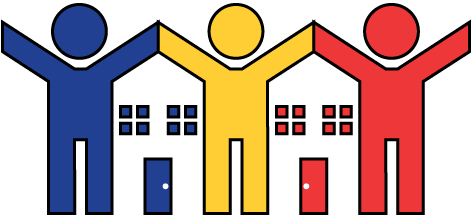
**Out-Of-School Time**

**MINIMUM LICENSING REQUIREMENTS**

**FOR**

**Out-of-School   
Time Facilities**

****

**ARKANSAS DEPARTMENT OF HUMAN SERVICES**

**DIVISION OF CHILD CARE AND EARLY CHILDHOOD EDUCATION**

**CHILD CARE LICENSING UNIT**

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PUB-004 06/07/2012

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MINIMUM LICENSING REQUIREMENTS FOR

Out-of-School Time Facilities

**100 ~~CHILD CARE~~ OUT-OF-SCHOOL TIME LICENSING**

**101 Related Laws and Requirements**

1. The “Child Care Facility Licensing Act” Ark. Code Ann. 20-78-201-220, as amended, is the statutory authority for licensing ~~child care facilities~~ Out-of-School Time (OST) Programs. This act created the Division of Child Care and Early Childhood Education and authorized the Division to establish rules and regulations governing the granting, revocation, denial and suspension of licenses for ~~child care~~ OST facilities and the operation of ~~child care~~ OST facilities in this state. The Minimum Licensing Requirements for ~~Child Care Centers~~ Out-of-School Time Facilities are the Division’s rules and regulations for ~~Child Care Centers~~ OST Facilities.

1. The Child Care Facility Licensing Act designates the Arkansas Department of Human Services, Division of Child Care and Early Childhood Education as the administrative agency responsible for administering the Act in accordance with the Minimum Licensing Requirements for ~~Child Care Centers~~ Out-of-School Time Facilities. The Division is authorized to inspect and investigate any proposed or operating ~~Child Care Centers~~ OST Facilities and any personnel connected with the ~~Center~~ OST Facilities to determine if the facility will be or is being operated in accordance with the Child Care Facility Licensing Act and the Minimum Licensing Requirements for ~~Child Care Centers~~ Out-of-School Time Facilities.
2. ~~The licensing requirements contained in this manual apply to group child care. (Refer to the Minimum Licensing Requirements for Day Care Family Homes for the requirements that apply to child care provided in a day care family home.)~~
3. The Child Care Licensing Unit will notify the applicable federal agency at any time they become aware of or are advised of violations of any of the following or similar laws. The owner should be aware of applicable federal laws which may affect the operation of the facility, such as, but not limited to:
   1. Americans with Disabilities Act (ADA).
   2. Environmental Protection Agency (EPA) regulations to ensure that any renovation or repair work on a home, child care facility, or school that was constructed prior to 1978 shall be completed by a contractor that is certified by the Environmental Protection Agency (EPA), when the repairs and/or renovations consist of any or all of the following: the repair or renovation disturbs six (6) or more square feet of the interior, the repair or renovation disturbs twenty (20) feet or more square feet of the exterior, and/or the repair or renovation involves removing a window.
   3. Federal civil rights laws state that a facility may not discriminate on the basis of race, color, sex, religion, national origin, physical or mental handicap, or veteran status.
4. The Licensee shall maintain Child Care Liability Insurance (Act 778 of 2009), and comply with the following requirements:
5. Prior to the approval of an application, the applicant shall provide verification of the required coverage to the Licensing Specialist and provide subsequent verification when requested. (Facilities licensed prior to the effective date of this revision shall have ninety (90) days to comply with this requirement.)
6. The Licensee shall maintain the minimum amount of coverage as follows:

|  |  |
| --- | --- |
| Licensed Capacity of ~~Center~~ OST Facility | Minimum Child Care Liability Insurance  Coverage Required |
| 1-74 | $500,000 per occurrence |
| 75 and up | $1,000,000 per occurrence |

1. Laws relevant to the operation of ~~child care~~ OST facilities are available upon request.
2. The following standards are the minimum licensing requirements which shall be met by persons or organizations which operate ~~a child care~~ an OST facility. In recommending a license be issued, the Division of Child Care and Early Childhood Education works in coordination with the local and state Health Departments, Fire Departments, City Planning or Zoning Departments and the Boiler Division of the Department of Labor. Persons considering opening or expanding ~~a child care~~  an OST facility shall immediately contact these individual departments for inspection and information on their separate regulations.

A prospective Licensee should request clarification regarding the codes or covenants enforced by these departments as some may prevent the operation of ~~a child care~~ OST facility at a particular location, may limit the number of ~~children~~ participants in care or may impose additional safety requirements.

1. The Licensing Unit shall share information on the location and status of new applicants applying for a license and on facilities holding a license when a city or county requests the information.

**102 General Requirements**

1. ~~Child Care Centers~~ OST Facilities shall maintain compliance with the licensing requirements at all times. To be in substantial compliance, the ~~Child Care Center~~ OST Facility shall meet all essential standards necessary to protect the health, safety and welfare of the ~~children~~ participants attending the ~~Child Care Center~~ OST Facility. Essential standards include but are not limited to those relating to issues involving fire, health, safety, nutrition, discipline, staff/~~child~~ participant ratio and space. Failure to comply with any of the licensing requirements for ~~Child Care Centers~~ OST Facilities may result in any of the following adverse actions:
2. Denial of an application for a license or for church exempt status
3. Revocation or suspension of a license or church exempt status
4. Issuance of a provisional license or provisional church exempt status
5. The following factors may be considered when determining the appropriate adverse action:
6. Severity of the deficiency cited
7. Number of violations cited
8. Frequency of violations cited
9. Past history of compliance
10. Willingness/ability to correct violations
11. Each ~~Child Care Center~~ OST Facility shall be reviewed by the Child Care Licensing unit to determine whether the facility is in compliance with all the Minimum Licensing Requirements for ~~Child Care Centers~~ OST Facilities. Child Care Licensing staff shall have access to ~~Child Care Centers~~ OST Facilities for the purpose of conducting inspections, reviews and complaint investigations. (**Clarification:** In addition to rooms used for care, Child Care Licensing Staff must also be given access to all other rooms or spaces not used for ~~child~~ care. Any rooms or areas that are not accessible to ~~children~~ participants in care will only be viewed briefly for major health and safety issues and will not be routinely monitored for general licensing compliance. This is to help insure that there are no dangers such as fire hazards, which could impact the safety of the entire structure.)
12. Denial of access to the facility or to interview ~~children~~ participants may result in any of the adverse action described above.
13. Any facility that has not provided care to ~~children~~ participants for a period of one year shall be closed unless a written request is made by the licensee stating why closure should not take place. If the licensee requests that the license remain open, license fees and required annual inspections shall be kept current.
14. Falsification of any document or the submission of false information to the Child Care Licensing Unit or any other unit of the Division may constitute grounds for revocation of the license. (Falsification means the submission of untrue information, whether by statement or omission.)

**103 Licensing Procedures**

1. Application- An application shall be obtained from the Child Care Licensing Unit. The completed application packet shall be submitted to the Child Care Licensing Unit for review and approval. A completed application packet shall consist of:
2. A signed application form with a designated person who assumes legal responsibility for operation of the ~~child care~~ OST facility
3. Name of proposed director and their qualifications
4. Names, addresses and telephone number of Board of Directors, if applicable
5. Clear written guidelines of responsibility for the Board of Directors, if applicable
6. Building/facility diagram noting proposed space used for consideration by program
7. Description of the services that will be provided to the ~~children~~ participants
8. Verification that criminal record checks and child maltreatment central registry checks have been initiated on all owners, operators and staff members of the ~~Child Care Center~~ OST Facility.
9. Boiler inspection, or verification that inspection has been scheduled
10. Fire Department approval
11. Health Department approval
12. Zoning Approval
13. Verification of Child Care Liability Insurance (if Child Care Liability Insurance cannot be obtained before application, it must be obtained with proof provided to the Child Care Licensing Unit **before** care of ~~children~~ participants can be provided)
14. Time for processing: The Licensing Specialist has sixty days to submit a recommendation to the Division.
15. A pre-approval consultation meeting shall be required for all applicants for a license prior to the approval of the application. This meeting shall be offered to the applicant prior to application or within 30 days of the receipt of the application.
16. License- The Child Care Licensing Unit shall conduct a licensing study of each ~~Child Care Center~~ OST Facility to determine eligibility for a license. The facility shall be approved by the Child Care Licensing Unit before a license may be issued by the Division. A license for a ~~Child Care Center~~ OST Facility shall specify:
17. The name and address of the facility
18. The owner/operator of the ~~Child Care Center~~ OST Facility
19. The number of ~~children~~ participants authorized for care at the ~~Child Care Center~~ OST Facility
20. The expiration of any provisional licenses
21. The type of care the ~~Child Care Center~~ OST Facility will be providing
22. License—Non-transferable- A license for a ~~Child Care~~ OST Facility or approval for a church-operated exempt status shall apply only to the address and location stated on the license or approval issued. It shall not be transferable from one holder of the license or approval to another or from one place to another. If the location of a ~~Child Care~~ OST Facility is changed, or the operator of the ~~Child Care~~ OST Facility is changed, then the license or approval for that ~~Child Care~~ OST Facility shall be automatically closed on such a change. The ~~Child Care~~ OST Facility shall notify the Licensing Unit of a change of location or ownership.
23. Compliance—On-site inspections of ~~Child Care Centers~~ OST Facilities are conducted by the Child Care Licensing Unit on a routine basis to determine a facility’s continued compliance with the standards. The caregiver shall cooperate with licensing staff during licensing visits.

Violations of rules are documented in writing by use of the licensing compliance record. Documentation shall include:

1. Reference to the specific rule violated
2. A factual description of the nature of the violation and how the ~~Child Care Center~~ OST Facility failed to comply
3. A date of expected corrections
4. The Child Care Licensing Unit shall have the authority to make both scheduled and unscheduled visits to:
5. Conduct inspections and reviews to determine compliance with the licensing requirements.
6. Investigate complaints involving possible violations of licensing requirements.
7. Offer consultation and technical assistance.
8. The Child Care Licensing Specialist may increase unscheduled monitor visits where numerous or severe violations of standards are cited.
9. If a violation is of imminent threat to the health, safety and welfare of the ~~children~~ participants attending the OST Program ~~Child Care Center~~, corrective action or compliance shall be obtained within 24 hours in order to insure the health, safety and welfare of the children in care. If ~~a Child Care Center~~ an OST Facility violates an administrative standard or standard that does not directly threaten the immediate health, safety or welfare of the ~~children~~ participants in care, these violations shall be corrected within a reasonable time as mutually agreed upon by the Child Care Licensing Unit and the ~~Child Care Center~~ OST Facility.

Once a violation has been corrected, the correction will be documented on the Licensing Compliance Record and a copy provided to the ~~Child Care Center~~ OST Facility.

1. New Provisional License- The Child Care Licensing Specialist shall recommend a new provisional license when the facility is newly opened or a facility has been acquired by new owners whose compliance history has not been determined. A new provisional license shall not exceed twelve (12) months in length.

At the end of the provisional license, the Division may in its discretion:

1. Issue a regular license
2. Revoke the license
3. Suspend the license
4. Issue a successive provisional license
5. Regular License: The Child Care Licensing Specialist will recommend a regular license when the facility has demonstrated substantial compliance, or when an existing Licensee with a Regular license relocates their facility and their past demonstrates a substantial level of compliance.
6. Probationary Provisional License- The Licensing Unit may issue a Probationary Provisional license when the center is not maintaining substantial compliance due to deficiencies which are so numerous, frequent or severe as to potentially jeopardize the health, safety and welfare of ~~children~~ participants. The facility and Licensing Unit shall have a corrective action plan in place addressing the issues.

Based on the level of compliance during the period of the Probationary Provisional license, the Licensing Unit may:

1. Issue a Regular license
2. Suspend the license
3. Revoke the license
4. Suspension of License- The Division may suspend a license when the Licensing Unit determines that the facility has serious areas of non-compliance, but the facility would be able to resume normal operation when the harmful conditions are eliminated.

If granted, the suspension order remains in effect until the order expires or until the Division determines that the problem necessitating the suspension order have been resolved. The suspension of a license may not exceed twelve (12) months. If the Division finds that the terms of the suspension order have been met prior to the expiration of the suspension period, the Division retains the discretion to reinstate the license. If the terms of the order have not been met, the Division may revoke the license.

1. Revocation of License-The Division may revoke a license when any of the following situations occur:
2. The facility fails to maintain substantial compliance with licensing requirements.
3. The facility fails or refuses to correct cited deficiencies in a timely manner.
4. The facility fails to insure the health, safety and welfare of ~~children~~ participants in care.
5. The revocation of a license nullifies and cancels the license. At the time of a final determination of revocation of the license by the Division, the Division shall specify in the revocation letter the terms of the revocation. The licensee shall not be eligible to reapply for a license for a minimum of one (1) year or longer, if specified in the revocation order. Related parties shall not be eligible to apply for a license for the same specified period. (Related parties are defined as immediate family members, member of Board of Directors, persons or entities associated or affiliated with, or which share common ownership, control, or common board members or which have control of or is controlled by the licensee. An immediate family member is defined as a spouse, step and in-law relationships, a child, a natural or adoptive parent, a sibling, a grandparent, a grandchild or a son or daughter-in-law.) (Applicants who are denied a license or registration due to this requirement may appeal the denial to the Child Care Facility Review Panel.) Facilities wishing to be re-licensed must submit a new application for licensure for review and approval by the Division. Approval must be obtained and a new license issued before the facility provides care to a licensable number of ~~children~~ participants.

**104 License Fee**

1. Each facility shall submit an annual license fee as long as the facility is in compliance with the Minimum Licensing Requirements for ~~Child Care~~ OST Facilities A facility license fee is determined by combining the maximum license capacity of all licenses located within the same premises.
2. Facilities serving up to 17 ~~children~~ participants- $15 per year
3. Facilities serving 17 to 99 ~~children~~ participants- $50 per year
4. Facilities serving 100 or more ~~children~~ participants- $100 per year
5. Upon review and determination of a licensing recommendation by the Child Care Licensing Specialist, the Specialist shall issue a Notice of License Fee Due to the facility.
6. The Division shall not issue a license unless the required license fee has been paid.
7. A copy of the license fee notice shall be submitted, ~~at the time of~~ and paid in full, prior to licensure recommendation.
8. The fee schedule shall apply to all ~~child care~~ OST facility recommendations for licensure as follows:
9. New Provisional License-(Provisional License for new operation to be issued for a period of twelve (12) months.) A one-year license fee shall be paid prior to the issuance of a provisional license.
10. New Regular License or Conversion from provisional to regular status-A license fee shall be paid prior to the issuance of a new license.
11. Conversion to Provisional Status-No license fee is due for licenses converted to provisional status during the term of a regular license.
12. A second notice of license fee due will be sent to facilities failing to submit the required license fee (Notice of License Fee Past Due). This notice will be sent 20 days after the initial notice of fee due. Failure to submit a license fee within 20 days of receipt of the past due notice will result in action to suspend the license until such time as the fee is paid.
13. Refunds of license fees paid are made only when the Division does not approve issuance of a license. There shall be no refunds of license fees paid for voluntary closure of a facility or for Division action to revoke or suspend a license.
14. All license fees paid to the Division shall be deposited in a special Child Care Provider’s Fund. This fund shall be used to meet the cost of conducting statewide criminal record checks, with the remaining money used for training or materials to be loaned to child care providers.

**105 Appeal of Licensing Actions**

1. A licensee or applicant for license may request an appeal of any of the following licensing actions:
2. Adverse licensing actions (revocation or suspension of a license, conversion to a provisional license or denial of an application for a license)
3. Founded licensing complaints
4. Denials of alternative compliance requests
5. Cited noncompliance with the published standards
6. An appeal may be initiated on any of the above actions by requesting an appeal in writing to the Licensing Specialist or Licensing Supervisory Staff. Requests to appeal adverse licensing actions must be mailed within ten (10) calendar days of the receipt of the notice of the adverse action. Requests to appeal licensing actions, other than adverse, must be mailed within twenty (20) calendar days from receipt of the notification of the action. The request to appeal shall include a statement of the action(s) taken by the Division and the reason(s) the licensee or applicant for license disagrees with that action. The request to appeal will be reviewed by the Licensing Supervisor and the Licensing Administrator. If the appeal is not resolved to the satisfaction of the licensee or applicant for license, the matter will be referred to the Child Care Appeal Review Panel for hearing**.** (This appealprocess also applies to Church Operated exempt facilities.) **(Additional information regarding the appeal procedures and the Child Care Appeal Review Panel is available on request.)**

**106 Alternative Compliance**

1. The Division may grant alternative compliance with the Minimum Licensing Requirements for ~~Child Care Centers~~ OST Facilities if the Division determines that the alternative form of compliance offers equal protection of health, safety and welfare to ~~children~~ participants and meets the basic intent of the requirements for which the ~~center~~ program is making the request.
2. The Division shall consider all requests for alternative compliance with the Licensing requirements except those requirements that are enforced by the Department of Health, Local Fire Marshal or State Fire Marshal's office and applicable city ordinances including zoning.
3. To request alternative compliance, the following procedure shall be initiated by the person responsible for the operation of the facility.
4. The applicant/licensee shall submit the request for alternative compliance in writing.
5. The request shall include:
6. The specific standards for which alternative compliance is sought.
7. An explanation of how the alternative form of compliance is equal to or exceeds the stated requirements.
8. Full justification and description of what the alternative compliance method will be and the method by which the facility will carry out this plan to continue to provide for the health, safety and welfare of ~~children~~ participants as intended by the requirements.
9. The applicant/licensee shall provide clear and supportive evidence and upon request of the Division, and expert’s opinion on the effect of the request on health, safety, and welfare of the ~~children~~ participants.
10. A separate written request shall be submitted for each requirement of which alternative compliance is sought. The approved alternative compliance is effective for the duration of the license unless a shorter time frame is specified.
11. The granting of alternative compliance for a requirement shall in no way constitute a precedent. If an alternate means of complying with the requirement is granted by the Division and the facility fails to satisfactorily implement this alternate means, the original requirement for which alternative compliance was sought shall become immediately enforceable.
12. The Division shall have the right to obtain an expert opinion to corroborate expert opinions provided by the applicant/licensee.
13. The Division shall have the right to deny requests for alternative compliance when it finds that such requests do not adequately protect the health, safety and welfare of ~~children~~ participants and do not meet the intent of the requirements.
14. All requests for alternative compliance shall be answered in writing by the Division.

**107 Church-Operated Exemption**

**Please note that all regulations included in this manual also applies to Church Operated Exempt (COE) facilities.**

1. Act 245 of 1983 defines those facilities that may apply for an exemption from obtaining of license to operate a child care facility and the process through which such exemption may be granted. The facility must be operated by a church or group of churches and be exempt from the State Income Tax levied by Act 118 of 1929, as amended. The person or persons in charge of such a facility shall submit a written request to the Division for such exemption along with the following:
2. Verification of Tax ID ownership by the church
3. Verification that the facility is operated by a church or group of churches
4. Verification that the facility has been inspected annually and meets the applicable fire safety and health standards
5. Certification from the facility that it is in substantial compliance with published standards that similar nonexempt ~~child care~~ OST facilities are required to meet
6. The Division shall review each request for a church-operated exemption and reply in writing within 60 days from receipt of such request.
7. The facility shall be visited by Division staff to verify the facility's substantial compliance with the published standards prior to the consideration and review by the Division.
8. The Division shall consider each request for exemption and shall review the Division staff's written report in determining a facility's substantial compliance with published standards.
9. If a facility claims and states the belief that a particular standard is of a religious nature, the Division shall consider and make a determination on the statements that shall then be a final action subject to review under the Administrative Procedures Act.
10. Written notification of an exemption shall be made to the facility stating the maximum number of ~~children~~ participants allowable, the dates of exemption and any other conditions by which an exemption is granted.
11. Division staff shall have the authority to visit any church-operated exempt facility to review, advise and verify the maintenance of substantial compliance at the direction of the Division.

**108 Licensing Investigations**

1. Child Care Licensing staff shall investigate all complaints involving the possible violation of licensing requirements.

**109 Child Maltreatment Checks**

1. The following persons shall be required to have their background reviewed through an Arkansas Child Maltreatment Central Registry Check. A check or money order for $10.00 made out to Department of Human Services (DHS) must be attached to each form.

|  |  |
| --- | --- |
| 1. Each applicant to own or operate a ~~child care~~ OST facility | At application and every two years thereafter |
| 1. Staff members and applicants for employment in ~~a child care~~ OST facility | At application or within 10 days of hire/start date and every two years thereafter |
| 1. All volunteers who have routine contact with ~~children~~ participants | At application and every two years thereafter |
| 1. Administrative staff and/or members of Board of Directors who have supervisory and/or disciplinary control over ~~children~~ participants or who have routine contact with ~~children~~ participants 2. Student Observers 3. Therapist or other persons who have routine contact with ~~children~~ participants | At application and every two years thereafter  At beginning of observation or within 10 days of first observation and every two years thereafter if applicable  Within 10 days of the time they begin to provide services or begin to participate in ~~center~~ program activities and every two years thereafter |

1. If a complaint of child maltreatment is filed against any owner/operator, staff or other person in ~~a child care center~~ OST Facility, the Child Care Licensing Specialist shall evaluate the risk to ~~children~~ participants and determine the suitability of the person(s) to supervise, be left alone with ~~children~~ participants, have disciplinary control over ~~children~~ participants or remain in the ~~center~~ program during hours of care until the allegations have been determined true or unsubstantiated. (Pending the evaluation of risk to ~~children~~ participants by the Child Care Licensing Unit, the person(s) alleged shall not be left alone with ~~children~~ participants.)
2. If corrective action is appropriate, the facility shall require all staff members who have had a founded report of child maltreatment to follow the corrective action plan specified by the Child Care Licensing Unit. Corrective action measures may vary from relevant training to reassignment or termination. Failure to comply with corrective action plans may constitute grounds for adverse action against the license.
3. The statewide Child Maltreatment "Hot Line" and the Child Care Licensing Central Office number shall be posted in a conspicuous place in the ~~child care~~ OST facility. The "Hot Line" number is 1-800-482-5964 and the Licensing Central Office number is (501) 682-8590 or toll free 1-800-445-3316.

**110 Criminal Records Check**

1. The following persons shall apply to the Identification Bureau of the Arkansas State Police for a nationwide criminal record check, to be conducted by the FBI, which shall include a fingerprint check: (The individual is responsible for the cost of a nationwide check. Each request must be accompanied by a check or money order made out to the Arkansas State Police for $16.50)

|  |  |
| --- | --- |
| 1. Each applicant to own or operate ~~a child care facility~~ OST facility. | Initial application only |
| 1. Staff who have not been a resident of the State of Arkansas for the five (5) preceding years | Within 10 days of hire/start date |
| 1. Administrative persons who have direct contact with ~~children~~ participants. 2. Therapist or other persons who have supervisory control, disciplinary control over ~~children~~ participants or are left alone with ~~children~~ participants. | If the person has not been a resident of Arkansas for 5 years.  If the person has not been a resident of Arkansas for 5 years, then at the time they begin to provide services or begin to participate in ~~center~~ program activities |

1. The following persons shall be required to have their background reviewed through Criminal Records check conducted by the Arkansas State Police.

|  |  |
| --- | --- |
| 1. Each applicant to own or operate ~~a child care~~ OST facility | At application and every 5 years thereafter |
| 1. Staff and applicants for employment in ~~a child care~~ an OST facility | Within 10 days of hire/start date and every 5 years thereafter |
| 1. Administrative persons who have direct contact with ~~children~~ participants 2. Therapist or other persons who have supervisory or disciplinary control over ~~children~~ participants, or are left alone with ~~children~~ participants | Within 10 days of hire and every 5 years thereafter  Within 10 days of the time they begin to provide services or begin to participate in ~~center~~ program activities and every 5 years thereafter |
|  |  |

1. Criminal records will be returned to the division for review. Any charge/convictions listed in this section (Section 110) that are returned will be considered regardless of whether the record is expunged, pardoned or otherwise sealed.
2. No person shall be eligible to be ~~a child care~~ an OST facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are permanently prohibited:

|  |  |
| --- | --- |
| 1. Abuse of an endangered or impaired person, if felony | §5-28-103 |
| 1. Arson | §5-38-301 |
| 1. Capital Murder | §5-10-101 |
| 1. Endangering the Welfare of an Incompetent person- 1st degree | §5-27-201 |
| 1. Kidnapping | §5-11-102 |
| 1. Murder in the First degree | §5-10-102 |
| 1. Murder in the Second degree | §5-10-103 |
| 1. Rape | §5-14-103 |
| 1. Sexual Assault in the First degree | §5-14-124 |
| 1. Sexual Assault in the Second degree | §5-14-125 |

1. No person shall be eligible to be ~~a child care~~ an OST facility owner, operator, or employee if that person has pled guilty, or been found guilty, of any of the following offenses by any court in the State of Arkansas, any similar offense by a court in another state or any similar offense by a federal court. The following offenses are prohibited:

|  |  |
| --- | --- |
| 1. Criminal Attempt to commit any offenses in MLR Section 100.110 | §5-3-201 |
| 1. Criminal Complicity to commit any offenses in MLR Section 100.110 | §5-3-202 |
| 1. Criminal Conspiracy to commit any offenses in MLR Section 100.110 | §5-3-401 |
| 1. Criminal Solicitation to commit any offenses in MLR Section 100.110 | §5-3-301 |
| 1. Assault in the First, Second, or Third degree | §5-13-205 - §5-13-207 |
| 1. Assault, Aggravated | §5-13-204 |
| 1. Assault, Aggravated on a Family or Household Member | §5-26-306 |
| 1. Battery in the First, Second, or Third Degree | §5-13-201 - §5-13-203 |
| 1. Breaking or Entering | §5-39-202 |
| 1. Burglary | §5-39-201 |
| 1. Coercion | §5-13-208 |
| 1. Computer Crimes Against Minors | §5-27-601 et. seq. |
| 1. Contributing to the Delinquency of a Juvenile | §5-27-220 |
| 1. Contributing to the Delinquency of a Minor | §5-27-209 |
| 1. Criminal Impersonation | §5-3-208 |
| 1. Criminal Use of a Prohibited Weapon | §5-73-104 |
| 1. Death Threats Concerning a School Employee or Students | §5-17-101 |
| 1. Domestic Battery in the First, Second, or Third Degree | §5-26-303 - §5-26-305 |
| 1. Employing or Consenting to the Use of a Child in a Sexual Performance | §5-27-402 |
| 1. Endangering the Welfare of a Minor in the First or Second Degree | §5-27-205 and §5-27-206 |
| 1. Endangering the Welfare of an Incompetent Person in the First or Second Degree | §5-27-201 and §5-27-202 |
| 1. Engaging Children in Sexually Explicit Conduct for Use in Visual or Print Media | §5-27-303 |
| 1. False Imprisonment in the First or Second Degree | §5-11-103 and §5-11-104 |
| 1. Felony Abuse of an Endangered or Impaired Person | §5-28-103 |
| 1. Felony Interference with a Law Enforcement Officer | §5-54-104 |
| 1. Felony Violation of the Uniform Controlled Substance Act | §5-64-101 - §5-64-508 et. seq. |
| 1. Financial Identity Fraud | §5-37-227 |
| 1. Forgery | §5-37-201 |
| 1. Incest | §5-26-202 |
| 1. Interference with Court Ordered Custody | §5-26-502 |
| 1. Interference with Visitation | §5-26-501 |
| 1. Introduction of Controlled Substance into Body of Another Person | §5-13-210 |
| 1. Manslaughter | §5-10-104 |
| 1. Negligent Homicide | §5-10-105 |
| 1. Obscene Performance at a Live Public Show | §5-68-305 |
| 1. Offense of Cruelty to Animals | §5-62-103 |
| 1. Offense of Aggravated Cruelty to Dog, Cat, or Horse | §5-62-104 |
| 1. Pandering or Possessing Visual or Print Medium Depicting Sexually Explicit Conduct Involving a Child | §5-27-304 |
| 1. Patronizing a Prostitute | §5-70-103 |
| 1. Permanent Detention or Restraint | §5-11-106 |
| 1. Permitting Abuse of a Minor | §5-27-221 |
| 1. Producing, Directing, or Promoting a Sexual Performance by a Child | §5-27-403 |
| 1. Promoting Obscene Materials | §5-68-303 |
| 1. Promoting Obscene Performance | §5-68-304 |
| 1. Promoting Prostitution in the First, Second, or Third Degree | §5-70-104 - §5-70-106 |
| 1. Prostitution | §5-70-102 |
| 1. Public Display of Obscenity | §5-68-205 |
| 1. Resisting Arrest | §5-54-103 |
| 1. Robbery | §5-12-102 |
| 1. Robbery (Aggravated Robbery) | §5-12-103 |
| 1. Sexual Offense (any) | §5-14-101 et. seq. |
| 1. Simultaneous Possession of Drugs and Firearms | §5-74-106 |
| 1. Soliciting Money or Property from Incompetents | §5-27-229 |
| 1. Stalking | §5-71-229 |
| 1. Terroristic Act | §5-13-310 |
| 1. Terroristic Threatening | §5-13-301 |
| 1. Theft by Receiving | §5-36-106 |
| 1. Theft of Property | §5-36-103 |
| 1. Theft of Services | §5-36-104 |
| 1. Transportation of Minors for Prohibited Sexual Conduct | §5-27-305 |
| 1. Unlawful Discharge of a Firearm from a Vehicle | §5-74-107 |
| 1. Voyeurism | §5-16-102 |

1. Any person who has pled guilty, nolo contendere, or who has been found guilty of any one of the offenses listed as prohibited above (Section 110.5, 0-62) may not work in child care unless:
2. The date of the conviction, plea of guilty or nolo contendere for a misdemeanor offense is at least five (5) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the five (5) year period preceding the background check request.
3. The date of the conviction, plea of guilty or nolo contendere for a felony offense is at least more than ten (10) years from the date of the request for the criminal history records check and there have been no criminal convictions or pleas of guilty or nolo contendere of any type or nature during the ten (10) year period preceding the background check request.
4. Anyone employed in a licensed center, COE center, licensed child care family home or a registered child care family home prior to 9/1/2009 with a clear background check history may remain eligible for employment unless the employee had a conviction, plead guilty, or plead nolo contendere to an offense listed in the above section (Section 110.6) since 9/1/2009.

**200 ORGANIZATION AND ADMINISTRATION**

**201 Administrative Procedures**

1. The Owner and/or Board of Directors shall be responsible for operating the facility and shall have final responsibility to ensure that the facility meets licensing requirements. Names, addresses, and telephone numbers of Board members shall be provided to the Licensing Specialist.
2. The facility shall provide a written procedure for reporting suspected of child maltreatment. This procedure shall be followed and a call made to the Hot Line whenever there is a suspicion of child maltreatment (1-800-482-5964). These reports of child maltreatment shall include all allegations made to the licensee by parents, staff members or the general public. The licensee should call Child Care Licensing for guidance if there is any question about whether or not the Hot Line should be called regarding any situation where potential child maltreatment is involved.
3. The facility shall provide a written procedure for reporting suspected licensing violations. Serious licensing violations shall be reported to the Licensing Unit. These include, but are not limited to, violations relating to transportation, inappropriate behavior guidance, ~~leaving children unattended or unsupervised~~, inadequate supervision, staff/~~child~~ participant ratio violations or any other violations or any other violation that could imminently affect the health and safety of ~~children~~ participants.
4. Parents shall be informed in writing upon enrollment of their child that ~~children~~ participants may be subject to interviews by licensing staff, child maltreatment investigators and/or law enforcement officials for the purpose of determining licensing compliance or for investigative purposes. ~~Child~~ Participant interviews do not require parental notice or consent.
5. ~~The facility shall provide a copy of the list of Kindergarten Readiness Skills Calendar or Checklist, prepared by the Arkansas Department of Education (copies can be requested online, by phone, or by mail from the DHS DCCECE Program Support Unit), to the parents of all three and four year old children enrolled. (Act 825 of 2003) A statement, signed by the parent, that they have received a copy of the list shall be maintained in the child’s record.~~

**300 PERSONNEL**

**301 Staff/~~Child~~ Participant Ratio**

1. A licensee shall not have more ~~children~~ participants in care at any one time than the maximum specified on the license.
2. The following staff ~~child~~/participant ratios shall be maintained:

|  |  |  |
| --- | --- | --- |
| Ages of ~~Children~~ Participants | Number of Staff | Number of Children |
| 1. ~~Birth – 18 months~~ | ~~1~~ | ~~6~~ |
| 1. ~~18 months – 36 months~~ | ~~1~~ | ~~9~~ |
| 1. ~~2 ½ - 3 years~~ | ~~1~~ | ~~12~~ |
| 1. ~~4 years~~ | ~~1~~ | ~~15~~ |
| 1. ~~5 years to Kindergarten~~ | ~~1~~ | ~~18~~ |
| 1. Kindergarten and above | 1 | ~~20~~ 18 |

1. ~~Children ages 30 to 36 months may be placed in the group most suited to their social, emotional and developmental maturity.~~
2. ~~Infants and toddlers shall not be mixed with day care children, except as listed in the following requirement.~~
3. ~~When a total of eight (8) or fewer children are in care at a licensed site, age groups may be mixed according to the following ratios:~~

|  |  |  |
| --- | --- | --- |
| ~~Number of Staff~~ | ~~Number of Children~~ | ~~Ages of Children~~ |
| 1. ~~1~~ | ~~6~~ | ~~No more than 3 under the age of 2 years~~ |
| 1. ~~1~~ | ~~7~~ | ~~No more than 2 under the age of 2 years~~ |
| 1. ~~1~~ | ~~8~~ | ~~No more than 1 under the age of 2 years~~ |

1. ~~In a group containing children of different ages, the staff/child ratio shall meet the requirements for the youngest child in the group.~~
2. ~~During lunch or outdoor play activities, if children of different age groups are together, the~~

~~staff child ratio for the respective age groups shall be maintained.~~

1. ~~At no time shall children be left unsupervised or unattended. The child care center shall provide additional staff for any temporary absence of primary child caring staff for activities such as breaks, meal preparation, transportation, etc.~~ All participants shall be adequately supervised at all times. Though participants are generally required to be within the sight or hearing of staff, OST participants may be provided opportunities to take part in short-term activities not within the sight and hearing of OST staff. Such short-term activities include but are not limited to going to a restroom, transitioning to other activities, returning to a classroom within a school building, etc. In order to minimize the risks associated with such short-term activities, the following provisions must be adhered to:
   1. The appropriateness of the degree of direct staff supervision required shall be based on an individual participant’s ability to handle such responsibility. Only participants able to handle such responsibility shall be provided it.
   2. Participants shall be accompanied at a minimum by another participant when engaging in short term activities (as defined above).
   3. Systems of monitoring, (ex. use of walkie talkies) shall be in place.
   4. Staff shall make contact with the participant at least every ten (10) minutes. If the participant is anticipated being gone longer than ten (10) minutes, prior to releasing the participant , staff should make contact with the responsible adult (ex. teacher) that will provide supervision during this extended time to ensure that adequate supervision provisions are in place.
2. DDS (Developmental Disabilities Services) staff/ participant ratios shall be maintained in all facilities that are licensed by both Child Care Licensing and DDS.
3. Additional staff provisions shall be made for enrollment of ~~children~~ participants with disabilities, or participants who require individual attention.
4. ~~During naptime for children age 2 1/2 and above, a minimum of 50% of the staff shall remain with the children, with a total of 75% of the staff remaining in the building.~~
5. OST programs with evening/night care variations shall ensure that staff are awake and have participants in view at all times. Participants shall have privacy when bathing or caring for personal needs.

**302 Maximum Group Size**

* 1. An OST Program shall organize its environment so that participants may participate in activities individually and in small groups, so that the development of each participant is supported.
  2. Maximum group size at any one time during the day may not exceed twice the maximum number of participants allowed per staff member as outlined by the staff/participant ratio in Section 301.
  3. Maximum group size limitations do not apply during meal times, rest times, transitions, outdoor time periods, field trips, or the length of a special occasion, including but not limited to a holiday party or a visit from a guest speaker.

1. ~~Group size shall be limited to 2 times the number of children allowed with one staff member. This does not apply to periodic or special group activities or to school age children, K5 and above. Existing structures licensed prior to November 1, 2002 are exempt from this requirement. However, any expansions, additions or any newly licensed structures effective November 1, 2002 shall be in compliance.~~
2. ~~For ages 2 ½ and above, ratios may be exceeded momentarily as long as children are never left unattended and at least one staff member remains in the classroom with the children. (This would apply to situations such as brief absences for bathroom breaks or to take a sick or injured child to the Director’s office.)~~

**303 Director**

1. The licensee shall ensure that there is a Director present at all times when participants are present. In the absence of the Director, the licensee shall ensure there is a designated person in charge who shall serve as the Site Supervisor and have the authority to carry out the daily operations of the OST Program.
2. There shall be a Director/~~person in charge~~ or Site Supervisor who shall be responsible for:
3. Administering, planning, managing and controlling the daily activities of the center
4. Ensuring that the facility meets licensing requirements
5. Ensuring the health and safety of ~~children~~ participants
6. Providing prudent supervision of all staff and volunteers
7. Directors shall be age twenty-on (21) or older, and provide documentation of one of the following educational levels: ~~(Directors previously approved prior to the implementation of these requirements may continue in their position and do not have to meet these educational levels):~~
8. Bachelor’s Degree or higher Degree in Early Childhood, Child /Youth Development or a related field. (Determination of “related field” shall be made by the Division)
9. ~~Bachelor’s Degree in a non-related field with the Director obtaining a Child Development Associate (CDA) within their first year of employment~~
10. Bachelor’s Degree in a non-related field with the Director obtaining a Child Development Associate/AR OST Credential or nine (9) college hour credits in Child/Youth Development obtained within the first 2 years of employment.
11. AA Degree with in emphasis in Child/Youth Development
12. AA Degree, HS Diploma, or GED in addition to one of the following: nine (9) college hours in Child/Youth Development, AR OST Credential, or technical certificate in School-Age/Youth Development.
13. ~~A one (1) year technical certificate in Child Development~~
14. Child Development Associate (CDA)/AR OST Credential ~~child care credential from an approved program~~ as approved by the Division.
15. A high school diploma or GED with a minimum of four (4) program years experience in a licensed child care, elementary education program(s), or non-licensed out-of-school time program, may be substituted for above educational requirements if verification and documentation of work history in such setting is provided.

1. When the director is away from the center, there shall be a person in charge known as a Site Supervisor who shall have the ability and authority to carry out daily operations. The person in charge shall be age twenty-one (21) or older.
2. All new Directors and Site Supervisors shall attend New Director's Orientation within six months of employment. Programs operating seasonally (90 days or less within a calendar year) must, at a minimum, have Directors/Site Directors attend OST Director’s “Essentials” within the first thirty (30) days. This is an orientation class *sponsored by the Division. Proof of attendance shall be maintained in the director’s* file.
3. The director shall obtain fifteen (15) clock hours in early childhood education or child/youth development each year as approved by the Division. Documentation of training shall be maintained and available for review.
4. Topics appropriate for continuing early childhood education or child/youth development shall include, but are not limited to the following:

a. Child growth and development

b. Nutrition and food service

c. ~~Parent~~ Family communication and involvement

d. Curriculum and curriculum development

e. Developmentally appropriate practice and learning environments

f. Behavior management

g. Emergency care and first aid

h. Administration and management of early childhood/OST programs

i. Building partnerships with schools and the larger community

j. Creating a culturally competent OST Program

1. The Licensee shall notify the Licensing Unit of any change in the person named as director within five (5) calendar days.

**304 Staff Requirements**

1. A person shall be considered a staff member if they have disciplinary or supervisory control over ~~children~~ participants, is left alone with ~~children~~ participants at any time, or is counted in staff/~~child~~ participant ratio, regardless if they are paid by the facility or not.
2. Staff members in ~~a child care center~~ an OST facility shall be age 18 years or older. Exceptions may be allowed for individuals sixteen (16) or seventeen (17) years of age to work in ~~a center~~ an OST facility if they meet all of the following criteria:
   1. The individual shall not have disciplinary control over ~~children.~~ participants.
   2. The individual shall not be left alone with ~~children~~ participants at any time.
   3. The individual shall be under the direct supervision of an adult (18 years of age or older) staff member at all times.
   4. The individual shall meet all other requirements.
3. All staff members ~~hired after January 1, 1990,~~ who ~~to~~ work directly with ~~children~~ participants shall have a high school diploma or GED or shall be enrolled in a high school or GED curriculum and complete the curriculum within one year of hire.
4. All staff members who work directly with ~~children~~ participants shall obtain at least fifteen (15) hours of in-service training or outside workshop training each year in continuing Early Childhood Education or child/youth development. This training shall be approved by the Division.
5. At least one (1) adult caregiver who has current certification by the American Heart Association or the American Red Cross in ~~infant and~~ child cardiopulmonary resuscitation (CPR) and at least one (1) caregiver who has a current certification from the American Heart Association or the American Red Cross in First Aid shall be present within the confines of the ~~center while children~~ facility while participants are in care. Adult CPR is also required if ~~school age children~~ participants over the age of eight (8) are in care, or documentation that the current certification covers the ages of children in care. ~~Infant/~~Child/Adult CPR certification will also be accepted from the AR Department of Labor, with documentation they conducted the course. Certifications may be held by the same person.
6. Prior to providing direct ~~child~~ care to the participants, staff shall receive an orientation at the minimum addressing ~~in~~ basic health & safety, facility behavior management policies, program schedules, Minimum Licensing Requirements, and shall be advised that they are mandated reporters under the Child Maltreatment Reporting Act.
7. All staff members working in ~~a child care center~~ an OST Facility, in any capacity, shall obtain a health card or physician's statement showing the absence of contagious Tuberculosis. This shall be renewed on a yearly basis.
8. All staff members caring for ~~children~~ participants shall be able to perform necessaryjob functions.
9. Staff shall not engage in behavior that could be viewed as sexual, dangerous, exploitative or physically harmful to ~~children~~ participants. A caregiver shall not use profanity or speak in an abusive manner when ~~children~~ participants are present.
10. No caregiver shall consume or be under the influence of illegal drugs. (A drug test may be required if there is reasonable cause to suspect violation of this requirement and the issue cannot otherwise be resolved.) No caregiver shall consume or be under the influence of alcohol while delivering care. No caregiver shall consume or be under the influence of medications (prescription or non-prescription) which impair their ability to provide care.

**305 Volunteer Requirements**

1. Volunteers are those individuals who have routine contact with ~~children~~ participants and assist staff in the facility. If they are left alone with ~~children~~ participants considered in the staff/~~child~~ participant ratios or given supervisory/disciplinary control over ~~children~~ participants they shall be considered staff and must meet the requirements for personnel (Section 300) and staff requirements (Section 303).
2. All volunteers in ~~a child care center~~ an OST Facility shall be 18 years or older unless the volunteer is under the direct supervision of the director or person in charge and has been approved on an individual basisby the Child Care Licensing Unit.
3. Volunteers who have routine contact with children, shall have on file a physician's statement or health card and a childmaltreatment Central Registry check. An exception shall be given to parents who volunteer to assist in field trips***.*** Child maltreatment Central Registry checks for volunteers under age 18 must include a parent’s signature.
4. Volunteers must have an orientation making them aware of program policies and practices that are related to the scope of the services they will be providing at the facility.
5. Individuals who provide health services or program enrichment activities on a limited basis are not considered volunteers. The facility shall retain a register of such persons listing name, organization, address, telephone number, date and time in the center. (Note: This section does not apply to therapists or others who have routine contact with ~~children~~ participants. Therapists who are not left alone with ~~children~~ participants are required to have child maltreatment background checks. Therapists who are left alone with ~~children~~ participants at any time are subject to all background check required for personnel. The therapist is entitled to a copy of the initial background/maltreatment check results, and may share a copy with other facilities the therapist may be working in.)

**306 Student Observers**

1. Students visiting the ~~center~~ OST Facility on a regular or periodic basis to **observe** ~~classroom activities~~ program activities, or for similar purposes, shall not be counted in the staff/~~child~~ participant ratio, shall not have disciplinary control over ~~children~~ participants and shall not be left alone with ~~children~~ participants. These individuals shall have the following documentation on file:
2. Child maltreatment background check
3. A health care or physician’s statement showing the absence of contagious tuberculosis
4. Students that are conducting practicum, student teaching, or working in the same capacity as a staff member or volunteer must meet the criteria in the appropriate section. (Sections 304 and 305)

**400 PROGRAM**

**401 Program Requirements**

1. The OST program shall develop a written weekly routine listing well-rounded developmentally appropriate activities for participants and provide a copy of the routine of weekly activities to parents when they enroll the participants.
2. Each ~~child care center~~ OST Program shall be equipped with supplies, resources, ~~and indoor and outdoor~~ equipment to take care of the needs of the total group and to provide each child participant with a variety of activities ~~throughout the day~~ during program operations.
3. The OST program shall provide activities that promote physical, social, cognitive and emotional development. Activities shall:
   1. ~~The program of activities shall~~ Be flexible and shall provide some opportunities for a ~~child~~ participant to choose how he will spend his time.
   2. ~~The program shall~~ Provide a variety of activities suitable to the ages and interests of the ~~children.~~ participants.
   3. Be age and skill level appropriate
   4. Offer project-based, experiential activities that promote creativity and youth self-expression
   5. Offer short and long term projects
   6. Offer opportunities for alternating periods of indoor and outdoor activities, weather permitting
   7. Offer alternating periods of active and quiet activities
   8. Offer a balance of large and small muscle activities
   9. Offer more than one (1) option for an activity including individual, small group or large group activities
4. The OST program shall offer activities that target life skill development that:
   1. Encourages development of critical thinking skills
   2. Offers a progression of skill levels within activities
5. The OST program shall offer activities that integrate opportunities throughout the program for the participants to develop personal responsibility, self-direction and leadership by providing opportunities to:
   1. Work on self-directed projects
   2. Make content choices
   3. Plan and conduct activities
   4. Offer opportunities for leadership roles throughout the program
   5. Support participant leadership through the policies and engagement strategies of the program
   6. Form special clubs/groups within the program
   7. Plan and participate in community service
6. The OST program shall provide activities that provide recognition of achievement and participation that:
   1. Promote diversity in cultures, religion, ethnicities, abilities, etc.
   2. Are representative of the varying ages, cultures, and abilities of the participants
   3. Are adaptable for different levels of ability
7. School age children who leave the ~~child care center~~ OST Program to participate in other activities shall have written permission from the parents naming the activity, date, time of leaving and returning and method of transportation.
8. ~~Children shall have a variety of toys, books and creative materials, and equipment. This includes equipment for:~~
9. ~~Large muscle/Gross Motor activities (such as climbing and running)~~
10. ~~Manipulative/Fine Motor activities (such as things done with the hands: puzzles, drawing, modeling clay)~~
11. ~~There shall be a written daily routine listing developmentally appropriate activities for~~

~~children. The program shall offer alternating periods of active play and quiet times throughout the day~~.

1. ~~Facility staff shall avoid activities or experiences which may be damaging to children’s self-esteem and positive self-image.~~
2. ~~There shall be an opportunity for a supervised rest period that:~~

~~a. Is at least one (1) hour, but does not exceed two (2) hours.~~

~~b. Children shall not be forced to remain on cot or mat if they do not fall asleep, and shall be allowed to participate in a quiet activity that does not disturb the children who are asleep.~~

1. There shall be sufficient lighting during ~~nap time~~ activities that are appropriate to be conducted in limited lightening (ex. movie watching) in order to provide adequate supervision of the ~~children~~ participants.

Parents shall not be denied access to their child/youth at any time during hours of operation. **(Clarification: The intent of this rule is to ensure that the parent(s) or guardian(s) is able to have contact with their child during hours of care. It is not intended to be a determining factor in child custody/visitation matters, nor should it be used to circumvent court ordered custody/visitation rights or schedules. Facilities should encourage parents to resolve custody/visitation issues outside of the care environment. Parents should be informed that continuing problems could result in the dismissal of their child.)**

1. Staff shall not release a ~~child~~ participant to anyone who is not immediately recognized as the ~~child’s~~ participant’s parent or as someone on the authorized pick- up list unless:
2. The individual can provide an official picture ID AND
3. The person in charge can match the ID to the individual named on the ~~child’s~~ participant’s data sheet
4. Verification of permission for persons not on the authorized list shall be obtained by the person in charge by calling the parent at a number listed in the ~~child’s~~ participant’s record. The person in charge shall view an official picture ID of the individual to verify identity.

**402 Outdoor ~~Play~~ Time**

* 1. ~~There shall be a total of at least one (1) hour of outdoor play per day in suitable weather.~~ An OST program shall dedicate at least 20% of the program’s weekly operational time or a minimum of 60 minutes during full day (operating more than five (5) hours a day) program operations to outdoor time. OST programs are encouraged to offer daily outdoor time opportunities to program participants.

1. 1. Such time shall be under the supervision of an adult to encourage physical activity and the promotion of gross motor skills.
   2. Such determination of required minimum outdoor time is as follows: ex. A program that operates 15-hours (900 minutes) weekly x 20 (percent of time) = 180 minutes (3 hours) of outdoor play time offered over the course of a week.
   3. The amount of outdoor time offered daily may vary as long as minimum weekly outdoor time requirements are met.

1. When making a determination if ~~children~~ participants should ~~play outside~~ have outdoor time, staff shall consider the following environmental factors:
2. When the heat index is forecast to be ninety (90) degrees or above, outdoor ~~play~~ time should be scheduled during early morning hours or the length of time spent outdoors should be reduced to avoid heat stress.
3. When outdoor ~~play~~ time occurs during the hotter part of the day, ~~children~~ participants should have shaded area, an ample supply of water and should be monitored closely for signs of heat stress.
4. When outdoor ~~play~~ time occurs during the winter months and when temperatures are extremely cold, the time scheduled for outdoor ~~play~~ time should be reduced or suspended depending on the temperature and other weather conditions.

**403 Screen Time**

1. An OST Program shall ensure that their weekly schedules are constructed in a way that no more than 25% of the program’s total weekly program hours of operation allow participants to engage or use electronic media, solely for recreational purposes. (Participants who require use of electronic devices for communication or navigational purposes shall be exempt.)
2. If television programming, videos, DVDs, or computer programs are built into an OST Program as an activity option, the content shall be age-appropriate, non-violent, and should have educational value.
3. Television and software rating systems shall be used to determine appropriate use.
4. Participants shall not be required to participate in recreational screen time activities and shall be offered other choices.
5. ~~The use of television, DVD, video cassette viewing and computer/video games and other screen time activities shall meet the following requirements;~~
6. ~~Shall be prohibited for children younger than 18 months of age. (The use of DVDs or other video programs for any activities with this age group would have to be approved through an alternative compliance request.)~~
7. ~~Shall be limited to programs which are age-appropriate ( programs should have educational value)~~
8. ~~Shall be scheduled and shall not exceed one (1) hour daily per child or group of children. Children shall not be required to participate in screen time activities and shall be offered other choices. (Viewing time may be extended for special events or occasions such as a current event, holiday or birthday celebration or for the occasional viewing of age appropriate movies or other programs that may exceed one hour in length.)~~
9. ~~Computer learning periods for children below age 5 may not exceed two (2) hours a day per child or group of children~~

**~~402 Infant & Toddler Requirements~~**

1. ~~Sleeping children shall be visually monitored at all times and physically checked regularly for breathing.~~
2. ~~Each infant/toddler shall be given opportunity during the day to explore the area outside the crib or baby bed.~~
3. ~~Infants/toddlers shall be placed in age appropriate cribs, cots, or mats meeting CPSC standards, for when they fall asleep. (Note: Also, any items used in the crib must be used according to manufacturer guidelines, regardless if the child is sleeping or not, in accordance with 1001.1).~~
4. ~~Infants (children 12 months and below) shall be placed flat on their backs to sleep, in accordance with American Academy of Pediatrics guidelines, to lessen the risk of suffocation and Sudden Infant Death Syndrome. (If a child rolls over on his/her own, the facility is not required to reposition the child.) If there is a medical reason a child cannot sleep on his/her back, then a signed statement from the child’s physician must be in the file stating the reason, the sleep position indicated, and the time frame this is required~~
5. ~~Infants’ sleep space (e.g. crib) shall be free of loose bedding.  If light blanket is necessary, it should be kept at or below the mid-chest area of the child. Staff shall not cover the faces of infants.~~
6. ~~Pillows (including nursing or “boppy” pillows), bumpers/bumper pads, and stuffed animals shall not be placed in cribs.~~
7. ~~Infants and toddlers shall be taken outside for a period of time every day, unless prevented by weather or special medical conditions.~~
8. ~~Infants/toddlers, when awake, may remain in the crib/playpen as long as he or she is content, but never for periods longer than one (1) hour.~~
9. ~~Stimulation shall be given to an infant in a variety of ways. Caregivers shall hold children, and offer nurturing, responsive care in addition to the routine care of diapering and feeding.~~

**Field Trips**

* + 1. The safety and welfare of participants during field trips is in the hands of the staff on the trip. The following shall be met:

a. Safety risks, field trip rules, and behavior expectations shall be discussed with participants prior to field trip departure

b. Accountability of children is tightly controlled and frequent “head counts” shall be conducted while on the trip, including loading and unloading upon arrival and departure, and during periods of transition.

c. Regardless of which mode of transportation is used, all vehicles shall be kept in proper operating conditions at all times.

d. Ratios shall be adjusted as needed based on the risk associated with the field trip activity and/or to maintain proper supervision of all participants in attendance on the field trip.

* + 1. Written permission from parents shall be on file each time participants leave the OST Program to participate in field trips or other activities that the participant does not attend on a regular basis. The written permission shall include:

a. Name and description of activity

b. Date and time of leaving and returning

c. Method of transportation to the facility

**500 BEHAVIOR GUIDANCE**

**501 Behavior Guidance Requirements**

1. ~~Behavior guidance shall be:~~
2. ~~Individualized and consistent for each child~~
3. ~~Appropriate to the child’s level of understanding~~
4. ~~Directed toward teaching the child acceptable behavior and self-control~~
5. ~~Physical punishment shall not be administered to children.~~
6. ~~The length of time a child is placed in time out shall not exceed one minute per year of the child's age.~~
7. The Out-of-School Time (OST) Program shall offer a nurturing, respectful, supportive and responsive environment that supports frequent interactions between the participants and staff. Staff shall:
8. Support participants in developing an understanding of self and others by assisting the participants in sharing ideas, experiences and feelings
9. Provide participants age-appropriate opportunities for growth and development of their social and communication skills
10. Assist the participants in solving problems
11. Foster creativity and independence in routine activities that shall include tolerance for mistakes
12. Treat and model equality of all participants regardless of race, religion, culture, gender and ability
13. Offer verbal encouragement to the participants during the course of an activity
14. Use respectful voice tone and positive guidance practices
15. Promote teamwork among participants
16. For behavior guidance practices used by the OST Program, the program shall:
17. Discuss the behavior guidance practices of the OST Program with the parents of each participant at the time of enrollment
18. Provide a copy of the behavior guidance practices in writing to the parents
19. Have each parent verify in writing their receipt of a copy of the behavior guidance practices
20. Maintain the signed verification in the participant’s record
21. The OST Program shall guide the behavior of the participants based on an understanding of the participant’s individual needs and stages of development by:
22. Supporting the participant’s developmentally appropriate social behavior, self-control and respect for the rights of others
23. Ensuring that the behavior management and discipline practices are fair, reasonable, consistent and related to the participant’s behavior
24. Ensuring that staff are responsible for implementing the behavior management and discipline practices of the OST Program
25. Ensuring that staff do not administer discipline that is cruel, unusual, hazardous, frightening or humiliating
26. Acceptable behavior guidancetechniques include:
27. Look for appropriate behavior and reinforce the ~~child~~ participant with praise and encouragement when they are behaving well.
28. Remind the ~~child~~ participant on a daily basis of the rules by using clear positive statements regarding how they are expected to behave rather than what they are not suppose to do.
29. Attempt to ignore minor inappropriate behavior and concentrate on what the ~~child~~ participant is doing properly.
30. Use brief supervised separation from the group only when the ~~child~~ participant does not respond to a verbal command which instructs the ~~child~~ participant as to how he or she is supposed to behave.
31. When a misbehaving ~~child~~ participant begins to behave appropriately, encourage and praise small steps rather than waiting until the ~~child~~ participant has behaved appropriately for a long period of time.
32. Attend to the ~~children~~ participants who are behaving appropriately and other ~~children~~ participants will follow their example in order to obtain your attention.
33. The following activities or threats of such activities are unacceptableas behavior guidance measures and shall not be used for ~~children~~ participants. These include, but are not limited to the following:
34. Using physical punishment such as biting, or biting back, jerking, swatting, pulling hair, twisting arms, shaking, spanking, slapping, hitting, striking, kicking or exercising other means of inflicting physical or emotional pain or causing bodily harm
35. ~~Restraints (Restraining a child briefly by holding the child is allowed when the child’s actions place the child or others at risk of injury.)~~ Using a physical restraint method that may cause injury to the participant
36. Using mechanical restraint, locked time-out room or closet
37. Washing mouth with soap
38. Taping or obstructing a ~~child’s~~ participant’s mouth
39. Placing unpleasant or painful tasting substances in mouth, on lips, etc.
40. Profane or abusive language
41. Isolation without supervision
42. Placing ~~child~~ participant in dark area
43. ~~Inflicting physical pain, hitting, pinching, pulling hair, slapping, kicking, twisting arms, biting or biting back, spatting, swatting, etc.~~
44. Yelling (This does not include a raised voice level to gain a child’s attention to protect the ~~child~~ participant from risk of harm.)
45. Forcing physical activity, such as running laps, doing push-ups, etc. (This does not include planned group physical education activities that are not punitive in nature.)
46. Associating punishment with rest, toilet training or illness
47. Denying food (lunch or snacks) as punishment or punishing ~~children~~ participants for not eating
48. Shaming, humiliating, frightening, physically or mentally harming ~~children~~ participants or labeling ~~children~~ participants
49. Covering the faces of ~~children~~ participants with blankets or similar items
50. ~~Behavior charts, if used, should be used to encourage positive behavior. Behavior charts shall record only the child’s behavior for the current day and shall not be punitive. (Behavior charts used to record only positive behavior may be maintained on a weekly basis.) The child’s age and level of understanding should be considered when using behavior charts.~~
51. ~~Behavior guidance~~~~practices used by the center shall be discussed with each child's parent and provided to them in writing at the time of enrollment with a copy signed by the parent maintained in the child's record.~~

**~~502 Infant & Toddler Behavior Guidance Requirements~~**

1. ~~Time-out shall not be used for children under two years of age.~~
2. ~~The child may be placed in a supervised area away from the group or in a crib or playpen while staff attend to the situation. Brief separation from the group is acceptable when the child’s behavior places the child or others at risk of harm. Example: A child who has bitten another child would be removed from the group, briefly, while staff attends to the bitten child~~.

**600 RECORDS**

**601 Record Requirements**

1. All staff, ~~child~~ participant and facility records shall be kept and made available to the Child Care Licensing Unit on request. The records shall be maintained for three (3) years unless otherwise indicated.
2. Licensing compliance forms (DCC-521) shall be available at the facility for 3 years. The facility shall advise parents in writing that the compliance forms are available for review upon request.

**602 Facility Records**

1. Facility Records shall be maintained on site and include:
2. Attendance records on all ~~children~~ participants
3. Transportation rosters, if applicable (maintained for one year)
4. Verification of current vehicle registration, if applicable
5. Verification of required commercial vehicle insurance coverage, if applicable
6. Verification of required Child Care Liability Insurance
7. Verification of current pet vaccinations, if applicable
8. Verification of annual fire department approval
9. Verification of annual health department approval
10. Verification of zoning approval (maintained as part of permanent record)
11. Verification of annual approval by the Boiler Inspector Division of the Department of Labor
12. Mobile Home Commission approval for double wide manufactured homes, if applicable (maintained as part of permanent record)
13. Record of emergency drills
14. Plans and procedures of Emergency Preparedness
15. Procedures for reporting allegations of child maltreatment
16. Procedures for reporting suspected licensing violations
17. Licensing compliance forms
18. Log of Product Recall and Safety Notices from CPSC or Attorney General’s Office
19. Articles of Incorporation, if applicable (maintained as part of permanent record)
20. Current list of names, addresses and phone numbers of the Board of Directors, if applicable

**603 Staff Records**

1. Staff records may be maintained off site, unless otherwise noted, and shall contain the following:
2. Name, date of birth, address and telephone number
3. Education, training and experience (**Clarification:** Training hours will be counted on a calendar year basis or by the facility’s operating schedule if they do not operate year round.)
4. Health record, including current health card and/or physician's statement verifying the staff is free of contagious tuberculosis (copy must be on site)
5. Employment related information for previous six (6) years, with written documentation of verification of employment and reference checks
6. Attendance record, listing days and hours worked
7. Date of employment and date of separation
8. Documented training or continuing education; i.e., orientation, in-service training, and workshop documentation, which shall include title of workshop, presenter, hours of training and date
9. Initiation of Criminal Record Checks and Central Registry Checks and the results obtained when received
10. Verification of completion of the required transportation training and a readable, current copy of the driver’s license for all staff who transport ~~children~~ participants (copy must be on site)
11. Verification of First Aid and/or CPR for applicable staff (copy must be on site)

**604 ~~Children’s~~ Participants’ Records**

1. The ~~child care facility~~ OST Program shall maintain a record for each ~~child~~ participant in care which shall be on site. Records for ~~children~~ participants no longer enrolled may be maintained off site. ~~Children’s~~ Participants’ records shall contain the following information:
2. Application form which includes ~~child’s~~ participant’s name, date of birth and address, name of parent or guardian, telephone numbers (home and business), work hours of parents or guardians, and date of enrollment in facility.
3. The name, address, and telephone number (home and business) of a responsible person to contact in an emergency if the parent or guardian cannot be located promptly.
4. Name, address and telephone of ~~child’s~~ participant’s physician or emergency care facility.
5. Written permission of parent or guardian authorizing emergency medical care and transportation of ~~child~~ participant for emergency treatment (This authorization shall accompany ~~children~~ participants anytime they are transported.)
6. Name(s) of persons authorized to pick up ~~child~~ participant.
7. Permission slips signed by parent or guardian authorizing the ~~child~~ participant to be taken on specific field trips.
8. Pertinent medical history on the ~~child~~ participant.
9. An authorized record of up-to-date immunizations or documentation of a religious, medical or philosophical exemption from the Arkansas Department of Health (Updated immunization schedules will be provided as changes are received from the Arkansas Department of Health.)
10. A record of all accidents or injuries indicating the location, time of day, area or piece of equipment where the incident occurred.
11. Any legal or medical documentation that has been given to the facility, by the parent or legal guardian, regarding the care of the ~~child~~ participant.

**700 NUTRITION**

**701 Nutrition Requirements**

1. The ~~center~~ OST Program shall ensure that during all day program operations that a lunch and a mid-morning and mid-afternoon snack is served to each ~~child~~ participant.
2. Breakfast, lunch, snacks and evening meals shall each meet *current* U.S. Department of Agriculture guidelines, including portion size. (See Appendix C) If sack lunches are utilized, the facility shall ensure that they also meet these requirements. Milk shall be served to each ~~child~~ participant during the day. Exceptions may be made for ~~children~~ participants who suffer allergies to milk. Parents shall provide written instructions for allergy substitutions.
3. ~~Breakfast shall be made available for children who arrive before 7:00 a.m.~~ Breakfast may be served to all ~~children~~ participants rather than a morning snack provided there is no more than 3 hours between breakfast and lunch.
4. ~~Meals shall be served at tables.~~ All food service surfaces shall be kept sanitary.
5. Food and drinks which are not available to the ~~children~~ participants shall not be consumed by staff in the ~~children's~~ participants’ presence.
6. Mid-morning snacks or breakfast, and mid-afternoon snacks shall be provided for all ~~children~~ participants.
7. Each participant shall have an individual drinking glass or disposable cup.
8. Vending machines are acceptable provided they are not the only source of snacks/or beverages.
9. Staff shall provide supper to participants during the evening meal hours.
10. Shall shall provide snacks to participants in attendance for more than 2 ½ hours prior to bedtime.

**~~702 Infant & Toddler Nutrition Requirements~~**

1. ~~The routine use of food, bottles and formula shall be agreed upon by the caregiver and parent. Instructions regarding special needs for food, bottles and formula, such as food allergies, shall be obtained in writing from the parent and followed by the caregiver. (See Appendix D).~~
2. ~~Feedings for all children up to twelve (12) months of age shall be documented by the caregiver and available for review by the parent. This documentation shall continue for all children older than twelve (12) months of age who are still being given bottles.~~
3. ~~Infant bottles and food shall be prepared and heated in an area separate from the diaper changing area.~~
4. ~~Water used for the preparation of formula shall not come from the hot water supply. (Water from hot water systems may contain high levels of lead and other substances which could be harmful to small children.)~~
5. ~~Children shall not share the same bottle or eating utensils. The facility shall practice a sanitary method of cleansing baby bottles, cups and utensils.~~
6. ~~Bottles shall not be propped. Infants under six months of age shall be held while being bottle-fed. If needed, infants six months of age or older shall be held while being bottle-fed.~~
7. ~~Bottles and “sippy cups” shall be labeled with the child’s name and shall be refrigerated.~~
8. **BUILDINGS**

**801 Building Requirements**

1. ~~Child care centers~~ OST Facilities shall comply with the Minimum Requirements of The National Fire Safety Code 101 as administered by local fire department or by the State Fire Marshal, who has final authority. Written verification of annual approval shall be maintained on file. **(Note that the State and Local Fire Codes may not allow the use of basements or floors above ground level by ~~children~~ participants, first grade and younger, unless there is a ground level exit.)**
2. State Health Department requirements shall be met. Written verification of annual approval shall be maintained on file.
3. Department of Labor, Boiler Inspection Division requirements shall be met. All water heaters and any other boilers in licensed ~~child care~~ OST Facility settings shall be inspected on an annual basis and/or upon installation. Verification that initial inspection has been scheduled and annual approval shall be maintained on file. Inspection, or proof of attempt to set up initial inspection, shall be completed within six (6) months of licensure. Scheduling and completion of annual inspections will be the responsibility of the Department of Labor, however, the facility is responsible for cooperating and keeping documentation of such inspection on file for review. (AR Code §20-23-101 et. seq.)
4. All space used by ~~a center~~ the OST Program shall be kept clean and free of hazardous or potentially hazardous objects. (These objects include, but are not limited to, poisonous substances, firearms, explosives, broken toys/equipment, or other objects that could be harmful or dangerous, if they are determined to be accessible to ~~children~~ participants.)
5. ~~Thirty~~ Twenty -five square feet per ~~child~~ participant of usable floor space shall be required for indoor activities. This does not include bathrooms, kitchen and hallways. Usable space in the ~~child care center~~ OST Program shall include areas in the ~~classroom~~ program used for storage of programmatic materials which are accessible to ~~children~~ participants. This does not include closets or storage space for equipment that is not in use.
6. If a facility utilizes the out-of doors as its major program component for school-age children, covered pavilions and other roofed structures shall provide 25 square feet per child.
7. Separate space shall be provided for the isolation of ~~children~~ participants who become ill and shall be located in an area that can be supervised at all times by a staff member.
8. All parts of the ~~center~~ OST Facility used by the ~~children~~ participants shall be well heated, lighted and ventilated. Glass doors shall be clearly marked. When windows and doors are used for ventilation, they shall be screened and shall not present a safety hazard.
9. Floor furnaces, gas heaters, electric heaters, hot radiators, water heaters, air conditioners and electric fans shall have guards and shall not present a safety hazard. Portable fuel fired heaters shall not be used.
10. Floors, ceilings and walls shall be in good repair and kept clean. Paints used at the facility shall be lead free.
11. ~~A child care center~~ An OST Facility shall have an operable telephone on site all hours ~~children~~ participants are in care. The Licensee shall provide the phone number to the Licensing Unit and to the parents. (This phone may be a cell phone if the phone stays operable, stays at the facility during all hours of care, and is the phone number provided to the Licensing Unit and the parents.)
12. The following structures shall not be used as ~~child care centers~~ OST Facilities:
13. Manufactured homes constructed prior to June, 1976
14. Manufactured homes constructed with metal roofs and outside walls
15. Single-wide manufactured homes
16. Portable storage type buildings
17. Double-wide manufactured homes may be considered provided they are tied down in accordance with the manufacturer's tie down specifications manual. Any new applicant for ~~a child care center~~ an OST Facility that requests the use of a manufactured home shall obtain an inspection at the applicant's expense from the Arkansas Manufactured Home Commission.
18. Manufactured homes currently licensed as child care facilities shall be tied down as recommended by the Arkansas Manufactured Home Commission.
19. Portable classroom buildings are not considered manufactured homes, but do require Fire Department approval. Portable classroom buildings installed after 11-1-2002 shall have Fire Department approval prior to purchase and installation.

**~~802 Infant & Toddler Building Requirements~~**

1. ~~If Infant and Toddler Centers and Child Care Centers are operated in the same building, the areas designated for care of infants and toddlers shall be in rooms separate from the activity of other children.~~
2. ~~When infants/toddlers share the same eating areas with older children, arrangements shall be made to maintain separation.~~

**900 GROUNDS**

To provide the safest possible playground environment, you are encouraged to meet Consumer Product Safety Commission’s guidelines listed in the “Handbook for Public Playground Safety”. However, the following are minimum requirements and shall be met.

**Please note that these requirements do not mandate the use of any large and/or permanently anchored pieces of playground equipment that would require fall zones and surfacing. Numerous options for suitable playground environments are available and acceptable. For information on playground options, contact your Licensing Specialist.**

Because public playgrounds and other play environments away from the facility may not meet acceptable safety standards, staff should provide close supervision and not allow ~~children~~ participants to use any equipment that appears unsafe (eg: broken equipment, sharp objects, strangulations hazards, etc.).

**901 Layout & Design**

1. ~~The play area shall be enclosed and provide at least 75 square feet per child participant present on the playground at anytime.~~
2. If a facility utilizes the out-of doors as its major program component for ~~school-age children~~ participants, covered pavilions and other roofed structures shall provide 25 square feet per ~~child~~ participant.
3. There shall be an outside exit from the play area.
4. The area shall be well drained.
5. There shall be equipment and activities appropriate for the age and number of ~~children~~ participants enrolled in the facility.
6. The requirements for an enclosure of the outdoor play area (75 square feet per participant in the play area) shall be met if there are health, safety, or fire hazards present.
7. ~~Separate play areas or time schedules shall be provided if, infants and toddlers share playgrounds with older children~~.

**902 General Hazards**

1. The area shall be free of hazards or potentially hazardous objects.
2. Equipment, which is designed to be anchored, shall be properly anchored so that the anchoring devices are below ground level.
3. Sand for playing shall be kept safe and clean.
4. Paint on equipment shall be lead free.
5. All fasteners, including S-hooks, shall be securely tightened or closed.
6. There shall be no sharp points, corners, edges, or splinters.
7. The only trampolines allowed shall be mini-tramps used under direct supervision.
8. To prevent entrapment, there shall be no opening(s) between any interior opposing surfaces between 3.5 and 9 inches. (Openings in equipment that might allow a ~~child’s~~ participant’s body to pass through, but not their head.) Ground bounded openings are exempt.
9. Balance beams higher than 12 inches shall have fall zones.

**903 Slides**

1. Slides shall not have any spaces or gaps between the platform and the slide surface.

**904 Swings**

1. The following swings shall not be used for any ages:
2. Multi-occupancy swings designed to hold more than one ~~child~~ participant, except tire swings
3. Animal figure swings
4. Free swinging rope (Tarzan ropes)
5. Swinging exercise rings
6. Trapeze bars
7. There shall be no wood or metal swing seats.
8. ~~Toddler swings shall provide support on all sides, if seat is above 12” from ground.~~

**905 Climbing Equipment**

1. ~~Free standing arch climbers exceeding 4 feet in height shall not be used for pre-schoolers.~~
2. Flexible grid climbing devices, such as rope or chain ladders, climbing ropes, etc., shall be securely anchored at both ends.
3. ~~Pre-schoolers shall not use sliding poles.~~
4. Sliding poles shall have no protruding welds or seams along the sliding surface and the pole shall not change directions.

**906 Merry Go Rounds**

1. The only merry-go-rounds allowed are portable merry-go-rounds not designed to be anchored and they shall have handgrips or other secure means of holding on.

**907 Seesaws**

1. Seesaws without spring centering devices shall have shock absorbing materials, such as partial tires embedded in the ground underneath the seats or secured to the underside of the seats.
2. Hand holds shall be provided for both hands at each seating position and shall not turn when grasped.

**908 Fall Zones/Surfacing**

1. There shall be fall zones and surfacing under and around equipment that is over 24” in height at the highest accessible point. (The highest accessible point is defined as the highest surface on the piece of equipment where children would stand or sit when the equipment is being used as intended.) Fall zones shall extend a minimum of 6’ in all directions (unless otherwise specified) from the perimeter of the equipment. Exceptions may be granted for structures that have protective barriers in place.
2. Swings require fall zones and surfacingregardless of height~~. (Toddler swings equipped with safety straps are exempt from this requirement, provided their use is closely supervised.)~~
3. Fall zone surfacing depths shall be as follows:
4. Structures over 2’ and under 3 ½” at the highest accessible point shall have a minimum surfacing material depth of 6”
5. Structures 3 ½’ up to 5’ at the highest accessible point shall have a minimum surfacing material depth of 9” (shredded tires or other shredded or chopped rubber productsshall have a minimum depth of 6”)
6. Structures 5’and taller at the highest accessible point shall have a minimum surfacing material depth of 12” (shredded tires or other shredded or chopped rubber productsshall have a minimum of 6” depth)
7. Shockabsorbent material such as sand, pea gravel, wood chips, wood mulch, shredded tires, etc., shall be used in fall zone areas under and around playground equipment which requires a fall zone.
8. When purchasing gravel, care should be taken prior to purchase to insure that the gravel is actually pea gravel that is smooth and rounded, and not crushed rock or gravel with sharp edges. Crushed rock and sharp gravel will not be approved.
9. Pea gravel used for fall zones shall not be over ½ inch in diameter.
10. Hard surface materials, such as asphalt and concrete shall not be used as base surfaces in the fall zones except under commercial matting or other systems/products designed to be installed over hard surfaces.
11. SLIDES: The fall zone for slides measuring 6 feet or over, measured from the slide platform to the ground, shall extend 10 feet from the exit end of the slide. Fall zones for slides measuring under 6 feet from the platform to the ground shall extend 6 feet from the exit end of the slide.
12. SWINGS: The fall zone for single-axis swings (standard swings) (except toddler swings) shall extend to the front and to the rear of the swing a minimum distance of two times the height of the pivot point (where the chain attaches to the frame)above the playing surface. The fall zone for toddler swings shall extend to the front and rear of the swing a minimum of two times the distance from the pivot point to the swing seat. (Note exemption listed in 908.1 above.)Fall zones shall also extend six feet to the sides of the swing set.
13. SWINGS: The fall zone for multi-axis swings (such as tire swings or others with three or more suspending chains)shall extend in all directions a minimum of six feet, plus the height of the suspending rod or chain.
14. Fall zones shall be free of obstacles onto which ~~children~~ participants may fall.

**1000 FURNITURE & EQUIPMENT**

**1001 Furniture & Equipment Requirements**

1. Each OST Facility shall be equipped with equipment, books and indoor and outdoor equipment to take care of the needs of the total group and to provide each participant with a variety of activities throughout the day.
2. All manufacturer guidelines shall be followed for furniture and equipment that is used by, or around, ~~children~~ participants.
3. All equipment shall be sturdy, clean, and safe.
4. Paint on toys, equipment and other materials shall be lead free.
5. Chairs and tables shall be the size-appropriate for ~~children~~ participants.
6. ~~Safety straps shall be used at all times in high chairs or any other seats designed to be used with straps.~~
7. The ~~center~~ OST Program shall provide individualized space for storing personal belongings.
8. There shall be storage space for extra materials and other equipment when not in use.
9. Outdoor equipment that requires fall zones and surfacing shall require the same fall zones and surfacing if used inside the facility. (This does not apply to equipment specifically designed for indoor use only.)

**1002 Sleeping Equipment**

1. There shall be a labeled, individual cot or mat, bottom sheet, and adequate cover for each ~~child~~ participant in care during rest time.
2. The use of mats shall be acceptable if they are at least 2 inches thick, washable, waterproof, and size-appropriate for ~~children~~ participants.
3. All sleeping equipment shall be kept at least one foot apart ~~for napping~~ to prevent cross-contamination and ease of access in an emergency.
4. Sheets and covers shall be washed at least once a week. Once a sheet/cover/blanket has been used by a ~~child~~ participant, it shall not be used by another ~~child~~ participant until it has been washed.

**~~1003 Infant & Toddler Sleeping Equipment~~**

1. ~~Any cribs or playpens that have been identified as unsafe, or have been subject to recall as defined by the Consumer Products Safety Commission (CPSC) guidelines or law, shall be removed or repaired as indicated.~~
2. ~~An individually labeled crib or safe playpen with a waterproof mattress shall be provided for each child under 12 months of age. A bassinet shall not be used. (Please note that the CPSC does not recommend the use of playpens in licensed child care.)~~
3. ~~The following guidelines shall be required for cribs:~~
4. ~~Slats shall be no greater than 2 3/8" apart~~
5. ~~Cribs that have end panels with decorative cutout areas shall not be used~~
6. ~~Mattresses shall fit snugly in the crib, be waterproof and in good repair.~~
7. ~~The space between crib and mattress shall measure no more than 1 inch.~~
8. ~~Corner posts shall be the same height as end panels~~
9. ~~End panels shall extend below mattress at the lowest position of the mattress~~
10. ~~Crib bedding shall be changed daily or more frequently when wet or soiled.~~

**1100 HEALTH**

**1101 General Health Requirements**

1. No ~~child~~ participant or staff shall be admitted who has a contagious or infectious disease. Parents and guardians shall be notified to pick up the ~~child~~ participant if the ~~child~~ participant exhibits any of the symptoms listed below:
2. **Fever:** A body temperature of 101 or greater (Recommendation-Infants, six months of age or under, who have a temperature of 100 greater should be excluded.)
3. **Diarrhea:** three (3) or more watery stools in a 24 hour period
4. **Vomiting:** Vomiting on two or more occasions within the past 24 hour period
5. **Rash:** Body rashes, not obviously associated with diapering, heat or allergic reactions to medications
6. **Sore Throat:** if associated with fever or swollen glands in the neck
7. **Severe Coughing:** Episodes of coughing which may lead to repeated gagging, vomiting or difficulty breathing
8. **Pink Eye:** Pink or red eye(s) which may be swollen with white or yellow discharge, until on antibiotics for 24 hours
9. **Untreated Scabies, Head Lice or the presence of nits:** May return after treatment and removal of nits
10. **Multiple Sores inside mouth with drooling:** unless health care provider determines the condition is non-infectious
11. **Ring Worm:** a fungal infection of the scalp or skin: may return after evaluation and under treatment by a health care provider
12. **Impetigo:** may return 24 hours after treatment is initiated
13. Any ~~child~~ participant who becomes ill and unable to participate in daily activities shall be separated from other ~~children~~ participants, supervised, and parents shall be called to pick up the ~~child~~ participant.
14. Any ~~child~~ participant who is injured shall have immediate attention. Parents shall be notified of all injuries. Injuries that require the attention of medical personnel shall be reported to the parent immediately and to the Licensing Unit within one business day.
15. Parents or guardians of all ~~children~~ participants shall be notified of contagious illness as soon as possible.
16. If the policy of an OST Program authorizes staff to administer prescription medications, staff shall do so only:
    1. With written permission of parent, person or agency having authority by court to approve medical care.
    2. Permission shall include ~~Medication shall be given to children only With signed parental permission which includes~~ date, type, drug name, time and dosage.
    3. It shall be in the original container, not have an expired date, and be labeled with the ~~child's~~ participant’s name~~. (Aspirin substitutes, such as ibuprofen and acetaminophen, may be provided by the facility if parental permission has been granted. These medications shall be in the original container.)~~
    4. Staff shall not dispense medications in dosages that exceed the recommendations stated on the medication bottle.
17. The OST program may authorize staff to administer the following non-prescription medications:
    1. Antihistamines
    2. Non-aspirin fever reducers/pain relievers
    3. Non-narcotic cough suppressants
    4. Decongestants
    5. Anti-itching ointments or lotions, intended specifically to relieve itching
    6. Sun screen
    7. Medication used to treat minor digestive system upset (ex.Pepto-Bismol)
18. To administer the above noted non-prescription medications, staff shall do so only:
    1. With written permission of parent, person or agency having authority by court order to approve medical care
    2. With medication provided in the original container
    3. With first and last names of the participant and manufacturer’s expiration date on the container
    4. According to the manufacturer’s label that specifies dose, duration and method of administration according to the age or weight of the participant
19. The staff person who administers the medication shall initial the permission slip and record the date, time and dosage the medication was administered.
20. Staff shall ensure proper disposal of medication when a participant withdraws from the program or when the medication is out of date.
21. Medicine shall be stored separately from food at all times.
22. A first aid supply shall be kept out of reach of the children. A first aid kit containing medications shall be locked. This kit shall include the following:
23. Adhesive band-aids (various sizes)
24. Sterile gauze squares
25. Adhesive tape
26. Roll of gauze bandages
27. Antiseptic
28. Thermometer that can be sanitized
29. Scissors with blunt tips
30. Disposable gloves
31. Tweezers
32. Soap
33. Mouth covers to use for CPR
34. Medicine shall be kept out of the reach of the children when dispensing and shall be stored in a locked area at all other times.
35. Facilities shall comply with the Clean Indoor Air Act of 2006. Smoking in ~~a child care center~~ an OST Program is prohibited at all times. This includes:
36. All areas of the facility, regardless of whether ~~children~~ participants are in care (includes time periods such as nights, weekends, holidays, etc., also includes office areas or other areas of the facility that share the same ventilation systems)
37. Outdoor play area(s)
38. Other outdoor areas when ~~children~~ participants are present
39. In any vehicle used to transport ~~children~~ participants, whether ~~children~~ participants are present in the vehicle or not
40. The facility shall follow any health or medical care plans and/or medical documentation as provided by the ~~child’s~~ participant’s physician, parent, or guardian.
41. Garbage ~~and soiled diapers~~ shall be kept in closed containers. Garbage and trash shall be removed from the ~~center~~ program daily and from the grounds at least once a week.
42. The facility shall be free of insects, rodents, and pests.
43. There shall be no pets or animals allowed that present a health and safety threat. Pets with which participants have contact shall have all vaccinations as required by law with all vaccinations being administered by a licensed veterinarian. The verification of vaccinations shall be kept in the facility records.
44. The communicable diseases listed in Appendix B***,*** whether suspected in a ~~child~~ participant or adult shall be reported within 24 hours to either the local County Health Unit or the toll free Reporting System (800-482-8888). Immediate notification is recommended for the following:
45. Hepatitis
46. Rash illness (including MEASLES & RUBELLA)
47. WHOOPING COUGH (pertussis)
48. MENINGITIS
49. MUMPS
50. Tuberculosis
51. Salmonellas (including typhoid).
52. E-coli
53. Reporting data should include:
54. The reporter’s name, location, and phone number
55. The name of the disease reported and the date of onset
56. The patient’s name, address, phone number, age, sex and race (Please spell the patient’s name)
57. The attending physician’s name, location and phone number
58. Any pertinent clinical and laboratory information used in the diagnosis (Please give the laboratory name)
59. Any treatment information, if known
60. ~~A roster shall be maintained on infants and toddlers who have not completed the minimum immunization requirements and parents notified of the needed immunization(s).~~
61. ~~Within 15 days of enrollment of a child, the child care facility shall verify that the child has been immunized as required by the Arkansas Department of Health and Human Services or the child cannot remain in care (Arkansas Code 20-78-206 as amended by Act 870 of 1997--a current immunization schedule is provided as an insert in this publication).~~
62. Immunization records shall not be required for ~~school age children~~ OST participants.
63. ~~Children~~ Participants shall be protected from overexposure to the sun. Sunscreen shall be used if needed and as directed by the parent. ~~Suntan lotions and/or sunscreens used for infants/toddlers and preschool children shall be kept out of the children’s reach and shall be administered only with written parental permission~~. ~~School age children~~ OST participants may apply sunscreen to themselves with supervision. A blanket permission may be obtained annually.

**1102 Hand Washing**

1. Individual towels, paper towels or forced air dryers shall be within the reach of ~~children.~~ participants.
2. A liquid soap shall be accessible in the hand washing area and used by caregivers and ~~children~~ participants.
3. Running water shall be available in all lavatories.
4. ~~Caregiver’s and children’s hands shall be washed with soap before meals and snacks, after toileting, after each diaper change, and as needed.~~ All staff and participants shall wash their hands with soap and water at the following times:
   1. Before meals and snacks
   2. Before preparing meals
   3. After toileting
   4. After each diaper change (if applicable)
   5. After contact with bodily fluids
   6. After outdoor time
   7. After coming in contact with animals
   8. Other times as needed
5. Alternative methods of hand washing shall be provided if running water is not available.
6. The use of hand sanitizer shall not be a replacement for soap and running water.
7. A wash cloth or towel shall not be used more than one time before laundering.
8. ~~A hand washing sink shall be available for the staff within the diaper change areas.~~

**~~1103 Infant & Toddler Hand-Washing~~**

1. ~~Caregivers hands shall be washed with soap upon entering the work area.~~

**1104 Drinking Facilities**

1. The water supply shall be approved by the Arkansas Department of Health.
2. Drinking water shall be provided to the ~~children~~ participants.
3. Drinking water shall not be obtained from the hot water supply.

**1105 Toilet Facilities**

1. There shall be 1 toilet and 1 sink available for each group of fifteen (15) ~~children~~ participants.
2. Clean clothes shall be available for ~~children~~ participants who might soil themselves.
3. Each ~~center~~ OST Program licensed or approved for more than thirty (30) ~~children~~ participants ~~over the age of 18 months~~ shall have a separate rest room for staff. ~~Infant and Toddler Center staff and Day Care Center staff may share the same toilet facilities when both programs are located in the same building.~~
4. Toilet tissue shall be located within reach of the ~~children~~ participants when toileting.
5. Staff shall assist participants in toilet routines and hygiene practices as needed.
6. Toileting equipment shall be safe and sanitary.

**~~1106 Infant & Toddler- Toilet Facilities~~**

1. ~~There shall be at least one toilet and one sink available to each infant/toddler center. For every fifteen (15) children 18 months age and above, there shall be an additional toilet and sink.~~
2. ~~The child care center shall either provide a bathroom that opens directly into the room where toddlers are located or the facility shall provide additional staff for assisting children with toileting.~~
3. ~~Potty chairs shall not be counted in lieu of conventional toilets. If potty chairs are used, they shall be placed in the same area with a conventional toilet and sink and shall be emptied and sanitized immediately after each use.~~

**1107 Diaper Changing**

1. When ~~infants and toddlers are in care~~ participants require diapering, there shall be a safe diaper changing area which shall be sanitized after every use and equipped with necessary supplies and cleaning materials.
2. ~~Children~~ Participants shall always be attended during diapering.
3. Soiled or wet diapers shall be removed and replaced with clean, dry diapers. The caregiver shall ensure that ~~children~~ participants are properly cleaned and dried.
4. Soiled cloth diapers or clothing shall not be rinsed. If a ~~child's~~ participant’s own diapers are used, they shall be sanitarily bagged to be taken home daily.
5. Diaper covers or plastic pants shall be handled in the same manner as cloth diapers.
6. All diapering preparations shall be placed out of the reach of ~~children~~ participants. The use of all diapering preparations shall be agreed upon by the caregiver and parent.

**~~1108 Toilet Learning~~**

1. ~~The caregiver shall assist children in toilet routine and hygiene practices.~~
2. ~~The following methods shall not be used in toilet learning:~~
3. ~~Placing child on toilet or potty chair for prolonged time periods.~~
4. ~~Using harsh language.~~
5. ~~Punishing or berating in any way for soiling clothing.~~
6. ~~Using physical force to place child on a toilet or potty chair against their will.~~
7. ~~Leaving a child unsupervised on toilet.~~

**1200 SAFETY**

**1201 Safety Requirements**

1. The OST Facility ~~facility~~ shall have a written plan detailing the procedures to follow in the event of emergencies (fires, floods, tornadoes, utility disruptions, bomb threats, etc.) (Act 801 of 2009). The plan and procedures are required for emergencies that could cause structural damage to the facility, be identified as a threat by the Arkansas Department of Emergency Management or pose a health and/or safety hazard to the ~~children~~ participants and staff.
2. The written plan shall include the following information:
3. Designated relocation site and evacuation route
4. Procedures for notifying parents of relocation
5. Procedures for ensuring family reunification
6. Procedures to address the needs of individual ~~children~~ participants, including ~~children~~ participants with special needs
7. Procedures and documentation for annual training of staff regarding the plan and possible reassignment of staff duties in an emergency
8. Plans to ensure that all staff and volunteers are familiar with the components of the plan
9. The facility shall coordinate with local emergency management officials to plan for emergencies.
10. Written procedures and evacuation diagrams for emergency drills shall be posted in each ~~classroom~~ program space.
11. Fire and tornado drills shall be practiced each month as follows:
12. Fire and tornado drills shall be practiced on separate days and at different times of the day.
13. Everyone in the facility~~, to include all program types (i.e. infant & toddler, preschool, school age),~~ at the time of the drill shall participate in the drill
14. Staff, including volunteers and substitutes, shall be trained in emergency drill procedures
15. ~~If applicable, the facility shall provide a crib with evacuation casters or equivalent that will provide one (1) bed for every six (6) infants, twelve (12) months and younger, that may be used for the safe evacuation of the infants.~~
16. The facility shall maintain a record of emergency drills. This record shall include:
17. Date of drill
18. Type of drill
19. Time of day
20. Number of ~~children~~ participants participating in the drill
21. Length of time taken to reach safety
22. The ~~facility~~ OST Facility shall maintain an evacuation pack that shall be taken on all drills and during actual emergency evacuations. The pack shall be easily accessible in an emergency and all staff shall know the location of the pack. The evacuation pack shall include, but is not limited to the following:
23. List of emergency numbers
24. List of all emergency and contact information for ~~children~~ participants
25. List of all emergency and contact information for staff
26. First aid kit (requirement 1101.6) with extra gloves
27. Kleenex
28. Battery powered flashlight and extra batteries
29. Battery powered radio and extra batteries
30. Hand sanitizer
31. Notepad and pens/pencils
32. Whistle
33. Disposable cups
34. Wet wipes
35. Emergency survival blanket
36. The facility shall immediately notify the Licensing Unit of any extended utility outages or significant damage to the building and/or grounds. If phone service is not available, notification shall be as soon as service is restored or available.
37. ~~Child care centers~~ OST Facilities shall maintain a log of all child product recalls and safety notices issued by CPSC or distributed by the Attorney General’s Office and shall post or otherwise make these notices available for parents to review. The facility director shall certify, on an annual basis, that these notices have been maintained and reviewed and that any identified items have been removed from the facility. Forms for self-certification will be provided by the Licensing Specialist and shall be submitted annually. (Act 1313 of 2001).
38. There shall be no alcoholic beverages in any part of the facility during hours of care. Illegal drugs/paraphernalia shall not be in any part of the facility or on the premises, regardless if ~~children~~ participants are present or not.
39. All medications and poisonous substances shall be kept in separately locked areas.
40. All detergents and cleaning supplies shall be kept out of the reach of ~~children~~ participants. (This does not include hand soap in ~~children’s~~ participants’ or staff bathrooms.)
41. Supplies used for ~~children’s~~ participants’ activities shall be carefully supervised.
42. All bags belonging to ~~children~~ participants shall be checked on arrival to eliminate possible hazards. Purses and bags belonging to staff shall be stored out of reach of ~~children~~ participants.
43. ~~Electrical outlets shall be guarded.~~
44. Balloon use shall be carefully supervised.
45. Staff shall be instructed in the use of fire extinguishers.
46. The facility shall maintain smoke detectors/fire extinguishers as required by the Fire Department. Smoke detectors shall be kept in working order at all times.

**~~1202 Infant & Toddler Safety Requirements~~**

1. ~~Balloon use shall not be allowed in infant/toddler areas.~~

**1203 Swimming Pools**

1. Swimming pools and natural pools of water may be used for water play if the following requirements are met:
2. Health Department approval where applicable
3. Written parental permission
4. One person present at all times who has current certification in Red Cross Life Saving, ~~or~~ Y.M.C.A. aquatic instruction, or other industry recognized certification entity.
5. Adult supervision of the children shall be provided at all times, with grouping based on the following staff/~~child~~ participant ratio: (Unless ~~children~~ participants are participating in an authorized swimming instruction program.)
6. Kindergarten & up 1:8
7. ~~5 years 1:5~~
8. ~~4 years 1:3~~
9. ~~3 years 1:2~~
10. ~~When children of different ages are swimming in a group, the staff/child ratio shall be based on the youngest child within the group.~~
11. Lifeguards, swimming instructors or any other swimming pool staff may be counted in the ratio when the ~~facility’s children~~ OST Facilities’ participants are the only occupants of the pool and these persons have completed criminal and child maltreatment background checks and have a current health card.
12. Swimming pools located within the play area of the OST Facility ~~center~~ shall be enclosed. The enclosure shall consist of a locked gate and a fence that is at least four feet high.

**~~1204 Infant & Toddler-Swimming Pools~~**

1. ~~Swimming pools, wading pools, and natural pools of water shall not be used for children in Infant/Toddler programs. This does not prohibit the use of sprinklers and water play for this age child.~~

**1300 TRANSPORTATION**

**1301 Transportation Requirements**

1. The requirements in this section apply to all transportation provided by the licensee, including transportation provided by any person on behalf of the licensee, regardless of whether the person is employed by the licensee. Periodic transportation, such as a parent requesting that their child be picked up at school due to the parent’s work schedule or other conflicts, is also covered by these requirements, whether a fee is charged for this service or not.
2. Staff transporting ~~children~~ participants shall meet the following requirements:
3. Be at least twenty-one (21) years old or the minimum age required by the Licensee’s commercial auto insurance
4. Hold a current valid driver’s license or commercial driver’s license as required by state law, and a readable copy shall be maintained in the staff’s record
5. Successfully completed the training course in Driver Safety that is offered or approved by the Division prior to transporting ~~children~~ participants. Verification of the completed course in Driver Safety (when available) shall be maintained on site in the staff’s record.
6. The vehicle(s) used for the transportation of ~~children~~ participants shall be in compliance with Arkansas state laws on transportation of ~~children~~ participants.
7. Vehicles shall be licensed and maintained in proper working condition.
8. Commercial insurance coverage shall be maintained for any vehicle used for transportation by the facility. Verification of commercial insurance coverage shall be provided to the Licensing Specialist prior to transportation of ~~children~~ participants. (Facilities licensed prior to the effective date of these regulations shall obtain required coverage within ninety (90) days.) Required coverage amounts to be maintained are:
   1. Minimum coverage of $100,000 Combined Single Limit (CSL)
   2. Minimum coverage of $100,000 for both Uninsured Motorist (UM) and Under Insured Motorist (UIM)
   3. Minimum coverage of $5,000 Personal Injury Protection (PIP) for each passenger (based on the number of passengers the vehicle is manufactured to transport)
9. ~~Driver may be counted in staff/child ratio, but shall not be the only adult when more than 12 children over the age of three are transported~~. During routine transporting of participants in to and from an OST Program, a ratio of 1:18 does not need to be maintained as long as there is one additional adult present in the vehicle besides the driver. When transporting participants for non-routine purposes (ex. field trip) a ratio of 1:18 needs to be maintained at all times. The driver may be counted in staff/participant ratio.
10. ~~For transporting children kindergarten and above only, a ratio of 1:20 shall be maintained. Driver may be counted in staff/child ratio.~~
11. Any ~~child~~ participant who is less than 6 years old or weighs less than 60 pounds shall be restrained in a child passenger safety seat. Any ~~child~~ participant who is at least 6 years or weighs at least 60 pounds must be restrained by a safety belt. (Act 470 of 2001). Conventional school busses are exempt from this requirement except for the transportation of infants/toddlers. (See#1302.2) Child passenger safety seats shall be used in accordance with manufacturer’s guidelines.
12. There shall be a seating space and an individual, appropriate restraint system provided for each ~~child~~ participant transported.
13. Rosters listing the date, the names and ages/date of birth of all ~~children~~ participants being transported as well as the name of the driver and any other staff member on the vehicle shall be maintained. These rosters shall be used to check ~~children~~ participants on and off the vehicle when they are picked up and dropped off at home, school, etc. and when they arrive at and leave the facility. Transportation rosters shall be kept by the facility and available for review for one year.
14. To insure that no ~~children~~ participants are left on the vehicle, the driver or a staff member must walk through the vehicle and physically inspect each seat before leaving the vehicle. The driver or the staff member, who conducted the walk through inspection, must sign the transportation roster to verify that all ~~children~~ participants have exited the vehicle.
15. To insure that ~~children~~ participants have safely arrived in the appropriate ~~classroom~~ program space, the transportation roster shall be reviewed by the Director or designee and compared with ~~classroom~~ attendance records. The Director or designee shall sign off on the transportation roster to verify that all ~~children~~ participants have safely transitioned from the vehicle to the ~~classroom~~ program.
16. Any vehicles designed or used to transport more than seven (7) passengers and one (1) driver must have approved child safety alarm devices installed. These devices must be properly maintained in working order at all times.

Vehicles in service at licensed facilities prior to July 1, 2005, shall have the alarm installed by a qualified technician or mechanic no later than December 31, 2005. On or after July 1, 2005, all vehicles at newly licensed facilities and newly acquired vehicles at existing facilities shall have a child safety alarm installed before placing the vehicle in service.

The Child Care Licensing Unit shall maintain a list of approved alarm systems.

**Clarification** –

* The alarm system shall be installed so that the driver must walk to the very back of the vehicle to reach the switch that deactivates the alarm. Alarm switches installed in locations that do not require the driver to walk to the back of the vehicle and view all seating areas will not be acceptable.
* The alarm system may be installed by any certified technician or mechanic employed by a recognized electronics or automotive business in accordance with the devices manufacturer’s recommendations.
* The time delay from activation of the alarm until the alarm sounds shall be no longer than one minute. **Any of the following three options are acceptable to meet the intent of Act 1979 when ~~children~~ participants are being delivered at the facility. Other options must be approved by the Licensing Unit.**

**Options**

* 1. Unload all of the ~~children~~ participants, walk through the vehicle to ensure that no ~~children~~ participants remain on board and deactivate the alarm. (This option will only work if you are able to unload all ~~children~~ participants in less than one minute.)
  2. Upon arrival, have one staff member immediately walk through the vehicle to deactivate the alarm system. That staff member will remain near the alarm switch at the back of the vehicle until all ~~children~~ participants have been unloaded to ensure that no ~~child~~ participant is left on board. (This option will require at least two staff members, one to supervise the ~~children~~ participants and one to remain inside the vehicle.)
  3. Upon arrival, deactivate the alarm and unload the ~~children~~ participants. Immediately after unloading, start the vehicle and move it to a different location for final parking. (This will reactivate the alarm and require a final walk through.)

**~~1302 Infant & Toddler—Transportation Requirements~~**

1. ~~In a vehicle transporting infants and toddlers, the driver may be counted in the staff/child ratio but shall not be the only adult. A ratio of one adult for each three infants/toddlers shall be maintained.~~
2. ~~Infants and toddlers shall not be transported on school buses that are not equipped to accommodate required child safety seats.~~

**1400 SPECIAL NEEDS**

* + - 1. Participants with disabilities should be included, as much as possible, in the same general activities as their same-age peers. Certain accommodations for their disability and some modifications to activities may be necessary and these should be determined on an individual basis and be related to the specific needs of the individual. Out of School Time providers are encouraged to make available additional staff training in the area of disability awareness. Such training would/might encompass the use of people-first language, general communication strategies, and disability etiquette. In general, it is desirable to treat an individual with a disability in the same way one would treat an individual of the same age but without a disability.

1. Additional information from the parent/caregiver of a child with a disability may be necessary. Questions that cover usual routines, special instructions for care and interaction, the child’s interests, and things or situations to avoid are important; as is determining what kinds of things will motivate the child. If there are individualized requirements for rest, nutrition, hydration, etc. these should be noted. Emergency contact information—with back up contacts—may be essential.

~~Individuals with Disabilities Education Act (IDEA):~~

* ~~It is a law ensuring services to children with disabilities throughout the nation. IDEA governs how states and public agencies provide early intervention, special education and related services to eligible infants, toddlers, children and youth with disabilities.~~
* ~~It defines a child with Special Needs as:~~
  + ~~A child determined eligible for special services under the Individual with Disabilities Education Act (IDEA) for whom a current IFSP (Individual Family Service Plan) or IEP (Individual Education Plan) exists and/or~~
  + ~~A child whose physical condition has lasted or is expected to last at least two (2) years as diagnosed by a licensed medical or psychological examiner~~
* ~~It is specified in Public Law 108-466 §635.16 A-B (IDEA as reauthorized) as:~~
* ~~Children with disabilities including children in public or private institutions or other care facilities are educated to the maximum extent appropriate with children who are not disabled.~~
* ~~Special classes, separate schooling or other removal of children with disabilities from the regular educational environment occurs only when the nature or severity of the disability of the child is such that the child is not achieving a satisfactory education in a regular class that provides supplementary aids and services.~~

**~~1401 Special Needs Requirements~~**

1. ~~All child care facilities shall comply with all applicable provisions as specified in IDEA:~~
2. ~~The facility shall enroll children with special needs without regard to disability.~~ **~~(Programs are required to provide space and care for a child who can be placed in their facility with existing services, as well as added supports from special educational services, and as long as the health and safety of the child can be met.)~~**
3. ~~Staff shall provide care in the general classroom with children who are not disabled~~
4. ~~The facility shall assist in facilitation of services required to meet the “special needs” of children in the center or in the classroom as specified on the individualized education/individual family service plan.~~
5. ~~Facility staff (regular classroom staff) shall be a partner in the IFSP/IEP plan process~~
6. ~~The facility shall allow service providers who are representatives of DHS, DDS or ADE access to the facility to provide special services as prescribed on the plan to enable the plan to be implemented in the classroom (natural/ least restrictive environment).~~
7. ~~The facility shall not charge special service providers for space, accept “gratuities”, or payment for allowing special service providers to provide services in their facility.~~
8. ~~The facility is not required to “displace” children or staff to make space available to special service providers.~~
9. ~~In order for a special service provider to provide special services in the facility, the IFSP/IEP planning team under the authority of the Arkansas Department of Education and/or the Arkansas Department of Human Services, Developmental Disabilities Services, shall identify the needed special services on the IFSP/IEP.~~
10. ~~Classroom staff shall reinforce the specified goals and objectives as part of the daily routine of the classroom.~~

**~~1402 Infant & Toddler Special Needs Requirements~~**

1. ~~To the maximum extent appropriate, children ages 0 – 2 shall participate in early intervention services provided in “natural environments.”~~
2. ~~When infants and toddlers cannot achieve satisfactory results from early intervention services in a natural environment, the provision of early intervention services shall occur in other appropriate settings as determined by the parent and the Individualized Family Service Team.~~

**PROGRAM SPECIFIC VARIATIONS**

PROGRAM-SPECIFIC VARIATIONS ARE NUMBERED ACCORDING TO THE REGULATION WITH WHICH IT VARIES. UNLESS A VARIANCE IS LISTED BELOW, ALL BASIC REQUIREMENTS APPLY.

**1500 ~~SCHOOL AGE/SUMMER~~ DAY CAMP**

**~~301 Staff/Child Ratio~~**

1. ~~Kindergarten and above, 1 worker per 20 children.~~

**401 Program Requirements**

1. If hazardous items (ex. archery equipment) are used during activities offered, such equipment must be used under close supervision and must be safely stored.
2. If specialized activities take place such as, but not limited to horseback riding, water activities, rock climbing, and other adventure based activities, supervision of such activities must be provided by qualified staff that have received the proper training in the activity’s guidelines, safety regulations, and emergency procedures.
3. ~~School age children who leave the child care center to participate in other activities shall have written permission from the parents naming the activity, time of leaving and returning and method of transportation.~~
4. ~~Children in camp situations shall be under direct supervision of staff at all times.~~

**603 ~~Children’s~~ Participants’ Records**

1. Permission for specialized summer activities shall be maintained.
2. Emergency information and medical permission sheet shall be maintained at day camp site.

**701 Nutrition Requirements**

1. Milk is not required to be served in day camp settings.

**901 Grounds**

1. Outdoor day camps need to have a shelter or permanent building for protection from inclement weather.
2. An outdoor day camp shall perform daily visual inspections of the outdoor space and facilities prior to the arrival of participants to ensure all buildings, structures, and activity areas are in good repair and free of hazards.

**~~1002 Sleeping Arrangements~~**

1. ~~A period of quiet activities shall be provided when children are in care all day.~~

**~~1101 Health Requirements~~**

1. ~~Provisions shall be made for waterproof cots or mats if a child becomes ill.~~

**1104 Drinking Facilities**

1. Water that is transported to the camp sites for drinking purposes shall be in enclosed containers. Fresh water shall be provided each day.

**1600 EVENING & NIGHT CARE VARIATIONS**

Night care is any care provided after midnight.

**301 Staff/~~Child~~ Participant Ratio**

1. Staff members shall be awake at all times and shall have ~~children~~ participants in view at all times.

**401 Program Requirements**

1. Evening quiet time activity shall be provided to each ~~child~~ participant arriving before bedtime.

**701 Nutrition Requirements**

1. ~~Children~~ Participants who are in care overnight shall be provided with a breakfast prior to leaving for school or other activities.
2. Snacks meetings the current U.S. Department of Agriculture guidelines shall be provided to ~~children~~ participants in attendance for more than 2 ½ hours prior to bedtime.

**1002 Sleeping Arrangements**

1. Bedtime schedules shall be established for ~~children~~ participants in consultation with the ~~child’s~~ participant’s parent(s).
2. Storage space for clothing and personal belongings shall be provided within easy reach of the ~~children~~ participant.
3. Individual beds or cots equipped with comfortable mattresses, sheets, pillows, pillow cases and blankets shall be provided for ~~children~~ participants in all-night care. Bed linens shall be changed at least once a week or daily when wet or soiled.
4. Mats may be used for ~~children~~ participants in evening care.
5. The upper level of double deck beds shall be allowed for ~~children~~ participants 10 years or older if a bed rail and safety ladder are provided.
6. ~~Children~~ Participants shall have clean and comfortable sleeping garments for their individual use.

**1105 Toilet Facilities**

1. There shall be age appropriate bathing facilities available for all ~~children~~ participants.  ~~For children 2 ½ years and older in night care (after midnight), there shall be~~ including a bathtub or shower available. Bathtubs and showers shall be equipped to prevent slipping.
2. Bathrooms shall be located near the sleeping areas.
3. No ~~child~~ participant under 6 years of age shall be left alone or with another ~~child~~ participant while in the bathtub or shower.

**1700 PART-TIME PROGRAM VARIATIONS**

**701 Nutrition Requirements**

1. Facilities in operation for more than 3 hours per day shall provide a snack that meets current U.S. Department of Agriculture Guidelines.

**1800 SICK CARE COMPONENT**

**301 Staff/~~Child~~ Participant Ratio**

1. The following ratios shall be maintained at all times:
2. ~~Infant/Toddler 1:3, Maximum group size =6~~
3. ~~Preschool/School Age~~ OST Participant 1:5, Maximum group size 10
4. Staff shall be separated in the same manner ~~children~~ participants are separated to prevent cross infection.

**302 Director**

1. If the component is part of ~~a child care facility~~ an OST Facility, the program director shall be accountable to the facility director. If the component is an entity unto itself the program director may also be the facility director.
2. The program director shall have completed the following training:
3. Communicable disease control
4. Recognition and care of usual childhood illness
5. CPR certification
6. First Aid certification

**401 Program Requirements**

1. ~~Children~~ Participants shall be provided with quiet activities according to their age and abilities.
2. Caregivers shall:
3. Administer medicine according to prescribed instructions
4. Take temperature frequently or as needed
5. Monitor any changes in condition
6. Record necessary medical or physiological data or changes
7. Notify parents immediately if their child’s condition changes significantly for the worse, especially if the condition meets one of the excludable diseases or symptoms
8. The ~~child~~ participant shall be removed immediately from sick care when his/her condition meets one of the excludable diseases or symptoms.
9. ~~Children~~ Participants may be returned to the regular ~~day care~~ OST Program when a doctor’s statement has been obtained or when the ~~child~~ participant is free of symptoms for 24 hours.

**603 ~~Children’s~~ Participants’ Records**

1. The record shall contain information on the specific condition or illness placing the ~~child~~ participant in sick care.
2. The record shall contain any recommendations for needed medical treatment and/or program or environment modifications that the ~~child~~ participant needs.

**801 Building Requirements**

1. If located in the same facility as ~~day care an~~ OST Program, sick care shall be separate with a separate entrance and separate ventilation system.
2. ~~Children~~ Participants with respiratory illnesses shall be cared for in separate space from ~~children~~ participants with gastrointestinal illness. Any ~~child~~ participant with an undiagnosed condition shall be separated from other ~~children~~ participants to prevent cross infection. A separate area can be defined by curtains; partitions etc. if airborne transmission is not likely.
3. A hand-washing sink shall be available in each room.
4. To prevent cross contamination, a designated toilet shall be available to each sick care room.
5. The facility shall be self contained-i.e. food, water, bedding, toileting (no potty chairs) etc.

**1001 Furniture & Equipment Requirements**

1. No furniture, fixtures, equipment and supplies designated for use in the sick care component shall be used or shared by well ~~children~~ participants.
2. All laundry shall be washed each day. The items shall be placed in a plastic bag and labeled “contaminated” so necessary precautions can be taken.
3. All toys and equipment shall be disinfected after every use.

**1101 General Health Requirements**

TABLES OF COMMUNICABLE DISEASES AND SYMPTOMS THAT EXCLUDE CHILDREN FROM SICK CARE: (asterisk denotes reportable diseases)

1. Communicable Diseases:

**a. RESPIRATORY ILLNESS b. GASTROINTESTINAL ILLNESS c. CONTACT**

Chicken Pox Giardia Lamblia\* Impetigo

German Measles Hepatitis A\* Lice

Hemophilus influenza Salmonella\* Scabies

Measles\* Shigella\*

Meningococcus\*

Mumps\*

Strep throat

Tuberculosis\*

Whooping Cough\*

1. Symptoms that Exclude ~~Children~~ Participants from Sick Care:

A symptom is a condition that indicates an illness that may not be identifiable by one of the above listed names but presents a situation where the ~~child~~ participant shall not be admitted to or remain in sick care and should be seen by the family physician.

1. Diarrhea

* Accompanied by evidence of dehydration for excessive fluid loss
* Accompanied by history of poor fluid intake and/or marked lethargy
* With blood or mucous in the stool unless at least one stool culture shoes the absence of Salmonella, Shingella, Campylobacter or E-Coli
* That exceeds 5 bowel movements in an 8 hour period of is continued over 3 or 4 days unless the ~~child~~ participant is under the supervision of a physician with written documentation

1. Vomiting for over a 6 hour period
2. Difficult or rapid breathing
3. Severe coughing: episodes of coughing which may lead to gagging, vomiting, or difficulty breathing
4. Mucous (phlegm) that is foul smelling, yellow or green and the ~~child~~ participant has a fever over 102
5. Asthmatics with severe upper respiratory infections who have not been seen by a physician or whose distress is not controlled by medication
6. Sore throat and fever greater than 103 or confirmed Strep throat until treated with antibiotics for over 24 hours
7. Skin conditions that have not been diagnosed as noncontiguous by a physician; including but not limited to:

* Yellow (jaundiced) eyes or skin
* Child in contagious stages of chicken pox, measles, mumps or rubella
* Untreated impetigo
* Untreated scabies or head lice
* Blood-red rashes and skin conditions with spontaneous bruising

1. ~~Children~~ Participants who are in the contagious states of Pertussis, diphtheria, or tuberculosis
2. Pink or red eye(s) which may be swollen with white or yellow discharge until on antibiotics for over 24 hours
3. Abdominal pain that is intermittent or persistent
4. Fever over 102 for greater than 24 hours, or any fever over 103 unless the ~~child~~ participant has been evaluated and treated by a physician and does not have other exclusion criteria.

**APPENDIX A: DEFINITIONS**

1. **"Act"** means the Child Care Facility Licensing Act as amended.

2. **“Assistive electronic device”** means any electronic device that is used/needed by a child or youth with a disability. Such a device might be used for communication, for environmental manipulation, to keep a schedule or checklist of activities, or for other specific and generalized therapeutic activities that promote independence. The device may be used at all times or at the discretion of the user, but has a functional application for the user.

2. **~~"Child Care Center"~~** ~~means any Child Care Facility conducted under public or private auspices on a profit or nonprofit basis providing direct care and protection for children. Any facility that is open more than five (5) hours during any 24 hour period or more than a total of ten (10) hours during a seven (7) day period is considered a Child Care Center and shall be subject to the provisions of the Child Care Facility Licensing Act. Those facilities meeting the above definitions but operating no more than three weeks are not required to comply with the licensing requirements, i.e.: Summer Bible Schools and Camps.~~

~~For purposes of determining the need for a license, all care provided at the site of a licensed program is considered a part of the licensed program and therefore subject to licensing requirements. This includes separate buildings located on the same property or any other property under the same ownership. However, Mother’s Day Out and other part time programs serving children not participating in the licensed program are exempt as long as they operate no more than 5 hours per day or 10 hours per week.~~

~~A public or private school which operates a Kindergarten (K5)~~~~in conjunction with grades one and above, or for grades one and above only and provides short-term custodial care (not to exceed 20 hours weekly) prior to and/or following classes for those students, is not required to comply with licensing requirements for the short-term custodial care provided.~~

1. **"Child Care Licensing Unit"** means the unit within the Department of Human Services, Division of Child Care and Early Childhood Education, that inspects and investigates any proposed or operating Child Care Center and any personnel connected with the center to determine if the facility will be or is being operated in accordance with the Child Care Facility Licensing Act and the Licensing Requirements for the Child Care Centers.
2. **"Child Maltreatment Central Registry Check"** means a check of the Arkansas Child Maltreatment Central Registry for any record of founded child abuse and neglect or maltreatment.
3. **"Criminal Record Check"** means a statewide criminal record check conducted by the Identification Bureau of the Arkansas State Police.
4. **"Criminal FBI Check"** means a nationwide criminal record check conducted by the Federal Bureau of Investigation that conforms to the applicable federal standards and includes the taking of fingerprints. Application for a nationwide criminal check shall be made to the Identification Bureau of the Department of the Arkansas State Police.
5. **~~"Day Care Centers"~~** ~~means child care for children age 2 1/2 or 30 months and above.~~
6. **"Department"** means the Arkansas Department of Human Services.
7. **"Division"** means the Division of Child Care and Early Childhood Education.
8. **"Employee"** or **“Staff”** means all full or part-time employees or any person(s) who perform services under the direction and control of the ~~Child Care~~ OST Facility, regardless if they are paid or not. This includes any person(s) that has supervisory or disciplinary control over ~~children~~ participants, is at any point left alone with ~~children~~ participants, or is counted in staff/~~child~~ participant ratios.
9. **"Evening and Night Care"** means ~~child~~ participantcare provided between 7:00 p.m. and 6:00 a.m.
10. **~~"Infant Center"~~** ~~means child care for children from birth to age 18 months.~~
11. **"Kindergarten"** means a school based program offered for children five (5) years of age ***(K5)*** during the school year prior to their entry into the first grade.
12. **"Operator"** means any person or entity exercising any measure of supervision or control over ~~a Child Care~~ an OST Facility.
13. **"Out-of-School Time Program"** means a child care/school-age or youth development program caring for children who are in kindergarten (K-5 years of age) and above. OST care includes before and after school care, extended care during the school holiday, summer day camps, and youth development programs. OST Programs which operate with children arriving and leaving voluntarily for scheduled classes, activities, practice, games, and meetings are defined as recreational programs, and do not fall under the definition of requiring licensure as an OST Program. It is any program conducted under public or private auspices on a profit or nonprofit basis providing direct care and protection for participants. Any facility that is open more than five (5) hours during any 24 hour period or more than a total of ten (10) hours during a seven (7) day period is considered an OST Program and shall be subject to the provisions of the Child Care Facility Licensing Act. Those facilities meeting the above definitions but operating no more than three weeks are not required to comply with the licensing requirements, i.e.: Summer Bible Schools and Camps. (Ark. Code Ann. § 20-78-202(4))
14. For purposes of determining the need for a license, all care provided at the site of a licensed OST program is considered a part of the licensed program and therefore subject to licensing requirements. This includes separate buildings located on the same property or any other property under the same ownership.  ~~However, Mother’s Day Out and other~~ Part time programs serving ~~children~~ participants not participating in the licensed OST program are exempt as long as they operate no more than 5 hours per day or 10 hours per week.
15. A public or private school which operates a Kindergarten (K5) in conjunction with grades one and above, or for grades one and above only and provides short-term custodial care (not to exceed 20 hours weekly) prior to and/or following classes for those students, is not required to comply with licensing requirements for the short-term custodial care provided.
16. **"Owner"** means any person who assumes the legal responsibility for operation of ~~a child care~~ an OSTfacility.
17. **“Participant”** refers to a child who is enrolled in kindergarten or a higher grade. If the OST Program provides care to children over 13 years of age, the program must meet all regulatory standards in regard to such children just as if the children were under 13 years of age. Children may receive care through the conclusion of high school.
18. **"Part-time Care"** means ~~child~~ care provided no longer than four (4) hours per day or not to exceed a maximum of 20 hours per week. ~~These types of programs may include, but are not limited to, half day kindergarten, mother's day out programs, play schools and some nursery schools.~~
19. **"Personnel"** is defined as the facility owner or operator, staff or volunteer.

19. **"Program"** is defined as all activities that comprise the ~~child's~~ participant’s day at the center.

1. **~~"Toddler Center"~~** ~~means child care for ages 18 to 36 months.~~
2. **“Screen time”** refers to the amount of time that a participant uses or is engaged with electronic media. Electronic media includes but it not limited to television, videos, DVDs, computers, portable electronic devices, etc.
3. **~~"School Age Care"~~** ~~means child care for children who are in kindergarten (K5) and above. School age child care includes before and after school care and extended care during school holidays and summer day camps. School age programs, which operate with children arriving and leaving voluntarily for scheduled classes, activities, practices, games and meetings, shall not be considered as meeting this definition.~~
4. **"Sick Care"** is defined as a separate service providing care for ~~children~~ participants who are too sick to attend the OST Program ~~day care~~ as stated in Section 1000 but who do not exhibit any of the excludable diseases as defined in Section 1500. The primary objective of this service is to insure that ~~children~~ participants in care receive the required attention necessary for moderately ill ~~children~~ participants.
5. **“Staff”** or **"Employee"** means all full or part-time employees/staff or any person(s) who perform services under the direction and control of the ~~Child Care~~ OST Facility, regardless if they are paid or not. This includes any person(s) that has supervisory or disciplinary control over ~~children~~ participants, is at any point left alone with ~~children~~ participant, or is counted in staff/~~child~~ participant ratios.
6. **"Substantial Compliance"** means compliance with all **essential standards** necessary to protect the health, safety and welfare of the ~~children~~ participantsattending the ~~Child Care Center~~ OST Program. Essential standards include **but are not limited to** those relating to issues involving fire, health, safety, nutrition, discipline, staff/~~child~~ participant ratio and space.
7. **"Swimming Pool"** means any pool of water in excess of 12 inches deep. This does not include natural pools of water such as lakes, ponds and rivers.

26. **"Volunteer"** means a person who provides services to a ~~Child Care Facility~~ an OST Program, but has no supervisory or disciplinary control over ~~children~~ participants, is not left alone with ~~children~~ participants, and is not counted in staff/~~child~~ participant ratios.

**APPENDIX B: LIST OF REPORTABLE DISEASES**

The following are the more common reportable diseases which occur with moderate frequency in Arkansas:

Gonorrhea Salmonellosis (including typhoid)

Hepatitis (A, B, Non-A, Non-B Shigellosis

Unspecified and results of serologies) Syphilis

Rash illnesses (including Tuberculosis

\*MEASLES & RUBELLA) MUMPS

\*WHOOPING COUGH (pertussis)

MENINGITIS

The following are less common reportable diseases that occur with low frequency in Arkansas

\*AIDS (Acquired Immune Deficiency \* Leprosy

Syndrome) \* Leptospirosis

Amebiasis \* Lyme Disease

ANTHRAX Lymphogranuloma Venereum

\*Aseptic Meningitis \* Malaria

Blastomycosis \* Meningitis, Hemophilus

BOTULISM Influenza Type B

\*Brucellosis \* Meningococcal infection

Campylobacter Interitis Mumps

Chancroid Pesticide Poisoning

CHOLERA PLAGUE

Coccidioidomycosis \* POLIOMYELITIS

\*Congenital Rubella Syndrome \* Psittacosia (Ornithosis)

DIPHTHERIA Q Fever

Encephalitis (all types) RABIES

FOOD POISONINGS (all types) \* Relapsing Fever

Giardiasis \* Reyes Syndrome

Gonococcal Ophthalmia Rheumatic Fever

Granuloma Inguinale \* Rocky Mountain Spotted Fever

\*Guillain - Barre Syndrome SMALL POX

Histoplasmosis \* Tetanus

HIV [Human Immuno Deficiency \* Toxic Shock Syndrome

Virus by (name & address)] Toxoplasmosis

\*\*Influenza \* Trichinosis

\*Kawasaki Disease \* Tularemia

\*Legionellosis TYPHUS FEVER

YELLOW FEVER

\*The reporting physician will be contacted for additional information.

\*\*Individual cases to be reported only when laboratory testing has determined the viral type.

**The diseases in capital letters are to be brought to the immediate attention of the State**

**Epidemiologist when suspected.**

Reporting data shall include:

a) Name and location of reporting person

b) Disease or suspected disease and date of onset

c) Name, age, sex, address and phone number of patient (please spell patient's name)

d) Name of patient's physician

The following diseases are also of public health importance and should be reported whenever there is an unusual incidence or outbreak (including seasonal). It is necessary to report 1) the physician's name and location, 2) the suspected disease and 3) the number of cases and interval during which the cases were seen:

Acute respiratory disease Hospital acquired infections

Chicken pox Infectious Mononucleosis

Conjunctivitis Influenza (estimate number)

Dermatophytosis (ringworm) Pediculosis

Enteropathogenic E. Coli Diarrhea Pleurodynia

Epidemic Diarrhea of unknown cause Pneumonia (bacterial, Mycoplasma, viral)

Gastroenteritis Staphylococcal-Infections

Herpangina Streptococcal-Infections

The following occupational diseases also shall be reported:

Asbestosis Mesothelioma

Silicosis Coal Workers Pneumoconiosis

Byssinosis

**FOR FURTHER ASSISTANCE CONTACT THE LOCAL COUNTY HEALTH UNIT.**

**APPENDIX C**

U.S. DEPARTMENTOF AGICULTURE CHILD CARE MEAL PATTERN

Children age 12 and up may be served adult-size portions based on the greater food needs of older children, but shall be served not less than the minimum quantities specified in this section for children age 6 through 12 years.

For purposes of the requirements outlined in this paragraph, a cup means a standard measuring cup.

Bread, pasta or noodle products, and cereal grains shall be whole grain or enriched; cornbread, biscuits, rolls, muffins, etc. shall be made with whole grain or enriched meal or flour; cereal shall be whole grain or enriched or fortified.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Children** | **Children** | **Adults** |
| **Breakfast** | **3 through 5 years** | **6 through 12 years** |  |
| Milk, fluid | ¾ cup  ½ cup  ½ slice (½ ounce)  1/3 cup\*\*  ¼ cup | 1 cup (8 ounces)  ½ cup  1 slice (1 ounce)  ¾ cup\*\*\*  ½ cup | 1 cup (8 ounces)  ½ cup  2 slices (2 ounces)  1 ½ cups\*\*\*  1 cup |
| Juice or fruit or vegetable |
| Bread, bread alternate\*\*\*\* |
| and/or cereal |
| enriched or whole grain |
| Bread or |
| Cereal: Cold dry or |
| Hot cooked |
| AM or PM snack (supplement) |  |  |  |
| (select 2 of these 4 components) | ½ cup  ½ ounce  ½ cup  ½ slice (½ ounce)  1/3 cup\*\*  ¼ cup | 1 cup (8 ounces)  1 ounce  ¾ cup  1 slice (1 ounce)  ¾ cup\*\*\*  ½ cup | 1 cup (8 ounces)  1 ounce  ½ cup  1 slice (1 ounce)  ¾ cup\*\*\*  ½ cup |
| Milk, fluid |
| Meat or meat alternate |
| Juice or fruit or vegetable |
| Bread, bread alternate\*\*\*\* |
| and/or cereal |
| enriched or whole grain |
| Bread or |
| Cereal: Cold dry or |
| hot cooked |
| Lunch or Supper |  |  |  |
| Milk, fluid | ¾ cup (4 ounces)  1 ounce  1 ounce  1 large egg  3/8 cup  3 tbsp  ¾ cup  ½ cup  ½ slice (½ ounces) | 1 cup (8 ounces)  2 ounces  2 ounces  1 large egg  ½ cup  4 tbsp  1 cup  ¾ cup  1 slice (1 ounces) | 1 cup (8 ounces)  2 ounces  2 ounces  1 large egg  ½ cup  4 tbsp  1 cup  1 cup  2 slices (2 ounces) |
| Meat or meat alternate |
| (lean meat or poultry or fish) |
| Cheese |
| Egg |
| Cooked dry beans or peas |
| Peanut butter |
| Yogurt (plain or flavored) |
| (Or an equivalent quantity of |
| any combination of the above |
| meat/meat alternates) |
| Vegetable and/or fruit |
| (total of two or more) |
| Bread or bread alternate\*\*\*\* |
| enriched or whole grain |

\*\* 1/3cup (volume) or ½ ounce (weight)

\*\*\* ¾ cup(volume) or 1 ounce (weight)

\*\*\*\* Refer to Food Buying Guide "Grains and Breads" for equivalent quantities

(CASA-1)

APPENDIX E: DISASTER/EMERGENCY PREPAREDNESS

|  |  |  |
| --- | --- | --- |
| DISASTER/EMERGENCY NUMBERS | CONTACT/TOWN | TELEPHONE NUMBER |
| AMBULANCE |  |  |
| APPLIANCE REPAIR |  |  |
| BUILDING INSPECTOR |  |  |
| CHILD ABUSE HOT LINE |  | 1-800-482-5964 |
| CHILD CARE LICENSING UNIT | Little Rock | 1-800-445-3316 or 501-682-8590 |
| CLEANING/MAINTENANCE |  |  |
| ELECTRIC COMPANY |  |  |
| ELECTRICIAN |  |  |
| EMERGENCY CHILD LOCATOR |  | 1-866-908-9572 |
| FACILITY DIRECTOR |  |  |
| FIRE DEPARTMENT |  |  |
| FIRE DEPARTMENT (Non-Emergency) |  |  |
| GAS COMPANY |  |  |
| GLASS COMPANY |  |  |
| HEALTH DEPARTMENT (Local) |  |  |
| HEATING/AIR CONDITIONING |  |  |
| INSURANCE AGENT AND POLICY NUMBER |  |  |
| LICENSING SPECIALIST |  |  |
| LOCKS |  |  |
| NATIONAL EMERGENCY FAMILY REGISTRY AND LOCATOR |  | 1-800-588-9822 |
| PLUMBER |  |  |
| POISON CONTROL |  | 1-800-376-4766 |
| POLICE |  |  |
| POLICE (Local Non-Emergency) |  |  |
| RED CROSS (Local) |  |  |
| SHERIFF |  |  |
| TRASH REMOVAL |  |  |
| WATER DEPARTMENT |  |  |
|  |  |  |

**Child Care Immunization Requirements**

Recommended by Arkansas Department of Health and

Required by the Department of Human Services, Division of Child Care and Early Childhood, Licensing Division

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AGE** | **DTaP DTP/DT** | **POLIO** | **Hib \*\*** | **HEPATITIS B** | **MMR \*\*\*\*** | **VARICELLA \*\*\*\*** | **PNEUMOCOCCAL \*\*** |
| **1-2 Months** | None | None | None | None (1-2 doses possible) | None | None | None |
| **3-4 Months** | 1 dose | 1 dose | 1 dose | 1 dose (1-2 doses possible) | None | None | 1 dose |
| **5-6 Months** | 2 doses **OR** 1 dose within last 8 weeks | 2 doses **OR** 1 dose within last 8 weeks | 2 doses **OR** 1 dose within last 8 weeks | 2 doses **OR** 1 dose within last 8 weeks | None | None | 2 doses **OR** 1 dose within last 8 weeks |
| **7-12 Months** | 3 doses **OR** 1 dose within last 8 weeks | 2 doses **OR** 1 dose within last 8 weeks (3 doses possible) | 2-3 doses **OR** 1 dose within last 8 weeks | 2 doses **OR** 1 dose within last 8 weeks (3 doses possible) | None | None | 2-3 doses **OR** 1 dose within last 8 weeks |
| **13-15 Months** | 3 doses **OR** 1 dose within last 8 weeks | 2 doses **OR** 1 dose within last 8 weeks (3 doses possible) | 2-3 doses **OR** 1 dose within last 8 weeks (4 doses possible) | 2 doses **OR** 1 dose within last 8 weeks (3 doses possible) | None (1 dose possible) | None (1 dose possible) | 2-3 doses **OR** 1 dose within last 8 weeks (4 doses possible) |
| **16-18 Months** | 3 doses or 1 dose within last 8 weeks | 2 doses or 1 dose within last 8 weeks (3 doses possible) | 3-4 doses with last dose on/after 1st birthday **OR** 2 doses if first dose is administered at age 12 - 14 months and doses are at least 8 weeks apart **OR** 1 dose on/after 15 months of age if no prior doses | 2 doses **OR** 1 dose within the last 8 weeks (3 doses possible) | 1 dose | 1 dose | 3-4 doses with last dose must be on/after1st birthday **OR** 2 doses on/after 1st birthday |
| **19-48 months** | 4 doses **OR** 3rd dose within last 6 months **OR** 1 dose within last 8 weeks | 3 doses **OR** 1 dose within last 8 weeks | 3-4 doses with last dose on/after 1st birthday **OR** 2 doses if first dose is administered at age 12 - 14 months and doses are at least 8 weeks apart **OR** 1 dose on/after 15 months of age if no prior doses | 3 doses \*\*\* **OR** 1 dose within last 8 weeks | 1 dose | 1 dose | 3-4 doses with last dose must be on/after1st birthday **OR** 1 dose on/after 24 months of age if no prior doses **OR** 2 doses on/after 1st birthday |
| **49-72 Months** | 5 doses \* **OR** 4th dose within last 6 months **OR** 1 dose within last 8 weeks **OR** 4 doses with last dose on/after 4th birthday | 4 doses **OR** 1 dose within last 8 weeks **OR** 3 doses with last dose on/after 4th birthday | 3-4 doses with last dose on/after 1st birthday **OR** 2 doses if first dose is administered at age 12 - 14 months and doses are at least 8 weeks apart **OR** 1 dose on/after 15 months of age if no prior doses **Not required on/after 5th birthday** | 3 doses \*\*\* **OR** 1 dose within the last 8 weeks | 1 dose | 1 dose | 3-4 doses with last dose on/after 1st birthday **OR** 1 dose on/after 24 months of age if no prior doses **OR** 2 doses on/after 1st birthday **Not required on/after 5th birthday** |

**\* 5th DTaP/DTP/DT** (Pre-school dose) must be given on/after the child's 4th birthday and may be given at any time from 49 to 72 months of age. Interval between 4th DTaP/DTP/DT and 5th DTaP/DTP/DT should be at least 6 months.   
**\*\* For Hib and Pneumococcal**, children receiving the first dose of vaccine at age 7 months or older require fewer doses to complete the series.   
**\*\*\* 3rd dose of hepatitis B** should be given at least 8 weeks after the 2nd dose, at least 16 weeks after the 1st dose, and it should not be administered before the child is 24 weeks of age.   
**\*\*\*\* MMR and Varicella** vaccine must be given on/after the child's first birthday.