

### Physical Environment

- The provider must ensure the building, grounds, toys and equipment are maintained and used in a safe manner to prevent injury to children.
- The provider must maintain a clean and sanitary environment.
- The facility must maintain adequate cooling, heating and lighting.
- The outdoor play area must have a shaded area to protect children from excessive sun and heat.
- When outdoors, children must have access to drinking water whenever the outdoor temperature is 75 degrees or higher.
- Outdoor play equipment must be surrounded by protective fall cushioning.
- The environment must be free of safety hazards, such as toxic chemicals, matches or cigarette lighters, open flames, sharp objects, and other safety hazards.

### Activities

- The provider must offer activities and materials to support children's healthy physical, social-emotional, and cognitive-language development.
- A current activity plan and daily schedule must be posted.
- On days the program is open four or more hours, activities must include outdoor play if weather permits.

### Animals

- The provider must inform parents of the types of animals permitted at the facility.
- The provider must ensure that any animals are clean, in good health and are not dangerous or aggressive.
- Children must not be allowed to handle reptiles or amphibians.

### Emergency Preparedness

- The provider must have a written emergency disaster plan that is available for review by parents.
- The provider must conduct fire evacuation drills monthly.
- The provider must conduct disaster drills every six months.

### Records

- The provider is required to have the following records for each child:
  1. Admission form.
  2. Current annual health assessment.
  3. Current immunization record.
  4. Transportation permission form, if the center provides transportation.
- The provider must ensure that information in the children's files is not released without written parental permission.

## Utah Department of Health Child Care Licensing Parent's Guide to Licensed Out of School Time Child Care Programs

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The purpose of this guide is to inform parents about state child care licensing rules for child care centers. The Child Care Licensing Program is a regulatory agency which conducts regular inspections of and investigates complaints at licensed child care centers. We encourage parents to discuss any questions or concerns they may have with the center owner or director. Parents may contact Child Care Licensing with questions or concerns by calling one of the regional offices listed below:

**Salt Lake Office:** 801-273-6617 or toll free at 1-888-287-3704

**Provo Office:** 801-374-7688 or toll free at 800-894-2588



The following pages list some important child care center licensing rules. For a complete copy of all of the Out of School Time Program rules, please visit the Child Care Licensing Program website ([health.utah.gov/licensing](http://health.utah.gov/licensing)).

### **Supervision and Ratios**

- Caregivers are required to maintain direct supervision of the children in their care at all times.
- There shall be no more than 20 children to each caregiver. The group must not exceed 40 children.
- Caregivers must actively supervise children when outside.

### **Parent Information and Child Security**

- Parents must have access to the facility and their child's classroom at all times their child is in care.
- Children must be signed in and out of the program daily.
- The provider must give parents a written report of every incident, accident, or injury involving their child on the day the incident occurs.
- The provider must have a signed permission form to transport children.
- The provider must have a signed written permission form to give medication to a child.

### **Staff Qualifications**

- The director must be at least 21 years of age, pass a background screening, and meet the required educational qualifications.
- The director must be on-site at the facility for at least 50% of the time during operating hours.
- Caregivers must be at least 18 years of age, pass a background screening, receive orientation training before being left alone with children, and complete yearly training.
- The center may use assistant caregivers who are 16 years of age, but assistant caregivers may never be left unsupervised with children.

### **Child Discipline**

- The provider must inform parents and children of the center's behavioral expectations for children.
- Discipline measures may not include any of the following:
  1. Any form of corporal punishment, such as hitting, spanking, shaking, biting, pinching, or any other measure that produces physical pain or discomfort.
  2. Restraining a child's movement by binding, tying, or any other form of restraint.
  3. Shouting at children.
  4. Any form of emotional abuse.
  5. Forcing or withholding of food, rest, or toileting.
  6. Confining a child in a closet, locked room, or any other enclosure such as a box, cupboard, or cage.

### **Infection Control**

- Staff and children must wash their hands regularly.
- The provider must clean and sanitize all washable toys and materials weekly, or more often if necessary.
- Children's clothing must be changed promptly if they have a toileting accident.
- Soiled clothes may not be rinsed or washed at the center, and must be placed in a leakproof container labeled with the child's name and returned to the parent.
- The center may not care for children who are ill.
- If a child becomes ill after arriving at the center, the parents must be contacted to pick up their child immediately. If the parents cannot be reached, the provider must contact one of the child's emergency contact persons.
- If a child or staff member has an infectious disease or parasite the provider must post a notice to inform parents, and it must remain posted for at least 5 days.

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The **Utah Office of Child Care** is also a good resource for information about child care. They offer a free parent guide for selecting child care. They can also direct you to your local Child Care Resource & Referral Agency, which offers free referrals to parents looking for a child care provider. You can reach the Office of Child Care by calling 801-526-4340 in Salt Lake, or toll free statewide at 800-622-7390. You can also visit their website ([careaboutchildcare.utah.gov](http://careaboutchildcare.utah.gov)).