

Child Care Center Licensing Orientation

North Dakota Department of Human Services
Early Childhood Services Division

Welcome to North Dakota's Child Care Center Licensing Orientation

Thank you for considering child care as your chosen profession.

The following slides are an introduction to the child care center licensing process in our State.



Is Opening a Child Care Business Right For You?

- ▶ Operating a successful child care business involves more than just enjoying children
 - ▶ Consider:
 - Are you organized?
 - Can you multi-task?
 - Do you work well with others?
 - Do you have the necessary qualifications?
- 

Compliance:

- ▶ Child care center operators and their programs must be in compliance with:
 - ND Century Code, Chapter 50-11.1
 - ND Administrative Code, Chapter 75-03-10



Definitions

- ▶ Child Care Center–A child care program licensed to provide early childhood services to nineteen or more children

Staff Qualifications

- A center director must meet ONE of the following qualifications:
 - A bachelor's degree in early childhood education;
 - A bachelor's degree with at least 24 semester hours in child development or related fields and at least 6 months of experience in a center of similar setting;
 - An associate of arts degree in early childhood development and at least 6 months of experience;
 - A teaching certificate in elementary education with at least 6 months of experience in a child care center;
 - Certification as a Child Development Associate;

Qualifications of Director – continued...

- A bachelor's degree with at least 12 semester hours or 15 quarter hours in child development or related fields with at least 1 year of experience in a child care center; or
 - Certification from a Montessori training program;
- 

Staff Member Qualifications

▶ Who Can Be a Staff Member?

- ▶ Provider's own child (ages 12+) may qualify to be a staff member

- ▶ Minimum Age Requirements:
 - 14+ years of age:
 - If under 16 years:
 - Must have written parental consent for employment
 - Employment arrangement must comply with NDCC, Chapter 34-07

Qualifications of Supervisor

- ▶ Associate degree in field of early childhood;
 - ▶ CDA credential;
 - ▶ Certification from a Montessori teacher training program;
 - ▶ High school diploma or high school equivalency with at least 1 year of experience in child care;
- 

Staff Member Qualifications

- All Staff Members Must:
 - Be of good physical, cognitive, social, and emotional health to provide adequate care and supervision
 - Be at least 14 years of age
 - Complete Basic Child Care within first three months of employment and complete annual approved training hours
 - Never place a child in physical/emotional danger
 - Be directly supervised by another adult staff member if under 18 years of age
 - Complete the necessary background check information, as required by the ND Department of Human Services

Remember:

- The Licensed Operator:
 - Is ultimately responsible for the health and safety of the children in the program



Background Checks

❑ Center Directors and Supervisors:

- All new directors and supervisors must have a fingerprint background check

❑ Employees

- If the employee has lived outside of ND and MN within the past 10 years, he/she must have a fingerprint background check
- If employees have only lived in ND or MN in the past 10 years, the operator is required to perform online court searches on the employee upon hire and annually thereafter. (Be sure to check all known names.)
 - For ND: www.ndcourts.gov/publicsearch/contactsearch.aspx
 - For MN: <http://pa.courts.state.mn.us/default.aspx>

Ratio – All Children Same Age

0–18 months = 1 staff member per 4 children

18 mos– 3 years = 1 staff member per 5 children

3– 4 years = 1 staff member per 7 children

4– 5 years = 1 staff member per 10 children

5– 6 years = 1 staff member per 12 children

6–12 years = 1 staff member per 18 children

Calculating Ratios For Mixed Age Groups

| | |
|------------------------------------|-----|
| Each child 0–18 months is assigned | .25 |
| Each child 18 mos–3 is assigned | .20 |
| Each child 3–4 years is assigned | .14 |
| Each child 4–5 years is assigned | .10 |
| Each child 5–6 years is assigned | .08 |
| Each child 6–12 years is assigned | .05 |

Calculation of Child/Staff Ratio

| # of Children | Points per child | Number of staff required |
|----------------|------------------|--------------------------|
| 0-18 mos _____ | x .25 = _____ | |
| 18 mos-3 _____ | x .20 = _____ | Up to 1.34 = 1 |
| 3 years _____ | x .14 = _____ | 1.35 - 2.34 = 2 |
| 4 years _____ | x .10 = _____ | 2.35 - 3.34 = 3 |
| 5 years _____ | x .08 = _____ | 3.35 |
| 6-12 yrs _____ | x .05 = _____ | |
| | Total _____ | |

Maximum Group Size

| | |
|----------------|-------------|
| 0-18 mos | 8 Children |
| 18 mos-3 years | 10 Children |
| 3-4 years | 14 Children |
| 4-5 years | 20 Children |
| 5-6 years | 24 Children |
| 6-12 years | 36 Children |

Group size must be consistent with the age of the majority of children. However if there are any infants in the group the maximum group size for infants must be followed.

Both staff child ratio and maximum group size must be considered when determining the number of staff needed. When a group contains the maximum number of children per caregiver per age, the group may contain additional older children, as long as the proper ratio is maintained.

Space Requirements

- ▶ For each child: a minimum of 35 square feet of indoor space and 75 square feet of outdoor space is required
- ▶ Indoor space does not include:
 - Bathrooms
 - Pantries
 - Passageways leading to outdoor exits
 - Areas occupied by furniture or appliances that children should not play on or under
 - Any space that children are not permitted to occupy

Floor Plan Requirements

- ▶ Dimensions of the room
 - ▶ Existing walls and partitions
 - ▶ Exits and doors
 - ▶ Windows
 - ▶ Bathrooms
 - ▶ Existing/permanent furnishings
 - ▶ Fire extinguishers
- 

Example of a Floor Plan

128 Part Two The Design Process

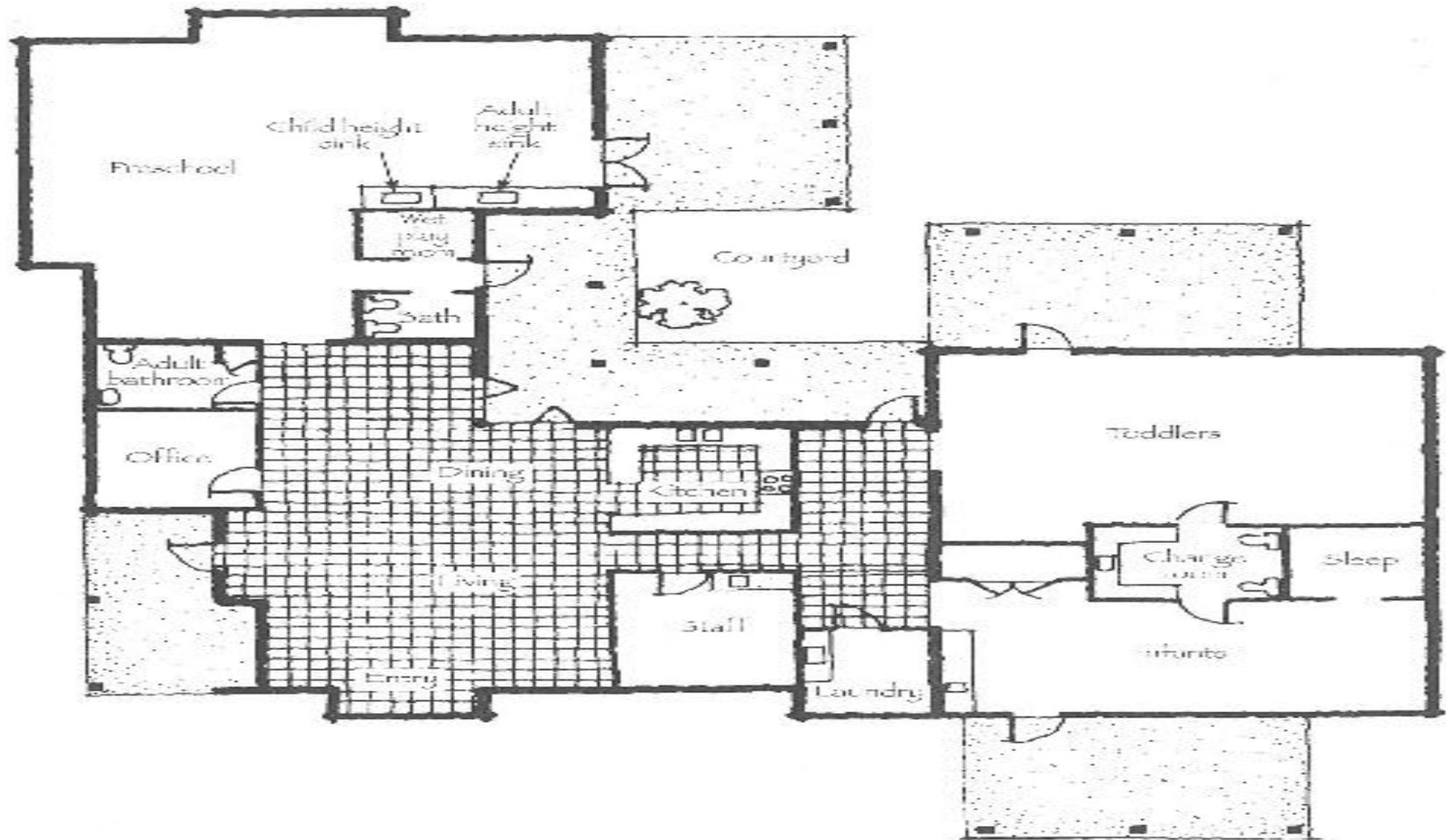


Figure 6.16
The residential care model is featured in this space-conserving L-shaped plan in which group rooms wrap around a large outdoor courtyard for dining and play in a temperate climate.

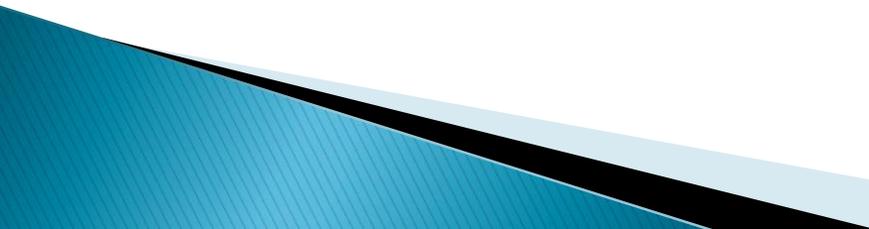
Review of Paperwork

- “Application to Be Licensed/Early Childhood Services” Form (SFN 832). *Fill out both sides.
- Child Care Documentation Record (SFN 343)
- “Authorization for Child Abuse and Neglect Background Check” Form (SFN 508)
- Complete Finger Print Background Check at local County Social Service Office (by appointment) or at your Regional Human Service Center
- Remit the licensing fee to your County Social Service Office
 - \$40 annual fee, or \$75 for two years

Things To Do:

- ❑ Schedule and complete a Fire Inspection
 - ❑ When?
 - ❑ How?

 - ❑ Schedule and complete a Environmental Health Inspection
 - ❑ When?
 - ❑ How?

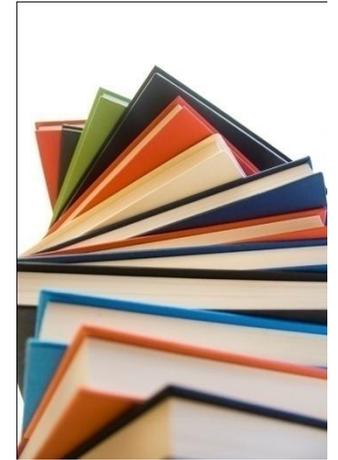
 - ❑ Schedule and complete the Child Care Licensing Study
 - ❑ When?
 - ❑ How?
 - ❑ Note: Your county early childhood services licenser completes the licensing study.
- 

Training

- Required Training (Directors and supervisors, and at least one staff on site at all times)
 - CPR Training
 - Must be American Red Cross, American Heart Association, American Safety and Health Institute, ND Safety Council training, MEDIC, or other department approved training.

 - First Aid Certification
 - Can be American Red Cross, American Heart Association, American Safety and Health Institute, ND Safety Council training, MEDIC OR
 - Approved Online First Aid Training Options
 - **Pro First Aid: www.profirstaid.com
 - **International CPR Institute: www.icpri.com
(select pediatric first aid)
 - **American Health Care Academy: www.cpraedcourse.com

Training



❑ Additional Required Training:

❑ “Basic Child Care” Course:

- Offered online or in DVD format through Child Care Resource and Referral
- Must be completed within first three months of employment for supervisors and other staff members

❑ Continuing Education:

- All training must be approved through the Growing Futures registry: www.ndgrowingfutures.org
- CPR and First Aid training do not count toward annual training requirements.
- Training requirements are prorated if a staff member has not worked for the full year.
- Training is available through:
 - Local Child Care Associations, Child Care Resource and Referral, NDSU Extension Service, and other approved organizations
 - All operators and staff members are encouraged to register with the Growing Futures training registry

Staff Training

| Position | Hours worked per week | Required Training |
|------------|-----------------------|-------------------|
| Director | NA | 13 hours |
| Supervisor | NA | 13 hours |
| Caregiver | 30–40 hours | 13 hours |
| Caregiver | 20–30 hours | 11 hours |
| Caregiver | 10–20 hours | 9 hours |
| Caregiver | Less than 10 hours | 7 hours |

Things To Do:

□ Policy Development

□ Hiring Policy:

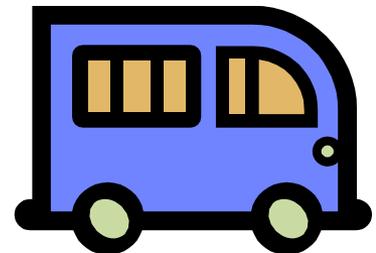
- Must be a written policy
- Must describe who they will employ, methods for obtaining references and employment histories for potential staff
- Must also describe how provider will deal with criminal history found on background checks
- *NOTE: Operator or staff member may not be and may not employ an individual who has been found guilty of, pled guilty to, or pled no contest to a direct bearing offense listed in NDAC 75-03-10-27.*

Things To Do:

❑ Policy Development

❑ Transportation Policy:

- ❑ Needed if operator will be transporting children
- ❑ Must be a written policy
- ❑ Must specify who will transport
- ❑ Must specify how parent's permission will be obtained
- ❑ Children must never be left unattended in vehicle
- ❑ Driver must comply with all state and local laws including
 - Liability Insurance
 - Traffic Laws
 - Child Restraint Laws



Things To Do:

□ Policy Development

□ Emergency Evacuation & Disaster Plans

- Must be a written plan which will include:
 - Emergency procedures, including the availability of emergency food, water, and first aid supplies
 - What will be done if parent are unable to pick up their child as a result of an emergency
 - What will be done if the program has to close or be relocated
- Evacuation plan must be posted in a visible location
- SFN 517 must be completed and submitted to licenser, update as necessary.
- Evacuation drills must be performed in accordance with the fire department's guidelines



Things To Do:

❑ Policy Development

Must develop and maintain written policies/procedures related to:

- ❑ Children's activities, care, enrollment,
- ❑ Responsibilities and rights of staff and parents,
- ❑ How center will handle accidents and illnesses, emergency care, and care for children with special needs
- ❑ Methods of discipline used,
- ❑ Process for reporting a complaint, suspected licensing violation, or suspected child abuse and neglect,
- ❑ Policy and procedure for accountability when a normally unaccompanied child fails to arrive as expected to the center

- ❑ Operators must share policies with parents!



Things To Do:

□ Contracts:

- Develop a contract that outlines the conditions of your child care facility
- Contact Child Care Resource and Referral or your County Licensing Worker for sample contract ideas
- Review the contract with parents during the pre-admission visit



Program Requirements

- ▶ Each Operator Must Develop:
 - ▶ A Program that includes activities that foster sound social, intellectual, emotional, and physical growth
 - ▶ A Program that is developed with consideration of parental input
 - ▶ A written daily routine must be developed, including:
 - ▶ Balance of indoor and outdoor play
 - ▶ Quiet and active activities
 - ▶ Rest time
 - ▶ Meals and snacks
 - ▶ Adequate resources, materials and toys for all children to be involved
 - ▶ Program which reflects cultural diversity of the children in care
 - ▶ Sufficient space for each child's personal belongings
 - ▶ Parental Involvement Opportunities. Including:
 - ▶ Parental notification of the routine and program activities
 - ▶ Parent visit opportunities

Children's Records

- ▶ For each enrolled child, the operator must have on file:
 - Child Information Sheet (SFN 845)
 - Parent's Statement on the Health of the Child (SFN 847)
 - Immunization Record (unless the child is school-age or drop-in)
 - Documentation of verification of identity of each child (This can be done on the SFN 845)

Using own forms? Refer to NDAC 75-03-10-22 for items to include

- ▶ All records, photos, and information must be kept confidential.

Discipline

- ▶ Discipline must be constructive or educational in nature.
 - ▶ Inappropriate types of discipline are defined in NDAC 75-03-10-23.
 - ▶ If inappropriate discipline is used, denial or revocation of a license may result.
- 

Mandatory Reporting

- ▶ Law defines child care workers as Mandatory Reporters of suspected child abuse and neglect
 - ▶ Individuals with knowledge or reasonable cause to suspect that a child is abused or neglected, shall report the circumstances
- 

Mandatory Reporting

- ▶ Reporters of child abuse/neglect issued in good faith are immune from any liability per NDCC 50-15.1-09
 - ▶ To report a concern, contact your local County Social Service Office
 - ▶ Concerns can also be filed in writing using Suspected Child Abuse/Neglect Report (SFN 960) and submitted to your local County Social Service Office
- 

Food and Nutrition

- ▶ Operators shall ensure that all children are:
 - Fed healthy and nutritious meals and snacks
 - Receive a sufficient amount of food while in care

- ▶ **Food Program:**
 - The CACFP (Child and Adult Care Food Program) is an USDA food assistance program designed for child care. If you choose to participate, you will receive assistance with menu planning and nutrition education. In addition, by serving reimbursable meals, the Food Program can provide you financial assistance in providing nutritious meals and snacks.

Sanitation & Safety

- ▶ Maintaining a safe and sanitary environment is critical to both the children and staff



Sanitation Reminders

▶ Hand Washing:

- Children and Staff members must wash hands:
 - Before preparing meal
 - Before eating
 - After diapering and using restroom
 - After any other contact with bodily fluids
 - Always wash with soap and warm water
 - Use clean single use towel, or disposable towel, or sanitary hand-drying equipment to dry hands

Sanitation Reminders

- Clean tables, chairs, floors, and bathrooms daily
 - Garbage must be covered or not accessible to children
 - Pets must not be in kitchen &/or eating area during meal preparation or service
 - Cots and mats must be individually designated, and cleaned and sanitized weekly.
- 

Sanitation Reminders

- ▶ Personal Items (combs, pacifiers, toothbrushes) must be labeled with name of child, and stored in a sanitary manner
- ▶ The facility, equipment and grounds must be kept clean.
- ▶ One flush toilet per 15 children (excluding those not potty-trained), separate bathrooms for boys and girls ages 6 and older, and partitions in stalls for children ages 6 and older.



Safety Reminders

- ▶ No smoking by anyone in the facility when children are present
 - ▶ Adequate heat, ventilation, humidity, and lighting must be provided
 - ▶ Paint must be lead-free. If pre-1970, repaint surfaces where paint is chipped/peeling
 - ▶ Facility, equipment, and grounds must be properly maintained
- 

Safety Reminders

- ▶ A fence may be required
- ▶ Safety gates are required for elevated areas
- ▶ Exit doorways must not be blocked
- ▶ Pets must be properly immunized



Safety Reminders

▶ Water Safety

◦ Wading Pools:

- Must be directly supervised
- Must be cleaned and emptied daily

◦ Swimming Pools

- Must be approved annually by local health department

Infant Care

- Infants must sleep:
 - Only in a safe crib or pack-and-play
 - The mattress must have a sheet
 - No soft bedding or toys should be in the crib
 - Only one infant blanket may be used
 - Note: Infants must be placed on their backs initially when going to sleep.
- Infants:
 - Need to be rocked, spoken with, sung to, and held frequently during the day
 - May not be confined to swings, cribs, or other equipment for extended periods. 20 minutes is a good guide

Infant Care

- All infants must be changed promptly when their diapers become soiled or wet
 - There must be a designated cleanable diapering station
 - It is recommended to provide parents a record of the infant's diaper changes
 - Infants may not be left unattended while eating
 - Bottles may not be propped
 - All cries of infants must be investigated
- 

Emergency Care

- ▶ Must follow written emergency procedures
 - ▶ A working flashlight must be available on site
 - ▶ An approved First Aid Kit must be on hand
 - ▶ The facility must have a working telephone
 - ▶ Medications can only be given with written permission and written record. All medications must be stored properly
- 

Child Care Assistance and Subsidy

- ▶ What is Child Care Assistance?
 - It is a financial assistance program to help low income eligible families with the cost of child care while doing work/school related activities.
- ▶ How Does it Work?
 - Parent of child applies for the subsidy. If approved, the parent supplies a County Social Service Eligibility Worker with needed documentation each month. Payment is then issued directly to the child care operator.

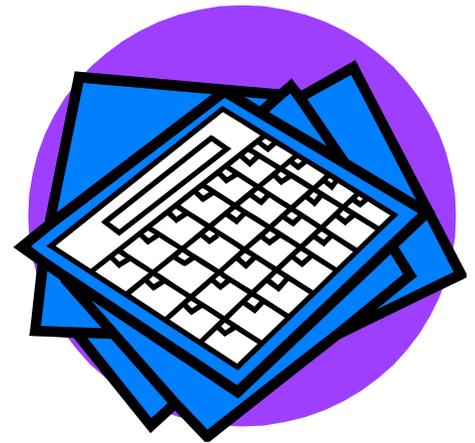
Child Care Assistance

▶ Process:

- Initially: A facility must complete the W-9, “Request for Taxpayer Identification Number and Certification” Form. Send to: ND DHS – Child Care Assistance Program, 600 E Boulevard Avenue, Department 325, Bismarck, ND 58505
- Each Month: The operator must complete and sign the “Child Care Billing Report” (SFN616)
- Each Month: The parent submits the Child Care Billing Report Form with the necessary documentation to their County Social Service Eligibility Worker. Reports are due by the 10th of each month

Child Care Assistance

- Eligibility Workers have 10 working days to process the paperwork after they have received all necessary documents.
- Payments vary according to a sliding fee schedule and maximum allowable payments.
- Payments may vary based on parent income, hours of activity/work, and hours a child is in care.



Thank you for participating in North Dakota's Child Care Center Licensing Orientation

Please note that this orientation is an introduction to licensing and is not inclusive of all licensing regulations.

Licensed operators are responsible for understanding and complying with NDCC 50-11.1 and N.D.A.C. 75-03-10.

