys" or "girls;" are interested in what is expected of their gender and may begin to develop some modesty;
- Begin to learn the rules of playing together (cooperative play);
- May have fears and anxieties; and
- Begin to develop some inner controls which help them avoid dangerous situations and choose right from wrong.

### **Five-Year-Olds**

- Are interested in the real world;
- Can manage a project that continues over several days;
- Like to please; can often settle arguments by themselves;
- Are sociable; like to play together; take part in group activities and cooperate (cooperative play);
- Have a beginning conscience, want to know the "right" way to do things;
- Can do small chores and tasks; are pleased with responsibility;
- Can use many words, ask lots of questions; enjoys jokes and humor; and
- Still may have troubling fears and dreams.

### **Six-Year-Olds**

- Are eager to learn, exuberant, restless and easily fatigued;
- Learn best through active participation;
- Enjoy spontaneous dramatization;
- Like to pretend;
- Like school;
- Are becoming competitive, but have trouble losing;
- Like group activities; and
- Are proud of themselves and their skills.

### **Seven-Year- Olds**

- Are sensitive to the reactions of others;
- Need adults' approval;
- Are concerned about right and wrong;
- Are involved in more solitary play;
- Like jigsaw puzzles and magic tricks;
- Begin collecting things, e.g., cards, rocks;
- Like active play;
- Play more with children of their own gender;
- May take things from others (still don't fully understand the concept of ownership);
- Are beginning to ride bicycles;
- Play pretend and like to use props, e.g., post office, kitchen. grocery store items, costumes; and
- Are learning hopscotch, jump rope and bounce balls.

### **Eight-Year-Olds**

- Are outgoing and interested in people;
- Have a new awareness of individual differences;
- Enjoy team games, comics, television and adventure stories;
- Are sensitive to criticism;

- Begin to form a group of friends; their best friends are of the same sex;
- Are beginning to read well enough to enjoy many books;
- Like table games, e.g., checkers, cards, jigsaw puzzles;
- In dramatic play, like to arrange and produce shows; and
- Enjoy collecting and arranging their collections.

### **Nine- and Ten-Year-Olds**

- Are capable of prolonged interest;
- Often argue over fairness in games; have bursts of emotion;
- Play more complicated table games;
- May be involved with Lego sets and/or chemistry sets;
- Have a strong sense of right and wrong;
- Want to do well, but become discouraged by pressure;
- May read and/or watch television more;
- Enjoy pets; and
- Enjoy active play, e.g., running and hiding games, skating, swimming.

### **Eleven- and Twelve-Year-olds**

- Have a wide range of individual differences in their maturity level;
- Are unsure of bodily changes; may be moody;
- Need to feel a sense of belonging, acceptance by their peers; are subject to peer pressure;
- Are interested in earning money;
- Like to socialize;
- Frequently are overly critical, changeable, rebellious, uncooperative;
- Are interested in team games, pets, television, radio, movies;
- Have frequent arguments with those in authority; and
- Enjoy competitive games and games that involve problem-solving and thinking skills.

## **SUPPLEMENT IX BLEACH SOLUTION**

**REMEMBER TO MIX FRESH SOLUTION DAILY**

### **TO SANITIZE DIAPER CHANGING TABLE**

$\frac{1}{4}$  cup bleach to 1 gallon of water = 800 ppm  
2 tablespoons (1 oz.) bleach to  $\frac{1}{2}$  gallon of water = 800 ppm  
1 tablespoon (1/2 oz) bleach to 1 qt of water = 800 ppm  
2 teaspoons (1/4 oz.) bleach to 1 pt of water = 800 ppm

### **TO SANITIZE COTS, TABLES, COUNTERS & EQUIPMENT**

1 tablespoon (1/2 oz.) bleach to 1 gallon of water = 200 ppm  
2 teaspoons (1/4 oz.) bleach to  $\frac{1}{2}$  gallon of water = 200 ppm  
1 teaspoon (1/8 oz.) bleach to 1 qt. Of water = 200 ppm  
 $\frac{1}{2}$  teaspoon bleach to 1 pt of water = 200 ppm

### **TO SANITIZE DISHES & UTENSILS**

2 teaspoons (1/4 oz.) bleach to 1 gallon of water = 100 ppm.  
DISHES & UTENSILS MUST BE SUBMERGED IN SANITIZING  
SOLUTION FOR AT LEAST ONE MINUTE.

Example:

If sink will hold 3 gallons then mix 6 teaspoons bleach to 3 gallons of water.  
Mix fresh with each dishwashing –  
the solution should be replaced when the bleach concentration falls below 50 ppm.

### **MEASUREMENT EQUIVALENT**

1 teaspoon = 1/8 fl. oz.  
2 tablespoons = 1 fl. oz.  
1 cup = 8 fl. oz.

1 pint = 16 fl. oz.  
1 qt. = 2 pts. = 32 fl. oz.  
1 gal = 4 qts. = 128 oz.

**SUPPLEMENT VI**  
**MINIMUM MEAL PATTERN PLAN FOR CHILDREN**

<b>MEAL</b>	<b>1-2 YEAR OLDS</b>	<b>3-5 YEAR OLDS</b>	<b>6-12 YEAR OLDS</b>
<b>BREAKFAST</b> (These choices are recommendations only)			
Milk, fluid	½ cup	¾ cup	1 cup
Juice or fruit	¼ cup	½ cup	½ cup
Cereal or bread product			
Enriched or whole grain bread or	½ slice	½ slice	1 slice
Cereal (cold, dry) or	¼ cup	⅓ cup	¾ cup
Cooked cereal or cereal grains or	¼ cup	¼ cup	½ cup
Cooked pasta or noodle	¼ cup	½ cup	¼ cup
<b>MIDMORNING OR MIDAFTERNOON SNACK</b> (These choices are recommendations only)			
Milk, fluid; or juice; or fruit; or vegetable	½ cup	½ cup	1 cup
Cereal or bread			
Enriched or whole grain bread or	½ slice	½ slice	1 slice
Cereal	¼ cup	⅓ cup	¾ cup
<b>LUNCH OR SUPPER</b>			
Milk, fluid	½ cup	¾ cup	1 cup
Meat and/or meat alternate			
Meat, poultry or fish or	1 ounce	1 ½ ounce	2 ounces
Cheese or	1 ounce	1 ½ ounce	2 ounces
Cooked dry beans or	¼ cup	⅜ cup	½ cup
Peanut butter or	2 tbsp.	3 tbsp.	4 tbsp.
Egg	1 egg	1 egg	1 egg
Vegetables and fruit - 2 kinds	¼ cup	½ cup	¾ cup
Bread and bread alternates			
Enriched or whole grain bread or	½ slice	½ slice	1 slice
Cooked pasta or noodle or	¼ cup	¼ cup	½ cup
Cooked cereal grains	¼ cup	¼ cup	½ cup
*1 pound of meat or cheese meets minimum serving for:	16 children	11 children	8 children

Recommended Daily Dietary Allowances  
of the National Research Council/National Academy of Sciences

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## SUPPLEMENT XII

### SAFE FOOD HANDLING RECOMMENDATIONS

1. **Hands** should be washed with soap and running water after any contamination, such as: after using the bathroom, after changing diapers, after coughing or sneezing, after handling raw meat and after handling pets.
2. **Cooking temperatures** - beef roasts and steaks - 145°F; poultry - 165°F; ground beef and pork - 160°F. If a thermometer is not available, do not eat ground beef that is still pink inside. A **clean thermometer** should be used to make sure foods are cooked all the way through.
3. **Eggs** should be cooked until the yolk and white are firm. Don't use recipes in which eggs remain raw or only partially cooked.
4. **Fish** should be opaque and flake easily with a fork.
5. **Microwave ovens** - make sure there are no cold spots in food where bacteria can survive. For best results, cover food, stir and rotate for even cooking, and let stand for 2 minutes after cooking.
6. **Refrigerator temperature** - set no higher than 41°F. Check these temperatures occasionally by securing an appliance thermometer in the refrigerator where it is visible.
7. **Raw meat products, poultry, or fish** should be stored below other food in the refrigerator so that it can not drip into any food below.
8. **Refrigerate or freeze** perishables, prepared foods and leftovers within two hours or sooner. Don't pack the refrigerator; cool air must circulate to keep food safe.
9. **Thaw food** in the refrigerator, under cold running water or in the microwave. Marinate foods in the refrigerator.
10. **Leftovers** should be divided into small, shallow containers for quick cooling in the refrigerator.
11. **Reheat** sauces, soups and gravy to a boil and other leftovers to at least 165°F.
12. **Food** should come from approved sources; **no home-canned food**.
13. **Cutting boards (plastic or non-porous), dishes, utensils and counter tops** should be sanitized after preparing each food item. If possible, use a different cutting board for raw meat products.
14. **Paper towels** should be used for cleaning surfaces and drying hands.
15. **Raw meat, poultry, and seafood** should be separated from other foods in the grocery cart and refrigerator.
16. **Cooked food** should never be placed on a plate or surface which previously held raw meat, poultry or seafood.

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## **REVISIONS TO REQUIREMENTS FOR FAMILY CHILD CARE HOMES AND LARGE CHILD CARE HOMES**

Below is the time-frame reflecting the most recent revisions to *Requirements for Family Child Care Homes and Large Child Care Homes*.

July 16, 2007	Child Care Advisory Committee recommends approval of proposed revisions.
July 24, 2007	Commission for Human Services approves proposed revisions.
August 3, 2007	Governor approves proposed revisions.
October 1, 2007	Effective date of revisions.

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