

CCLC Licensing Study Checklist

Core Rules

Facility:			Date:
Arrival:			Departure:
Facility Update Completed: Yes or No			Enforcement & Compliance Discussed: Yes or No
Staff: Child Ratios:			Staff Present in Classrooms:
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	
Room		Age:	

Rule Number	C	NC	ACTIVITIES	Comments
591-1-1-.03(1)			Activities age appropriate/varied; Teaching methods varied	
591-1-1-.03(2)			Lesson plans; routines for children	
591-1-1-.03(3)			Opportunities for children to make choices in activities	
591-1-1-.03(4)			Activities inclusive for all children	
591-1-1-.03(5)(a-k)			Activities varied	
591-1-1-.03(6)			Confining equipment not greater than ½ hr; Tummy time provided	
591-1-1-.03(7)(a-c)			Outdoor play	
591-1-1-.03(8)			Individual attention	
591-1-1-.03(9)			Activities not detrimental to children	
591-1-1-.03(10)			Routines provided to include toileting, eating, napping, etc.; Staff encourage independency of children	
591-1-1-.03(11)			Children allowed to toilet/drink water when needed/desired	
591-1-1-.03(12)			Supervised nap/rest period; Quiet activities	
591-1-1-.03(13)			Schedule of routines/activities; Schedule followed and posted	
591-1-1-.03(14)			Appropriate use of media	

591-1-1-.03(15)			Evening activities based on children's ages, length in care, time of care; Quiet activities offered before bedtime	
Rule Number	C	NC	ANIMALS	Comments
591-1-1-.05(1)			Proper sanitation maintained; Hazard/vicious animal not on premises	
591-1-1-.05(2)			Animal confined, confined area clean	
591-1-1-.05(3)			Documentation of vaccinations	
Rule Number	C	NC	BATHROOMS	Comments
591-1-1-.06(1)			Adequate number of toilets/sinks	
591-1-1-.06(2)			Bathroom on floor/child care area	
591-1-1-.06(3)			School-age center – adequate number facilities	
591-1-1-.06(4)			Ventilation; Fully enclosed	
591-1-1-.06(5)			Toilet/sinks not too high or platforms/steps provided; Center with capacity of 19+, adequate privacy – 4 yrs & older;	
591-1-1-.06(6)			Supplies available (soap, warm running water, paper towels); Cloth towels laundered b/w use	
591-1-1-.06(7)			Cleanliness; Cleaned daily	
Rule Number	C	NC	CHILDREN'S HEALTH	Comments
591-1-1-.07(1)			Ill children isolated; Ill child supervised; Ill child not allowed to remain at center	
591-1-1-.07(2)			Parental notification of illness/injury/incident	
591-1-1-.07(3)			Most current communicable disease chart followed; Written notice provided to parents within 24 hours	
591-1-1-.07(4)			Medical emergency plan	
591-1-1-.07(5)			No hazardous item around neck/attached	
Rule Number	C	NC	CHILDREN'S RECORDS	Comments
591-1-1-.08(1)			Enrollment form complete	
591-1-1-.08(1)(a)			Special needs record complete	
591-1-1-.08(1)(b)			Parental authorizations; Emergency medical care	
591-1-1-.08(1)(c)			Acknowledge parental responsibility to inform center of changes (doctor, address, etc.)	
591-1-1-.08(1)(d)			Child release to person info complete; Escorted in/out of building	

591-1-1-.08(1)(e)			School Age Center – Acknowledge parents provide meal/snack if the center does not	
591-1-1-.08(2)			Immunization record	
591-1-1-.08(3)			Documentation of incident complete	
591-1-1-.08(4)			Confidential information not released w/o parental permission	
591-1-1-.08(5)			12 mths attendance record on file	
591-1-1-.08(6)			Daily sign In/Out sheets	
591-1-1-.08(7)			Center ensures children released to only authorized person(s)	

Rule Number	CHILDREN'S RECORDS	1	2	3	4	5	Child's Name/Birth Date
591-1-1-.08(1)	Identifying Info., Child's name						1. _____ 2. _____ 3. _____ 4. _____ 5. _____
	Child/Parent Complete Identifying Information						
	Release Person Information (name, address, telephone #, relation to child)						
	Emergency Name & phone						
	Physician Name & Phone						
	Allergy/Medical Information						
591-1-1-.08(1)(b)	Auth. Emer. Med. Care						
591-1-1-.36(6)	Transportation Agreement						
591-1-1-.36(7)(b)	Vehicle Medical Emergency form						
*Code	Parental Acknowledge of No Liability Insurance Statement						

Rule Number	C	NC	CRIMINAL RECORD CHECKS	Comments
591-1-1-.09(1)(a)			Every actual & potential Director, Employee & Provisional Employee submit application & fingerprints	
591-1-1-.09(1)(b)			Director – valid and current sat. Comprehensive Records Check Det.; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
591-1-1-.09(1)(c)			Employee – valid and current sat. Comprehensive Records Check Det.; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	

591-1-1-.09(1)(d)			Provisional Employee – valid and current sat. Fingerprint Records Check Det. & supervised by staff w/ sat. Comp; clearance date no older than 12 mths from hire date; new one if lapse of 6 mths from industry	
591-1-1-.09(1)(e)			No actual or potential Director, Employee or Provisional Employee with an unsatisfactory Fingerprint Records Check Determination or Comprehensive Records Check Determination present	
			DIRECTORS & EMPLOYEES	
591-1-1-.09(1)(g)			Valid evidence of a sat. Comprehensive RC Det.; must be paper or electronic evidence; on site during employment plus 1 yr	
			PROVISIONAL EMPLOYEE	
591-1-1-.09(1)(f)			Valid electronic evidence of a sat. Fingerprint Record Check Det. kept onsite at CCLC; on site during employment plus 1 yr	
591-1-1-.09(1)(h)			Request child abuse and neglect registry info and criminal history docs from any other state for Comp. RC Det.	
591-1-1-.09(1)(i)			To become permanent employee, must obtain Sat. Comp. RC Det. from Dept.	
			PORTABILITY	
591-1-1-.09(1)(j)			Directors, Employees, & Provisional Employees: Only most recent issued det letter eligible for portability and must be done electronically; Center may accept Sat. FP or Sat. Comp. RC for new hire if dated within preceding 12 months and no lapse form industry greater than 6 mths or change in sat. status	
591-1-1-.09(1)(k)			Students-in-Training: Only most recent issued det letter eligible for portability and must be done electronically; Center may accept Sat. FP or Sat. RC for new hire if dated within preceding 24 months and evidence of education curriculum and no lapse form industry greater than 6 mths or change in sat. status	
			RECHECK REQUIRED IMMEDIATELY:	
591-1-1-.09(1)(l)1.			Director or Employee or Prov. Employee has been arrested or charged with a crime	
591-1-1-.09(1)(l)2.			Lapse in child care industry for more than 6 mths	
591-1-1-.09(1)(l)3.			At least once every 5 years	
591-1-1-.09(1)(l)4.			When the Dept. requests	

Rule Number	C	NC	DIAPERING AREAS and PRACTICES	Comments
591-1-1-.10(1)			Ventilation in diapering area	
591-1-1-.10(2)			Hand washing sink adjacent; warm running water available	
591-1-1-.10(3)			Diapering occurs only on crib/changing surface	
591-1-1-.10(4)			Changing surface non-porous/cleaned, etc.; Guard rails	
591-1-1-.10(5)			Child not left unattended on table	
591-1-1-.10(6)			Harmful items not in child's reach	
591-1-1-.10(7)			Supplies provided: soap, paper towels, etc.	
591-1-1-.10(8)			Staff not assigned to kitchen and diapering	
591-1-1-.10(9)			Diapering/food service not in same area	
591-1-1-.10(10)			School-age Center – rules apply to children w/ special needs that require diapering	

Rule Number	C	NC	DISCIPLINE	Comments
591-1-1-.11(1)			Discipline detrimental to physical/mental health of child	
591-1-1-.11(2)			No Physical/Sexual abuse	
			No Corporal/Physical Punishment	
			Not Shake, Jerk, Pinch or Roughly Handle a Child	
			No Verbal Abuse or Humiliation	
			Not Isolated in Dark Room/Closet/Unsupervised Area	
			No Use of Mechanical or Physical Restraints	
			Use of Medication to Discipline	
			Use of Bathroom Restricted	
			Toileting Accident Punished	
			Force Fed/Food Withheld	
			Naps Forced/Withheld	
			Children Discipline/Humiliate Others	
			Confined to Swing, Highchair, Etc.	

Rule Number	C	NC	EQUIPMENT and TOYS	Comments
591-1-1-.12(1)			Equipment used in safe manner; Used as manufacturer directed; Equipment age-appropriate	
591-1-1-.12(2)			Hazardous/Broken/Dirty equipment/toys/furniture	
591-1-1-.12(3)			Placement – unsafe/restrict movement	
591-1-1-.12(4)			Unsecured equipment/furniture	
591-1-1-.12(5)			Table space and chair/bench provided for each child	

591-1-1-.12(6)			Toys/play materials accessible; Variety/age-appropriate equipment				
591-1-1-.12(7)			Toys that launch projectiles not allowed				
591-1-1-.12(8)			Toys for children under 3 yrs safe				
Rule Number	C	NC	FIELD TRIPS	Comments			
591-1-1-.13(1)			Notice to Parents complete				
591-1-1-.13(2)			Parental Permission obtained				
591-1-1-.13(3)			Additional Supervision maintained				
591-1-1-.13(4)			Participant List complete and taken/left at Center				
591-1-1-.13(5)			Emergency Med Info complete for each child				
591-1-1-.13(6)			Complete name tags: name, Center name, address, and phone #				
Rule Number	C	NC	FIRST AID and CPR	Comments			
591-1-1-.14(1)			Director trained; 50% of staff trained; Adequate coverage on premises				
591-1-1-.14(1)(a)			If transportation provided, driver or other present staff member trained				
591-1-1-.14(2)			Trained staff person always on premises/field trip; Certification obtained within 90 days of employment				
			Staff employed on or prior to 9/30/16 – must be trained by 12/29/16				
			Staff employed after 9/30/16 – must obtain training within 90 days of hire date				
591-1-1-.14(3)			Complete first aid kit in EACH building and vehicle; Stored inaccessible to children				
Rule Number	C	NC	First Aid Kit (*check expiration dates)	Building	Vehicle 1 Tag#	Vehicle 2 Tag#	Vehicle 3 Tag#
591-1-1-.14(3)			Thermometer				
			Scissors				
			Tweezers				
			Gauze Pads				
			Adhesive Tape				
			Band-aids (assorted sizes)				
			Anti-bacterial Ointment *				
			Insect-sting Preparation*				
			Antiseptic*				
			Triangular Bandage (bandage for a sling)				
			Disposable Rubber Gloves				
			Cold Pack				
			Protective Eye wear (goggles)				
			Face Mask				
		First Aid Manual					
Rule Number	C	NC	FOOD SERVICE and NUTRITION	Comments			
591-1-1-.15(1)			USDA guidelines met				

591-1-1-.15(2)			Complete feed instruct. under 1 yr.	
591-1-1-.15(2)(a)			Child held for feeding; Bottle not propped; Head elevated	
591-1-1-.15(2)(b)			Honey not served to child under one year	
591-1-1-.15(2)(c)			Parent acknow. Indicated on feeding plan for child to eat solid foods; individual spoons and containers; not fed from jar if used more than once	
591-1-1-.15(2)(d)			Child assisted or encouraged to feed self	
591-1-1-.15(2)(e)			Breastfeeding supported; Designated area available	
591-1-1-.15(2)(f)			Food for children under 1 yr cut into pieces ¼ in. or smaller; Food for toddlers cut ½ in. or smaller	
591-1-1-.15(2)(g)			Staff ensure children don't have too much food in mouths; children seated when eating; Children not allowed to lie down or sleep with food in mouth	
591-1-1-.15(3)			Baby bottles/formula regs met	
591-1-1-.15(4)			Feeding chairs safe/clean	
591-1-1-.15(5)			Menu requirements not met	
591-1-1-.15(6)(a)			Food scheduled/served 2 hr. intervals; Meal/snacks provided	
591-1-1-.15(6)(b)			Individual plates/bowls/cups used	
591-1-1-.15(6)(c)			Child encouraged but not forced to eat	
591-1-1-.15(6)(d)			Food not used as punishment/reward	
591-1-1-.15(6)(e)			Child assisted with feeding	
591-1-1-.15(6)(f)			Hot food served at appropriate temp	
591-1-1-.15(6)(g)			Drinking water available for children	
591-1-1-.15(7)			Food served according to manufacturer's instructions; Restricted food not served; Food not accessible unless chopped/diced/cut up	
591-1-1-.15(8)			Food/drinks with no nutritional value not served to children	
591-1-1-.15(9)			Modified diet standards met	
591-1-1-.15(10)			Unconsumed food disposed of	
591-1-1-.15(11)			Catered food standards met	
591-1-1-.15(12)			Vending machine not in child's area	

Rule Number	C	NC	HYGIENE	Comments
591-1-1-.17(1)			Bathtub/shower cleaned/disinfected	
591-1-1-.17(2)			Children clean/dry/comfortable	
591-1-1-.17(3)			Children's personal items clean	
591-1-1-.17(4)			Children/Parents/Staff with contagious disease not present	
591-1-1-.17(5)			Drinking fountain safe/clean; Drinking cups sanitary	
591-1-1-.17(6)			Garbage storage/disposal sanitary	
591-1-1-.17(7)			Children – correct handwashing	

591-1-1-.17(7)(a)			Infant – washcloth handwashing requirements met	
591-1-1-.17(8)			Staff - correct handwashing	
591-1-1-.17(9)			Clean/dirty laundry not accessible to children	
591-1-1-.17(10)			Potty chairs disinfected/empty toilet	
591-1-1-.17(11)			Storage of soiled items sanitary	
591-1-1-.17(12)			Wet/soiled clothing storage in plastic bags	

Rule Number	C	NC	KITCHEN OPERATIONS	Comments
591-1-1-.18(1)			Food – Stored to protect against contamination; Food not served that is spoiled/contaminated/unsafe; Food thoroughly cooked/washed; 140 degrees maintained; Food prepared close to serving time	
591-1-1-.18(2)			Food preparation area compliant	
591-1-1-.18(3)			Ventilation present	
591-1-1-.18(4)			Kitchen lights shielded	
591-1-1-.18(5)			Perishable/potential hazard food refrigerated at 40 degrees; Freezer at/below zero degrees	
591-1-1-.18(6)			Dishwashing standards met	
591-1-1-.18(7)			Food/Kitchen item storage regs met	
591-1-1-.18(8)			Containers of food stored off the floor, have lids, impervious, labeled	
591-1-1-.18(9)			Cleaning material not stored with food	
591-1-1-.18(10)			Garbage stored with lids; Emptied and cleaned; area clean	
591-1-1-.18(11)			Kitchen staff hand washing complete	
591-1-1-.18(12)			Children excluded from kitchen as required	
Rule Number	C	NC	LICENSE CAPACITY	Comments
591-1-1-.19(1)			35 sq. ft per child requirement met	
591-1-1-.19(2)			25 sq. ft per child requirement met	
Rule Number	C	NC	MEDICATIONS	Comments
591-1-1-.20(1)			Complete parental authorization	
591-1-1-.20(2)			Not dispensed beyond 2-week period; In original container; Labeled with child's name	
591-1-1-.20(3)			Complete dispensing record	
591-1-1-.20(4)			Medication inaccessible to children; Refrigeration requirements met	
591-1-1-.20(5)			Unused medication returned to parent	
591-1-1-.20(6)			Authorization-child admin. injection	*Waiver/Variance Diabetes (Insulin)

Rule Number	C	NC	OPERATIONAL POLICIES and PROCEDURES		Comments		
591-1-1-.21(1): Complete info:			(a) Services, ages, days, times, closed	(b) Enrollment/admission req.; supplying information; escorting to/from bldg.	(c) Fee and payment schedule; fees charged		
			(d) Transportation/field trip services	(e) Admin. medication; notifying reactions	(f) Notifying illness/injury; excl.		
			(g) Notifying of comm. Diseases	(h) Handling emergencies	(i) Meals/snacks		
			(j) Permission for access by parents	(k) Child abuse reporting law requirements	(l) Behavior mgmt/disc. policy		
			(m) Nondiscrimination statement	(n) Religious/cultural activities	(o) If infant/toddlers: diapering; toileting; feeding procedures		
			(p) Emergency plans (complete list)	(q) Safe sleep practices			
591-1-1-.21(2)			Documentation signed by parent and kept on file				
591-1-1-.21(3)			Fire/tornado and other emergency drills conducted; documentation kept for two years; Fire=monthly / Tornado=every 6 mths				
591-1-1-.21(4)			Policies provided to parents				
Rule Number	C	NC	ORGANIZATION		Comments		
590-1-1-.04			Admissions and Enrollment				
590-1-1-.16			Governing Body				
590-1-1-.37			Inspections and Investigations				
590-1-1-.38			Enforcement				
590-1-1-.39			Waivers				
590-1-1-.40			Severability				
Rule Number	C	NC	PARENTAL ACCESS		Comments		
591-1-1-.22			Parental access granted				
Rule Number	C	NC	PERSONNEL RECORDS		Comments		
591-1-1-.24(1)			Personnel File-Complete				
			Identify Info: name, dob, ssn, address, ph #,				
			Employment history – 10 yrs				
			Education/Work Exp-verification				
			Evidence of Orientation				
			Documentation of training				
591-1-1-.24(2)			Daily attendance and payroll records				
Staff Name Credential Verification (Director & Lead Teachers)	Hire Date Employment History	Position (Driver License verification for drivers)	CL or CRC (CL- Clearance Letter)	Orientation	First Aid	CPR	Training Requirements (Initial & Annual)
Rule Number	C	NC	PHYSICAL PLANT-Safe Environment		Comments		
591-1-1-.25(2)			Separate changing areas provided for evening/night care for girls/boys (8+)				

591-1-1-.25(3)			Clean, free of debris, in good repair; screened windows & proper disposal procedures to minimize rodents & pests		
591-1-1-.25(6)			Individual storage space/cubbies		
591-1-1-.25(7)			Door to unapproved room locked; Interior door can be unlocked from outside of the room		
591-1-1-.25(8)			Electrical outlets covered; Outlets in use not accessible to children		
591-1-1-.25(9)			Exclusion from premises		
591-1-1-.25(11)			Flooring tight/smooth/clean		
591-1-1-.25(12)			Heating/Cooling unit not accessible		
591-1-1-.25(13)			Safe storage of hazardous items		
591-1-1-.25(15)			Outside storage area safe		
591-1-1-.25(17)			Plants/Shrubs not hazardous or poisonous (indoor & outdoor)		
591-1-1-.25(18)			Operable Telephone; Emergency numbers posted		
Rule Number	C	NC	PHYSICAL PLANT- Structural/Mechanical	Comments	
591-1-1-.25(1)			Ceilings at least 7 ft high		
591-1-1-.25(4)			Doors/Windows screened; Temperature 65-85 degrees; If no heat and air, 50% of windows operable; Ventilation adequate		
591-1-1-.25(5)			Construction/Maintenance area not accessible; Approval for structural changes		
591-1-1-.25(10)			Certificate of Occupancy/Fire Safety		
591-1-1-.25(14)			Lighting min. 25 ft candles; Outside lighting provided for evening/night-time care		
591-1-1-.25(16)			Sufficient parking area		
591-1-1-.25(19)			Unapproved area not used for care		
591-1-1-.25(20)			Approval for water/sewage		
591-1-1-.25(21)			Window requirements: Safety glass, decals on windows/doors		
Rule Number	C	NC	PLAYGROUNDS	Comments	
591-1-1-.26(1)(a) -(b)			Inadequate Size of Play Area		
591-1-1-.26(2)			Maintain 100 sf capacity on playground		
591-1-1-.26(3)			Route to playground safe; Shade on playground		
591-1-1-.26(4)			Fence four feet in height; Fencing not hazardous; Fence gate kept closed		
591-1-1-.26(5)			Hard surface does not exceed ¼ of total area		
591-1-1-.26(6)			Equipment age-appropriate, free of hazards, does not obstruct supervision		
591-1-1-.26(7)			Equipment anchored		
591-1-1-.26(8)			Adequate resilient surface and fall zones		
591-1-1-.26(9)			Free of litter and hazards, kept clean		
Rule Number	C	NC	POSTED NOTICES	Comments	
591-1-1-.27			Center's License	Rules	Center evaluation report
			Communicable Disease Chart	Parental Access Statement	Director Designees

			Menus	Emergency Plans	Visitor Check-in Statement
			No Smoking	Consumer Product Safety *	Liability Insurance *
Rule Number	C	NC	PROHIBITED SUBSTANCES		Comments
591-1-1-.28(1)			Prohibited substances not used		
591-1-1-.28(2)			No smoking at Center or on vehicle		
Rule Number	C	NC	REQUIRED REPORTING		Comments
591-1-1-.29(1)			Child Abuse reported to DFCS within 24 hours/next workday and notifies Department		
591-1-1-.29(2)			Comm. disease reported to local Health Department & Department		
591-1-1-.29(3)			Reported to DECAL within 24 hours:		
			Child's Death		Serious Illness Requiring Medical Attention
			Serious Injury Requiring Medical Attention		A fire / Structural disaster
			Temporary relocation		Loss of Child/Missing Child
591-1-1-.29(3)(a)			All records related to any required report made available (audio, video, photos, written documentation, social media posts, other electronic information, etc.). DECAL may photocopy or reproduction of any record.		
591-1-1-.29(4)			Criminal record change (arrest/charge) to DECAL		
591-1-1-.29(5)			Annual report to DECAL when requested		
Rule Number	C	NC	SLEEPING and RESTING EQUIPMENT		Comments
591-1-1-.30(1)(a)			Adequate number of safety approved cribs		
591-1-1-.30(1)(a)1.			Crib in good repair/free of hazards; Stack cribs and cribs with drop sides not used		
591-1-1-.30(1)(a)2.			Crib mattress firm, tight-fitting, two-inches thick, waterproof, cleaned		
591-1-1-.30(1)(a)3.			Crib sheet tight-fitting, changed daily		
591-1-1-.30(1)(b)			Cot/mat provided for child 2 yrs and older or for child who can climb out of crib		
591-1-1-.30(1)(b)1.			Cot/mat sufficient size; Mat in good repair, washable, waterproof, two-inches		
591-1-1-.30(1)(b)2.			Cots/Mats assigned for individual use		
591-1-1-.30(1)(b)3.			Sheets marked for individual use and laundered weekly, or if not marked, laundered daily		
591-1-1-.30(1)(b)4.			Covers marked for individual use and laundered weekly, or if not marked, laundered daily		
591-1-1-.30(1)(c)			Pillow not used for children under 2; Assigned for individual use; Pillow cases laundered		
591-1-1-.30(1)(d)			Arrangement of sleeping equipment safe		
591-1-1-.30(2)			Infant placed on back for sleeping; even if rolling infant		
			No soft items in crib with sleeping infant		
			No objects attached to crib with sleeping infant		

			Sleep sack without proper fit; Swaddling used without physician statement	
591-1-1-.30(2)(a)			Infant sleeping area 65-85 degrees; Adequate lighting to see breathing/color	
591-1-1-.30(2)(b)			Positioning device/monitor not used unless with physician statement	
591-1-1-.30(2)(c)			Infant sleeping in equipment other than crib	
591-1-1-.30(3)			Four-inch mattress or cot with two-inch pad provided for night-time care; Adequate arrangement of equip during night-time care	
591-1-1-.30(4)			Cots/mats stored inaccessible to children; Bedding kept separate from other bedding	

Rule Number	C	NC	STAFF	Comments
			DIRECTOR	
591-1-1-.31(1)(a)			Center Director; Assigned designee in Director's absence	
591-1-1-.31(1)(b)			Director Qualified	
591-1-1-.31(1)(b)1.			Director at least 21 yrs. old	
591-1-1-.31(1)(b)2.			Director credential	
591-1-1-.31(1)(b)4.			Director- must be able to perform job duties of providing care & supervision of children	
591-1-1-.31(1)(b)5.			Director abuse statement	
591-1-1-.31(1)(b)6.			Director no false statement Re: qualifications made	
591-1-1-.31(1)(c)			Copy of Director's credential on file at Center	
			TEACHER/LEAD CAREGIVER	
591-1-1-.31(2)(a)			Center licensed for 19 + children – designated teacher/lead for each group	
591-1-1-.31(2)(b)1.			Must be at least 18 yrs. old	
591-1-1-.31(2)(b)2.			Teacher/Lead caregiver credential	
591-1-1-.31(2)(b)3.			Teacher/Lead caregiver does not have credential: must enroll within 6 mths of hire date and completed by 18 mths	
591-1-1-.31(2)(b)5.			Teacher- must be able to perform job duties of providing care & supervision of children	
591-1-1-.31(2)(b)6.			Teacher abuse statement	
591-1-1-.31(2)(b)7.			Teacher no false statement Re: qualifications made	
591-1-1-.31(2)(b)(7)(c)			Copy of teacher's credential on file at Center	
			Caregiver/Aides for license capacity 19+ children	
591-1-1-.31(3)(a)			Caregiver/Aide 16 or 17 yrs. old not alone with children	
591-1-1-.31(3)(b)1.			Caregivers/Aides - At least 16 yrs of age	
591-1-1-.31(3)(b)3.			Caregivers/Aides - must be able to perform job duties of providing care & supervision of children	
591-1-1-.31(3)(b)4.			Caregivers/Aide abuse statement	
591-1-1-.31(3)(b)5.			Caregivers/Aides - false statement Re: qualifications made	
			Caregiver/Aides for license capacity 18 or less children	

591-1-1-.31(4)(b)1.		Caregivers/Aides - At least 18 yrs. of age	
591-1-1-.31(4)(b)3.		Caregivers/Aides - must be able to perform job duties of providing care & supervision of children	
591-1-1-.31(4)(b)4.		Caregivers/Aide abuse statement	
591-1-1-.31(4)(b)5.		Caregivers/Aides - false statement Re: qualifications made	
591-1-1-.31(4)(b)6.		Caregivers/Aides – must have high school diploma or GED, or 3 months qualifying experience	
		PROVISIONAL EMPLOYEE	
591-1-1-.31(5)(b)		Prov. Emp – informed of CCLC rules & policies	
591-1-1-.31(5)(c)		Prov. Emp – informed of center’s policies relating to job duties	
591-1-1-.31(5)(e)		Prov. Emp - must be able to perform job duties of providing care & supervision of children	
591-1-1-.31(5)(f)		Prov. Emp abuse statement	
591-1-1-.31(5)(g)		Prov. Emp no false statement	
591-1-1-.31(5)(h)		Prov. Emp - Supervised at all times by Dir/Emp w/ valid & current satisfactory comprehensive rec. check det.	
591-1-1-.31(5)(i)		Prov. Emp – become permanent emp. with sat. comp. rec. check det. & meet qualif.	
		INDEPENDENT CONTRACTORS	
591-1-1-.31(6)(a)		Ind. Cont. – comply with CBC requirements in .09	
		PARENTS	
591-1-1-.31(7)(b)		Parents – not responsible for other children & under supervision of employee with CBC	
		VOLUNTEERS	
591-1-1-.31(8)(a)		Volunteers – comply with CBC requirements in .09	
591-1-1-.31(8)(b)		Volunteers – not solely responsible for children & under supervision of employee with CBC	
		STUDENTS-IN-TRAINING	
591-1-1-.31(9)(a)		Students-In-Training – comply with CBC requirements in .09	
591-1-1-.31(9)(b)		Students-In-Training – not solely responsible for children & under supervision of employee with CBC	
		SCHOOL AGE CENTER STAFF	
591-1-1-.31(10)(b)		SA Center – must have one lead teacher/caregiver responsible	
591-1-1-.31(10)(c)		SA Center – assistant assigned to rooms if only 1 lead teacher	
591-1-1-.31(10)(d)		SA Center – assistant must be 16 or 17 yrs old	
591-1-1-.31(10)(e)		SA Center – comply with CBC requirements in .09	
		SUPPORT STAFF	
591-1-1-.31(11)		Other Support Staff to meet rules	
591-1-1-.31(11)(a)1.		Other Support Staff – no contact w/ children or required to have sat CBC	

591-1-1-.31(12)			Child care staff not scheduled > 12 hrs	
591-1-1-.31(13)			Comply with all applicable laws & regulations; Not commit criminal act in presence of children	
Rule Number	C	NC	STAFF: CHILD RATIOS	Comments
591-1-1-.32(1)			Adequate Ratio/Group Size	Inf: 1:6 (12) 1s: 1:8 (16) 2s: 1:10 (20) 3s: 1:15 (30) 4s: 1:18 (36) 5s: 1:20 (40) 6+: 1:25 (50)
591-1-1-.32(2)			Centers licensed for 19+ children - Adequate Ratio/Mixed Age Grouping	
591-1-1-.32(3)			Centers licensed for 18 or fewer children - Adequate Ratio/Mixed Age Grouping (
591-1-1-.32(4)			Centers licensed for 19+ children – Separation of children younger than 3 from children 3 and older	
591-1-1-.32(4)(a)			Adequate mixed age ratios during first/last operating hour	
591-1-1-.32(4)(b)			Parent Agreement for 3 yr old w/2 yr	
591-1-1-.32(5)			Adequate # of staff at naptime	
591-1-1-.32(6)			Adequate staff: child ratios during evening/nighttime care	
591-1-1-.32(8)			Assignment of care giving staff consistent	
Rule Number	C	NC	SUPERVISION	Comments
591-1-1-.32(7)			Children supervised at all times; Seated within arm's length away from children 3 yrs and younger during mealtime	
591-1-1-.32(9)			Final check of Center and premises prior to closing	
Rule Number	C	NC	STAFF TRAINING	Comments
591-1-1-.33(1)			Initial orientation completed	
591-1-1-.33(2)			Orientation includes all required topics	
591-1-1-.33(3)			Each staff member with direct care responsibilities shall complete health and safety orientation training within the first 90 days of employment.	
591-1-1-.33(4)			Food Preparation & Nutrition Training (4 hrs): Director/Cook	
591-1-1-.33(5)			Annual Ongoing Training complete (10 hrs)	
591-1-1-.33(6)			Training documentation available/on file	
Rule Number	C	NC	SWIMMING POOLS and WATER RELATED ACTIVITIES	Comments
591-1-1-.35(1)			Local approval for pool	
59-1-1-.35(2)			Swimming or wading pool inaccessible to children when not in use	
591-1-1-.35(3)			Adequate supervision and staff: child ratios- Water more than 2 ft. deep	Under 2 ½ yrs = 1:2 2 ½ - 4yrs = 1:5 4yr+ = 1:6 Cannot Swim 15ft. unassisted 4yr+ = 1:15 Can swim 15ft unassisted
			One person with lifeguard certification present	

			Swim test confirmation (15 yards unassisted) or copies of certificates		
591-1-1-.35(4)			Adequate staff: child ratio- Water less than 2 ft. deep	Under 1 = 1:6	1yr walking = 1:8
				Under 18mth Not walking = 1:6	2yrs = 1:10
				3Yrs = 1:15	5Yrs = 1:20
				4Yrs = 1:18	6Yrs = 1:25
591-1-1-.35(5)			Additional adult as required		
591-1-1-.35(6)			Parent authorization - swim activity		
591-1-1-.35(7)			Wading pools cleaned and emptied		

Rule Number	C	NC	TRANSPORTATION	Comments
591-1-1-.36(1)			Rules apply to all transportation provided by the licensee or any person on behalf of the licensee	Includes whether or not fee is charged, outside company or another licensed facility has been contracted to provide, location/site operated by same owner or whether it is routine or not
591-1-1-.36(2)			Center must have a licensed driver & vehicle available at all times for emergency transportation	
591-1-1-.36(3)			Transportation training will be state approved and include all training topics	
591-1-1-.36(3)(a)			Director and staff involved with transportation must complete 2 hrs of transportation training on or before June 30, 2015 & every two years afterward	
591-1-1-.36(3)(b)			Starting July 1, 2015, Director & staff must complete 2 hrs transportation training prior to transporting children.	
591-1-1-.36(4)(a)			Annual safety check for vehicle completed	
591-1-1-.36(4)(b)			Interior of vehicle clean and safe	
591-1-1-.36(4)(c)			Fire extinguisher on each vehicle; Extinguisher not accessible to children	
591-1-1-.36(4)(d)			Vehicle has functioning heating system	
591-1-1-.36(4)(e)			Seats securely fastened to vehicle	
591-1-1-.36(4)(f)1.			All children secured in child passenger restraining system or seat belts	
591-1-1-.36(4)(f)2.			Vehicle seating capacity not exceeded	
591-1-1-.36(4)(g)			No more than three persons in front seat	
591-1-1-.36(4)(h)			Vehicle windows not open >50%	
591-1-1-.36(5)(a)			Driver at least 18 and licensed for vehicle	
591-1-1-.36(5)(b)			Adequate # of staff for supervision/ratios	
591-1-1-.36(5)(c)1.			Adequate # of staff when transporting more than 36 children <5 yrs	
591-1-1-.36(5)(c)2.			Adequate # of staff when transporting more than 36 children >5 yrs	

Rule Number	C	NC	TRANSPORTATION CONT.	Comments	
591-1-1-.36(6)			Routine Trip – Parent authorization: p/u & delivery location & time, person to receive		
591-1-1-.36(7)(a)			Center/Passenger info on vehicle: full names, p/u & delivery location & time, person to receive, Center's name & driver of vehicle		
591-1-1-.36(7)(b)			Complete emergency medical information for each child on vehicle	Child's full name	Medical needs
				Date of birth	Prescribed medications
				Allergies	Name & # of doctor
				Medical facility	Parent contact #
591-1-1-.36(7)(c)			Approved transportation checklist being used; Separate checklist on each vehicle		
591-1-1-.36(7)(c)1.			Children listed individually with first and last name		
591-1-1-.36(7)(c)2.			Symbol to account for loading/unloading and absence (check attendance)		
591-1-1-.36(7)(c)3.			Arrival/departure times and date documented		
591-1-1-.36(7)(c)4.			Completed checklist given to director/director's designee		
591-1-1-.36(7)(c)5.			Checklists kept for one year		
591-1-1-.36(7)(d)			Two checks of the vehicle completed; regardless of alarm		
591-1-1-.36(7)(d)1.			Responsible person checked vehicle-1 st check; immediately upon unloading		
591-1-1-.36(7)(d)2.			Designated person checked vehicle-2 nd check; immediately after 1 st check		
591-1-1-.36(7)(d)3.			No 2 nd person available-must report by telephone to director/director's designee		
591-1-1-.36(8)			Routine travel time does not exceed 45 minutes		
591-1-1-.36(9)			Center responsible for child; Not dropped off with no one to receive child		
591-1-1-.36(10)			Children supervised on vehicle		
591-1-1-.36(11)			No prohibited methods of transportation used (truck beds, trailers, campers, etc.)		
591-1-1-.36(12)			No child must cross street to meet vehicle		
591-1-1-.36(13)			Motor turned off, brake set, keys removed from vehicle		